










MyConferenceTime.com User Guide


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Account Administrator Use


- 1) Approving users
 - a) When someone requests a staff account, all account administrators receive an email to confirm that the person is a staff member. Staff members must be confirmed by an account administrator before the staff member may login to MyConferenceTime.
 - b) When an administrator receives a notification that someone has requested a staff account, follow the link provided in the email, or click on the “ **Staff Account List**” button on the left of the screen.
- 2) Adding a user
 - a) Click on the “ **Add User**” button on the left of the screen.
 - b) Enter details for the new account.
- 3) Editing users
 - a) Click on the “ **Staff Account List**” button on the left of the screen.
 - b) Click on “ **edit user info.**”
- 4) Copying a schedule for one teacher
 - a) Click on the “ **Copy a Schedule**” button on the left of the screen.
 - b) Select whose schedule you want to copy (“Copy schedule from”).
 - c) Select the recipient of the new schedule (“Copy schedule to”).
 - d) Click on “Duplicate Schedule.”
- 5) Copying schedules (multiple staff at once)
 - a) Click on the “ **Copy a Schedule (fast)**” button on the left of the screen.
 - b) Select whose schedule you want to copy (“Copy schedule from”).
 - c) Select the recipients of the new schedule (“Copy schedule to”).
 - d) Click on “Duplicate Schedule.”
- 6) Comment on the entrance page – a message to be displayed to everyone who visits your MyConferenceTime.com site.
 - a) Click on the “ **Main Comment**” button the left of the screen.
 - b) Enter your desired text in the box and click on “Add Comment.”
 - c) Once text has been saved, you can edit the text at any time.
 - d) For no comment to appear, click on “Delete Comment.”
- 7) Order of names on main page – edit the order in which staff member names appear on your main page

- a) Click on the  **Set Display Order** button on the left of the screen.
- b) Drag the boxes to the desired order (top being the 1st to appear on the main page, bottom being the last to appear), then click on “Save Order.”

8) Date Summary

- a) Click on  **Date Summary** on the left of the screen. You will see each unique date for which conferences are scheduled.
- b) In the right column, statistics are provided: the total number of time slots for that date, the number of actual time slots that were filled, and the percent.
- c) Select the desired date(s) using the checkboxes in the left column. Once at least one date is selected, you can use the drop-down menu at the top of the list to:
 - i) **Lock** all conferences scheduled for the selected date(s) so that parents can no longer sign up for conferences for the selected date(s).
 - ii) **Unlock** all conferences scheduled for the selected date(s) to allow parents to sign up for conferences for the selected date(s).
 - iii) **Send email reminders** to parents who have conferences scheduled for the selected date(s).


9) Schedule Summary

- a) Click on  **Schedule Summary** on the left of the screen. You will see all of the conference schedules.
 - i) The default is to view all schedules: visible and hidden.
 - ii) To view only hidden schedules, click on “**display not visible.**”
 - iii) To view only visible schedules, click on “**display visible.**”
 - iv) To return to viewing hidden *and* visible schedules, click on “**display all schedules.**”
- b) In the right column, statistics are provided: the total number of time slots for the schedule, the number of actual time slots that were filled, and the percent.
- c) Select the desired schedule(s) using the checkboxes in the left column. Once at least one schedule is selected, you can use the drop-down menu at the top of the list to:
 - i) Make visible
 - ii) Make not visible (hidden)
 - iii) Create printer-friendly schedules (times with names) (a .pdf is created of each schedule with the times of scheduled conferences along with accompanying student and parent information)
 - iv) Create printer-friendly schedules (times with names and openings) (a .pdf is created of each schedule with all conference times [scheduled conferences



as well as available times] along with accompanying student and parent information of all scheduled conferences)

v) Delete

10) Required fields and field names – specify which fields are required, optional, or hidden as well as change the names of the fields

- a) Click on the “ **Required Fields**” button on the left of the screen.
- b) Use the drop-down menus to determine which fields will be required, optional or hidden when a parent signs up for a conference or when a staff member requests an account.
 - i) Required – parents must enter data in the field.
 - ii) Optional – parents may enter data in the field or they may leave it blank.
 - iii) Hidden – parents will not see the field when registering for conferences.
- c) Use the text fields to change the names of fields when they are displayed on the website.
 - i) Please note that all fields pertaining to names will be used for student or parent names, even if you change the field name to something else.
 - ii) Both fields pertaining to email addresses are used to send email confirmations regardless of the field names you assign to them.


11) Status of conferences – Staff members have the ability to mark whether a conference is completed, parents did not show, meeting time has been postponed, etc. The account administrator can specify what these statuses are.

- a) Click on “ **Status Setup**” on the left of the screen
- b) To add a status, enter the new status in the box on the right, then click on “Add Status.”
- c) To edit a status, click on the text of the status. An editable box will appear in which you can change the text. Please be aware that editing a status will affect all conferences that have already been updated with that status. For example, if the status was “Postponed” but is changed to “Will be held later,” all conferences that used to have “Postponed” for the status will now have “Will be held later” for the status.
- d) To delete a status, click on the red x  .






Staff Use










1) Creating an account





- a) Click on the “ **Request Staff Account**” button on the left
- b) After submitting your information, you must be approved by an account administrator before you can successfully login.

2) Creating a schedule

- a) After logging in, click on the “ **New Schedule**” button on the left.
 - i) Enter the name of the schedule.
 - ii) Add a comment for the schedule (optional).
 - iii) Determine if the schedule should be available (immediately visible on the web) for sign-ups.
 - iv) Determine if parents may undo their selection (cancel) prior to a specified date.
 - (1) If “no,” parents must contact a staff member if a change is needed.
 - (2) If “yes,” specify the cut-off date for parents to undo their conference registrations. Confirmation email will include a link for users to cancel their conference registration without contacting a staff member.
 - (a) When a conference is canceled, a notification is sent to the parent & staff member in the same way that a notification is sent when a parent registers.
 - (b) Parents may not cancel their registrations once the cut-off date is reached.
 - (c) For a parent to choose a different conference date and/or time, the parent should cancel the first conference and then sign up for the new conference.
- b) Once the schedule has been created, click on “ **Add a Conference**”
 - i) Select the date (using the  calendar), starting time and ending time of your first conference, enter the number of conferences during this time slot (usually 1), and enter an optional comment that pertains to this specific conference.
 - ii) Continue adding conferences on the schedule by changing the date/start time/end time and clicking on “**Add New Conference.**”

3) Duplicating a day

- a) Click on the “ **Duplicate Day**” link on the schedule below the date that you want to duplicate.
- b) Select the date (using the calendar) for the new conferences.
- 4) Copying another staff member’s schedule
 - a) Click on “ **Copy a Schedule**” button on the left of the screen.
 - b) Select the staff member/schedule that you would like to copy.
- 5) Closing/locking a day
 - a) Click on the “ **Lock Day**” link on the schedule below the date that you want to close.
 - b) Locking the day prevents parents from signing up for a conference for that date. This is useful to do on the day of conferences so that parents do not sign up at the last minute.
 - c) Even though the day is locked to parents, you can still sign a parent up for a conference for that date.
- 6) Viewing student/parent details
 - a) Click on the student’s name.
 - b) If you need to change details such as the student’s name, parent’s email address, etc., click on the word “ **Edit**” beside the student’s name when viewing student/parent details.
- 7) Viewing parent comments (quickview)
 - a) If a parent signs up for a conference and enters a comment, a picture of a word bubble () will appear beside the student’s name.
 - b) To view the comment quickly, hold the cursor over the bubble () so that the comment appears.
- 8) Editing a conference
 - a) Click on the edit icon () below the time of the conference.
 - b) Make changes to the date and/or time of the conference.
- 9) Deleting student/parent info from a conference
 - a) Click on the student’s name.
 - b) Click on the word “ **Edit.**”
 - c) Click on “**Remove all Attendance Info and Make Conference Available to Others.**”
- 10) Downloading an Excel file of schedule information
 - a) Click on the “ **Download Participant Schedule in Excel Format**” link located below the schedule.
 - b) The Excel file contains all info about conferences including date, time, student, parent name, email addresses, phone numbers, and comments.
- 11) Staff account options

- a) Click on the “ **Account Info**” button on the left.
 - b) Make changes to your personal information.
 - c) Choose whether your conferences are currently available to parents. Only staff members who have available schedules will appear in the list of names on the Staff List on the main page. If you want to set up your schedule without parents viewing your work-in-progress, set this option to “no.”
 - d) Choose whether you want to receive an email confirmation when a parent signs up for a conference. Even if this option is set to “yes,” you should still check the schedule for sign-ups and not rely solely on email confirmations.
 - e) Click on the “**Change Password**” link to create a new password.
- 12) Email reminders
- a) Select the boxes beside the names of students for whom you want to send conference reminders. To send a reminder for all conferences on your schedule, click on “ **Check all**” below the schedule.
 - b) After selecting the desired conferences, click on the “**Send Email Reminder to Selected Recipients**” button.
 - c) Account administrators can send email reminders for specified schedules with minimal effort by using the “ **Date Summary**” button on the left of the screen.
- 13) Alternate view options for schedules
- a) Click on “ **List View**” located below the schedule.
 - b) Names of students will be displayed in a list. You have the option of sorting alphabetically, by date/time, showing parent names/phone numbers/email addresses, and returning to the default table view.
- 14) Viewing schedules of other staff members
- a) Staff members who are logged in can see student names on schedules of other staff members.
 - b) Staff members who are logged in can click on the student name to see conference details such as the parent’s name, phone number, and email address.



Parent Use

1) Signing up

- a) Provide parents with the basic URL of your account.
 - i) Keep it simple. Give parents the account URL (similar to <http://www.myconferencetime.com/school>).
 - ii) We do **not** recommend a URL longer than the one above (such as one that includes index.php or one that links directly to a staff member's schedule) so that the possibility for mistyping the URL is reduced.
 - iii) We do recommend emailing the URL to parents in order to reduce the possibility of mistyping the URL and to reduce the amount of valuable paper resources used for home communication.
- b) Parents can sign up for one conference at a time by:
 - i) Clicking on the link for the staff member.
 - ii) Selecting the specific schedule (if more than one is available)
 - iii) Selecting the desired date and time.
- c) Parents can sign up for multiple conferences (conferences for multiple children or multiple conferences for one child) by:
 - i) Specifying the number of children registering.
 - ii) Entering each child's name and parent information.
 - iii) Selecting the desired conference schedule(s).
 - iv) Choosing the desired date.
 - v) Checking the box(es) for each desired time slot for the child(ren).
 - vi) Clicking on "**Sign Up for Selected Conferences.**"
- d) Parents without Internet access must contact the staff member to sign up.
 - i) The staff member can select the desired conference time and enter the parent's details directly on MyConferenceTime.
 - ii) If an email address is required but the parent does not have one, the staff member can use his/her own email address for registration.

2) Changing conference time after signing up

- a) If a schedule permits parents to undo (cancel) their registrations, confirmation email will include a link for parents to use should the need arise for a conference to be canceled.
- b) If a schedule does not permit parents to undo (cancel) their registrations, parents need to contact the staff member directly.