

Wheeler Pick-A-Time 2018-2019 Conference Scheduling Directions for Parents

The on-line scheduler will open at
5:00 P.M. on Sunday, September 23rd and close at
12:00 P.M. on Tuesday, October 9th.

WEB ADDRESS: <https://goo.gl/a8JwBq>



Register (New Accounts)

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

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 ten minute slot of theirs during the 20min homeroom block you selected.)**
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.

You have the ability to change your conference time through noon on October 9th. You will need to log in with the email address and password you used to create your account.