How to book your Parent-Teacher Conference at BL

First, log in to FriarNET (www.BishopLynch.org) and select **Guidance** from the menu under **Academics**.

Then choose **Progress Reports & Parent-Teacher Conferences** from the list of links on the left.

Here's a direct link if you've done this before: https://pickatime.com/client?ven=11607504

We use PickaTime to make appointments. This is the PickaTime Login screen:

Input your email address and then a password of your choosing. If you've already used this system, use the same credentials. Use the **Forgot My Password** button if you need. Otherwise create a new account (or log in to your existing account) by clicking the top button.

If you're creating a new account complete the rest of the information on the registration screen

Be sure to input the student's birthdate.

Then click OK to continue.

Once you've logged in, select the event called **"November 2015 Parent-Teacher Conferences (for all current BL students)."**

This system is used to schedule multiple events. *Please be sure you pick the correct event.*

You will need your student's ID number in order to associate yourself with their schedule. The ID number is the letter "S" followed by the last four numbers they use when making they enrolled their ID make copies or print in the Library. Their PIN is all numbers but the ID for this system is a letter followed four numbers.

If their PIN in for the copier is 11874 then the ID you'll use for this system is **S1874**. Just replace the first numeral 1 in their printer PIN with the letter "S" and use the remaining four digits.

You'll also need their date of birth. Please use format month/date/year, with the slashes, and use single digit for months and dates 1 thru 9. Be sure to use full 4 digit year, please; **4/4/1998**, for example (not 04/04/1998 or 4-4-98). Click **Add** to continue.

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time. When you're done, just click Logout at the very top (there is no "submit" button).   to

You will receive an email confirmation.

Questions/Comments/Concerns? Please   by email **FriarNET@BishopLynch.org**

Questions marked with an asterisk (*) must be completed.

Student ID (the letter "S" followed by last four digits of BL Bistro PIN)

*   s1874

Student's birth date (use format month/date/year, with the slashes please, and use single digit for months and dates 1 thru 9. Be sure to use full 4 digit year, please; 4/4/1998, for example)

*   1/1/1998

Add

February 14, 2013

Legend
- Appt scheduled for you
- Appt Unavailable
- Kay Gentsch
- Cari Schnurr

Click on the colored box below to book your preferred time slot.
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Miles Davis X

Feb 2013 — Thu 14

15:00, 15:10, 15:20, 15:30, 15:40, 15:50, 16:00, 16:10, 16:20, 16:30, 16:40, 16:50, 17:00, 17:10, 17:20, 17:30, 17:40, 17:50, 18:00, 18:10, 18:20, 18:30, 18:40, 18:50, 19:00, 19:10, 19:20, 19:30, 19:40, 19:50, 20:00, 20:10, 20:20, 20:30, 20:40, 20:50

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time. When you're done, just click Logout at the very top (there is no "submit" button).

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Student ID (the letter "S" followed by last four digits of BL Bistro PIN)

*

Student's birth date (use format month/date/year, with the slashes please, and use single digit for months and dates 1 thru 9. Be sure to use full 4 digit year, please; 4/4/1998, for example)

*

Add

From the calendar that will appear (see sample at left), select one of the colored boxes. This sample student, **Miles Davis**, has only 2 classes at BL.

The teachers (and room numbers) are shown at the top, color coded to the available time slots in the grid below. If a slot is white, it is not available. Appointments are 10 minutes with 2 minutes "walk" time in between.

Choose a time slot by clicking the colored box, which will then turn black. Continue scheduling all the teachers you wish to meet and then just click Logout at the top of the page.

If you have additional students at BL, input their student ID and birth date and click **Add** again. If you need to delete a student, click the red X by their name.

You will receive a confirmation email when you make your appointment. Please email FriarNET@BishopLynch.org with any questions.

This is a relatively new system and we welcome your feedback.