

Wheeler Pick-A-Time 2019-2020 Conference Scheduling

Directions for Parents

The on-line scheduler will open at
6:00 A.M. on Friday, September 27th and close at
12:00 P.M. on Wednesday, October 9th.

WEB ADDRESS: <https://bit.ly/2lboxqAv>



Register (New Accounts)

1. Enter your email address and push **“Login/Create Account”**.
2. Fill in the required fields and register.

Student ID=Student First & Last Name

Birthday= 2 Digit- Month/Day/Year

Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page.
2. **Click on a square to schedule a conference time.**
 - **(If you have specialists attached to your account, please click a slot that matches your homeroom teacher slot) **They should match**
3. You will have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to enter in the name of your student.
4. Click on **“Create Appointment”**.
5. Repeat as needed.

Notes

At any time, you can click on **“printable schedule”** and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.