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# Parent Conferences: Online Signups

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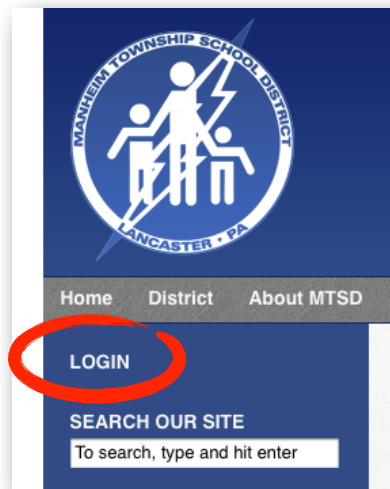
## GETTING STARTED

To begin, you must have a Community Account on our website. Creating an account is free; all you need to provide is a valid email address. If you do not have an account, you can create one here:

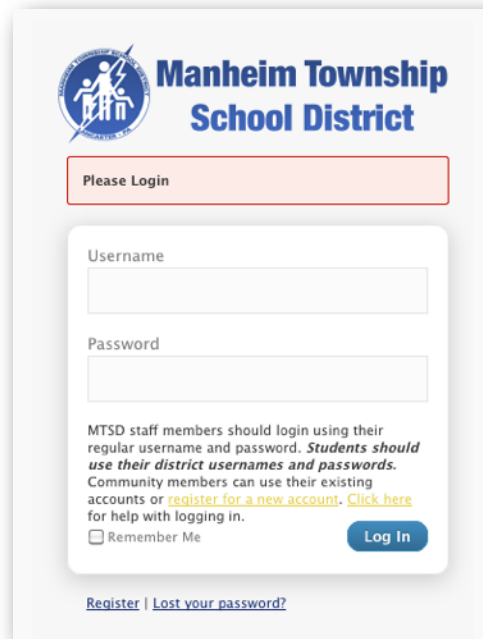
<http://go.mtwp.net/signup>

**Note:** *This is not the same as your Sapphire Community Account. For more information, please see the last page of this document.*

Once your account is created, visit our website, and click on the “Login” link on the left side of the page:



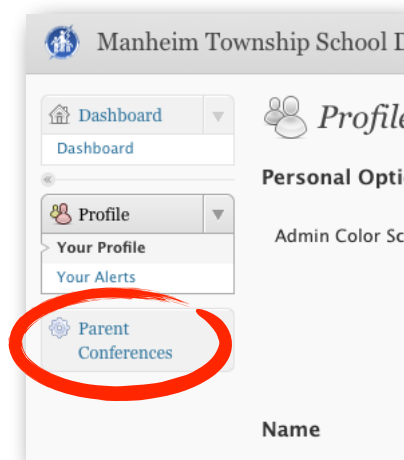
You will be prompted to enter your username and password:



The image shows the login page for Manheim Township School District. At the top left is the district logo, a blue circle containing a white silhouette of a person holding a lightning bolt. To the right of the logo is the text "Manheim Township School District" in a bold, blue font. Below the logo and title is a red-bordered box with the text "Please Login". Underneath this is a white box containing two input fields: "Username" and "Password". Below the input fields is a paragraph of text: "MTSD staff members should login using their regular username and password. **Students should use their district usernames and passwords.** Community members can use their existing accounts or [register for a new account](#). [Click here](#) for help with logging in." Below this text is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the white box are two links: "Register" and "Lost your password?".

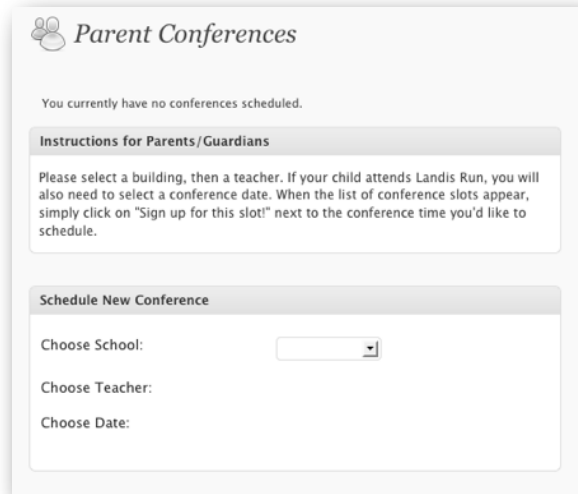
Enter your username and password, then click the “Log In” button.

Once you have logged in successfully, you will be taken to the Dashboard. On the Dashboard will be a link called “Parent Conferences.” Click that link to begin the signup process:



## SIGNING UP

To sign up, you'll first need to select a school (at this time, online signup is offered for the High School, the Middle School, and Landis Run Intermediate School):



**Parent Conferences**

You currently have no conferences scheduled.

**Instructions for Parents/Guardians**

Please select a building, then a teacher. If your child attends Landis Run, you will also need to select a conference date. When the list of conference slots appear, simply click on "Sign up for this slot!" next to the conference time you'd like to schedule.

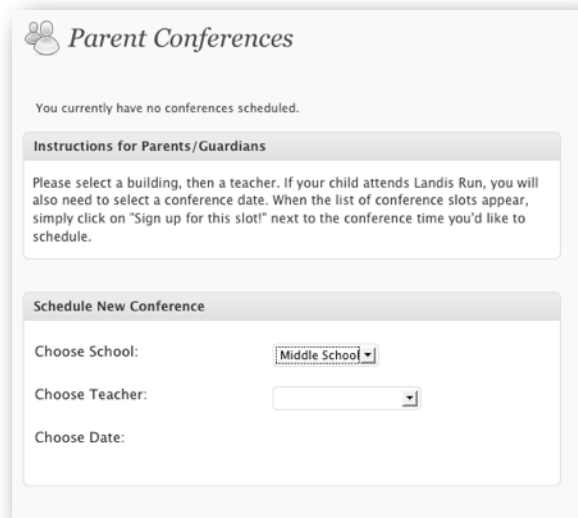
**Schedule New Conference**

Choose School:

Choose Teacher:

Choose Date:

After choosing a school, you will need to select the teacher with whom you wish to schedule a conference:



**Parent Conferences**

You currently have no conferences scheduled.

**Instructions for Parents/Guardians**

Please select a building, then a teacher. If your child attends Landis Run, you will also need to select a conference date. When the list of conference slots appear, simply click on "Sign up for this slot!" next to the conference time you'd like to schedule.

**Schedule New Conference**

Choose School:

Choose Teacher:

Choose Date:

Some teachers are available for conferences on multiple days. If you choose a teacher in that situation, you will need to select a date. If the teacher you select is

only available on one date, that date will be automatically selected. Once a date has been selected, you will be able to view the teacher's schedule:

**Parent Conferences**

You currently have no conferences scheduled.

**Instructions for Parents/Guardians**

Please select a building, then a teacher. If your child attends Landis Run, you will also need to select a conference date. When the list of conference slots appear, simply click on "Sign up for this slot!" next to the conference time you'd like to schedule.

**Schedule New Conference**

Choose School:

Choose Teacher:

Choose Date:

**Conference Signups**

12:00 PM - 12:15 PM	<a href="#">Sign up for this slot!</a>
12:15 PM - 12:30 PM	<a href="#">Sign up for this slot!</a>
12:30 PM - 12:45 PM	<a href="#">Sign up for this slot!</a>
12:45 PM - 01:00 PM	<a href="#">Sign up for this slot!</a>

Any slots that are already taken will not be available for you to select (likewise, once you register for a slot, no one else will be able to select it, nor will they be able to see that you have selected it; your selections will only be available to you, the teacher, and the building administration).

To select a slot, click the link that says, "Sign up for this slot!" next to the time you you would like. A small signup form will appear:

**Conference Signups**

12:00 PM - 12:15 PM [Sign up for this slot!](#)

12:15 PM - 12:30 PM [Sign up for this slot!](#)

**Assign**

Your Name


Student Name

Your Email

12:30 PM - 12:45 PM [Sign up for this slot!](#)

The email address associated with your account will be automatically filled in, but you may change it if you like. The email address you enter here will be sent a notification of the conference after you click the “Save” button.

After signing up, your schedule at the top of the screen will be updated:



**Parent Conferences**

Date	Time	Teacher	Actions
11/19/2012	12:15 PM – 12:30 PM	Green, Ginger	<a href="#">Delete</a>

[Print Schedule](#)

**Instructions for Parents/Guardians**

Please select a building, then a teacher. If your child attends Landis Run, you will also need to select a conference date. When the list of conference slots appear, simply click on "Sign up for this slot!" next to the conference time you'd like to schedule.

## WRAPPING UP

To delete a signup, simply click on the “Delete” button next to the conference time that you wish to delete.

If you wish to print your schedule, click the “Print Schedule” button underneath your list of conferences.

## WHY ISN'T THIS PART OF SAPPHIRE?

Sapphire is a commercial product purchased from an outside vendor. We have no control over its functionality and are unable to add features to it. As a result, some custom functions, such as Parent Conference Signups, must be done on our own website.