

Student Led Conferences
How To Sign Up Online



DE LA SALLE COLLEGIATE HIGH SCHOOL

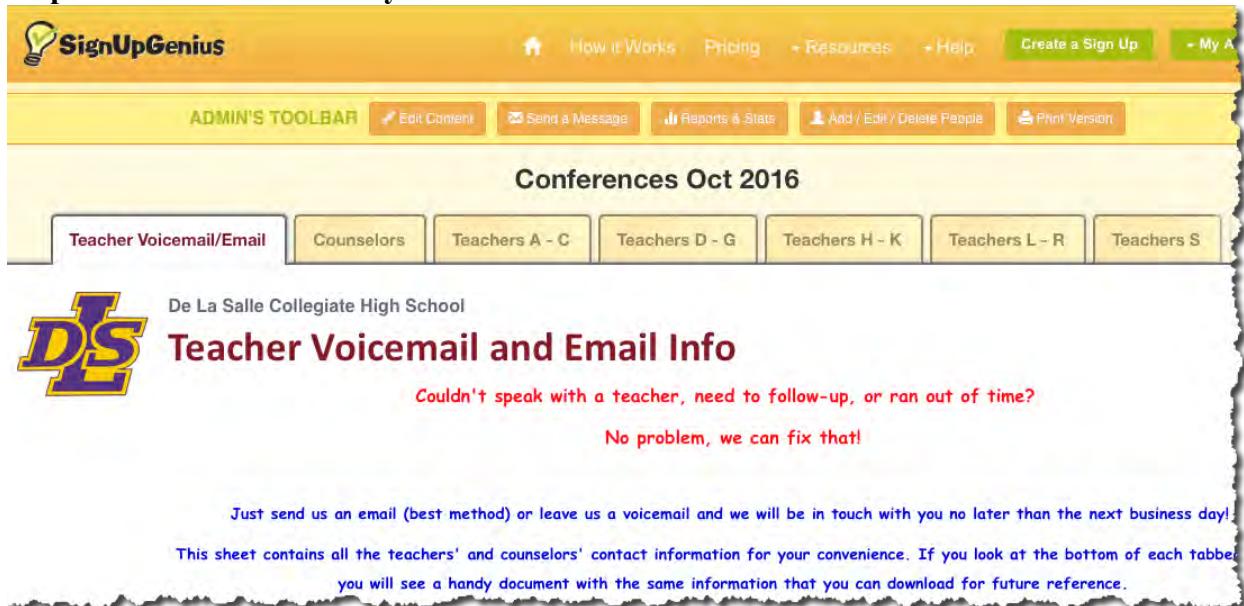
Step 1: Go to the school's home page: www.delasallehs.com OR go to <http://tinyurl.com/dlsptc2016>



Step 2: Look for the sign up genius icon on the page and click on it



Step 3: Select the teacher by their last name and click on icon



Tip: Write down all the teachers' last names you wish to see and have the list handy as you sign up!

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Step 4: You will see this screen. Please read carefully before scrolling down.

The screenshot shows the SignUpGenius interface for 'Conferences Oct 2016'. At the top, there is a navigation bar with 'Home', 'How it Works', 'Pricing', 'Resources', and 'Help', along with a 'Create a Sign Up' button. Below this is an 'ADMIN'S TOOLBAR' with buttons for 'Edit Content', 'Send a Message', 'Reports & Stats', 'Add / Edit / Delete People', and 'Print Version'. The main content area is titled 'Conferences Oct 2016' and features a tabbed interface with categories: 'Teacher Voicemail/Email', 'Counselors', 'Teachers A - C' (selected), 'Teachers D - G', 'Teachers H - K', 'Teachers L - R', and 'Teachers S'. The selected tab shows the De La Salle Collegiate High School logo and the title 'Parent Teacher Conferences Oct. 2016 (Teachers A-C)'. A welcome message follows: 'Welcome! Parent Teacher Conferences are coming up! Once again, Thank you for choosing De La Salle Collegiate!!! This year we will continue our "online sign up" format in the teacher's room for two days, one evening session and one morning session. The two sessions will occur on October 20,'

Step 5: Review the teacher’s available times remain and select one by clicking on “sign up”

The screenshot shows a table of available sign-up slots for Mr. Brian Bacon. The table has three columns: 'Available Slot', 'Date (mm/dd/yyyy)', and 'Time (EDT)'. There is also a 'Calendar View' button. The table contains five rows of slots, each with a 'Sign Up' button. Annotations with arrows point to the teacher's name and location, the date and time, and the 'Sign Up' button.

Available Slot	Date (mm/dd/yyyy)	Time (EDT)	Sign Up
Mr. Brian Bacon (Math; Rm. 105)	10/20/2016 (Thu)	6:00pm - 6:10pm	Sign Up
		6:10pm - 6:20pm	Sign Up
		6:20pm - 6:30pm	Sign Up
		6:30pm - 6:40pm	Sign Up
		6:40pm - 6:50pm	Sign Up

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Step 6: Complete the blank fields accordingly. We strongly recommend you sign up for an account at the same time in case you have to change or wish to see all your appointments on one screen. Click on “sign up” when done.

Parent Teacher Conferences Oct. 2016 (Teachers A-C)

Sign Me Up For:

Date (mm/dd/yyyy - EDT)	Available Slot	Qty	Son's Name: *
10/20/2016 (Thu) 6:00pm-6:10pm	Mr. Brian Bacon	1	<input type="text" value="Ben Franklin"/>

* Son's Name: is required.

Login with my SignUpGenius or Facebook account

I do not have a SignUpGenius account

First Name *

Last Name *

Email *

Re-enter Email *

- Create an account at SignUpGenius so I can login and edit my items if I need to make a
- Send me a confirmation email with an ICS file and a link that will allow me to edit this item later.




Although not necessary, we recommend creating an account so you can see your schedule in one place AND make changes easily.

SIGN UP NOW!

CANCEL

Step 7: You are signed up! ☺

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Available Slot	Date (mm/dd/yyyy)	Time (EDT)	 Calendar View
Mr. Brian Bacon (Math; Rm. 105)	10/20/2016 (Thu)	6:00pm - 6:10pm	SS Stephen Stewart Ben Franklin  
		6:10pm - 6:20pm	

You will have the option to adding it to your personal calendar if you like

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Parent Teacher Conferences Oct. 2016 (Teachers A-C)

Sign Me Up For:

Date (mm/dd/yyyy - EDT)	Available Slot	Qty	Son's Name: *
10/20/2016 (Thu) 6:00pm-6:10pm	Mr. Brian Bacon	1	<input type="text" value="Ben Franklin"/>

* Son's Name: is required.

You are logged in as: Stephen Stewart (**This isn't me**)

- Display an alternate name (like a child or spouse's name) on the sign up page.
- Send me a confirmation email with an iCalendar (.ics) file.

SIGN UP NOW!

CANCEL

Step 8: Go to the next teacher by repeating steps #2 through #7 😊

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MAKING CHANGES

Those who established an account with sign up genius

You will have to delete the appointment and schedule a brand new one.

Available Slot	Date (mm/dd/yyyy)	Time (EDT)	Calendar View
Mr. Brian Bacon (Math; Rm. 105)	10/20/2016 (Thu)	6:00pm - 6:10pm	SS Stephen Stewart Ben Franklin  
		6:10pm - 6:20pm	Sign Up <input type="checkbox"/>

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Parent Teacher Conferences Oct. 2016 (Teachers A-C)

Are You Sure?

Are you sure you want to delete your sign-up for "Parent Teacher Conferences Oct. 2016 (Teachers A-C)"?

10/20/2016 (Thu) 6:00PM - 6:10PM EDT - Mr. Brian Bacon - De La Salle Class Rooms

This sign up will be permanently removed. There is no undo.

Notification will be sent to the sign up administrator (Anita Griffin) with the following comment:

YES - DELETE **NO - CANCEL**

Or...

Once signed into your account, you can just select the red "X" on your sign in page

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Get a \$75 credit when you spend your first \$25

Step 1

Step 2

My SignUps

Items I've Signed Up For

Date	Time/Location	Item	Sign Up	Action
02/13/14	6:00PM - 6:10PM DLS, Warren, MI	Mr. Novak, Rm. 108 Eddie Munster	Student Led Conferences (Teachers N-2)	

Sign Ups I've Been Invited To

ORDER BY: Title (Ascending)

De La Salle Collegiate High School
[Student Led Conferences \(Teachers N-2\)](#)

My Account

- My Sign Ups
- My Settings
- My Groups
- Custom Reports
- Upgrade to PRO
- LOGOUT

Sign Up Genius

87,151 people like Sign Up Genius.

Those without an account with sign up genius

You will have to follow the prompts, delete your old appointment, and schedule a brand new one.

Need to make a change to something you signed up for on this sign up?

- I signed up as a SignUpGenius member
- I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

- Contact the sign up creator** and have him/her update your item for you.
- Create an account** at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
- Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:

- Someone else signed me up on this sign up