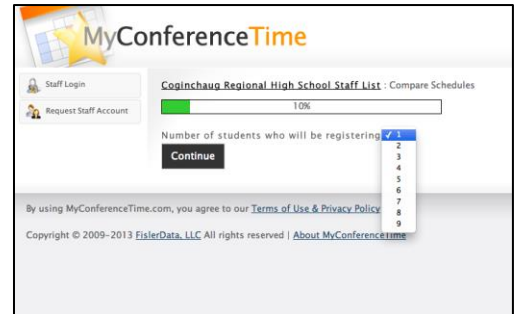


My Conference Time

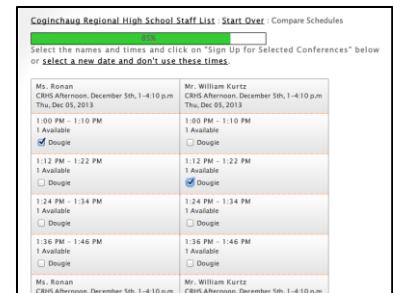
Strong Middle School and Coginchaug Regional High School are using a new service, *My Conference Time*, to schedule parent-teacher conferences this year. Please follow these directions to sign up for conferences with your child's teachers:

1. Go to the Coginchaug site at www.myconferencetime.com/crhs. Once conference scheduling is open, a list of CRHS teachers will appear on that page.
2. To schedule a conference with one teacher, click that teacher's name and go to step 4. To schedule conferences with multiple teachers, click the 'Register for Multiple Conferences' link inside the yellow box:

3. In the drop-down, select the number of students for whom you will be scheduling conferences. Click 'Continue'.



4. On the next screen, fill out the fields for the student's first and last name as well as your name. Your phone number and email address are encouraged, but not required, although if you do not include your email you will need to save or bookmark you confirmation page to change your conferences later. Add alternate/additional contact information as needed. Scroll to the bottom of the screen and click 'Continue' and repeat this step for additional students.
5. In the next screen, choose the teachers with whom you would like to schedule conferences. Either double-click the names to move them into the right column, or select them and click the right arrow to send them to the right column. Click 'Find Schedules with Common Dates'.



6. Click the black button to 'View Conferences for' the desired day.
7. Compare the lists of available times for each teacher. Open slots will empty boxes next to your student's name (or names, if you have more than one). Check the box next to the desired time for each teacher.

8. Scroll to the bottom of the screen and click ('Sign up for Selected Conferences').

9. You will go to the confirmation and review page. If you provided an email address, your conferences will be sent to you. If not, you can just print or save this page for your records.

