

Thursday, March 22nd, 2018

Once again, parents will be able to schedule their interviews online using the web based interviewing scheduling system, gcs.schoolappointments.com!

The system will be open for parent registration and appointment scheduling beginning 6:00 a.m. on **Wednesday, March 7th** and will continue through midnight on **Wednesday, March 21st**.

How it works:

1. Go to our school appointments website: gcs.parentteacherconferences.net
2. Select "Gateway Christian School – Red Deer, AB"

If you registered online for the October &/or December interviews, please follow these instructions

1. Log on with your user ID & password.
2. You will come to a screen with your child's name or a list of your children.
3. Click your child's name.
4. Highlight the staff member you wish to book your appointment with and click "**View Calendars**". Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slot(s) to book your interview(s) and then click the "**Book appointments**" button to save your booking(s)

If this is your first time booking interviews online, please following these instructions.

1. Register for an account by clicking the "**REGISTER**" menu tab (top right hand corner) and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button. Be sure to keep your user id and password in a safe place, because you will need both items any time you wish to access the system.
2. Add your child(ren) into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
3. Check the "**date**" icon beside each child's name to schedule your interview. Select the teacher you wish to book an appointment with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple teachers to view at the same time.
4. Click on available time slots to book your interviews and then click the "**Book Appointments**" button to save your bookings.

If you are booking interviews with more than one teacher, please leave time between scheduled interviews to have enough time to get to your next interview.

Detailed instructions are readily available on the site via prompts and by using the "Parent Instruction Guide" available on the site's "**HELP**" tab.

If you have any questions or do not have access to a computer, please don't hesitate to call Cathy or Heather to book your interviews (403-346-5795) Thank you! We look forward to seeing you on March 22nd!