

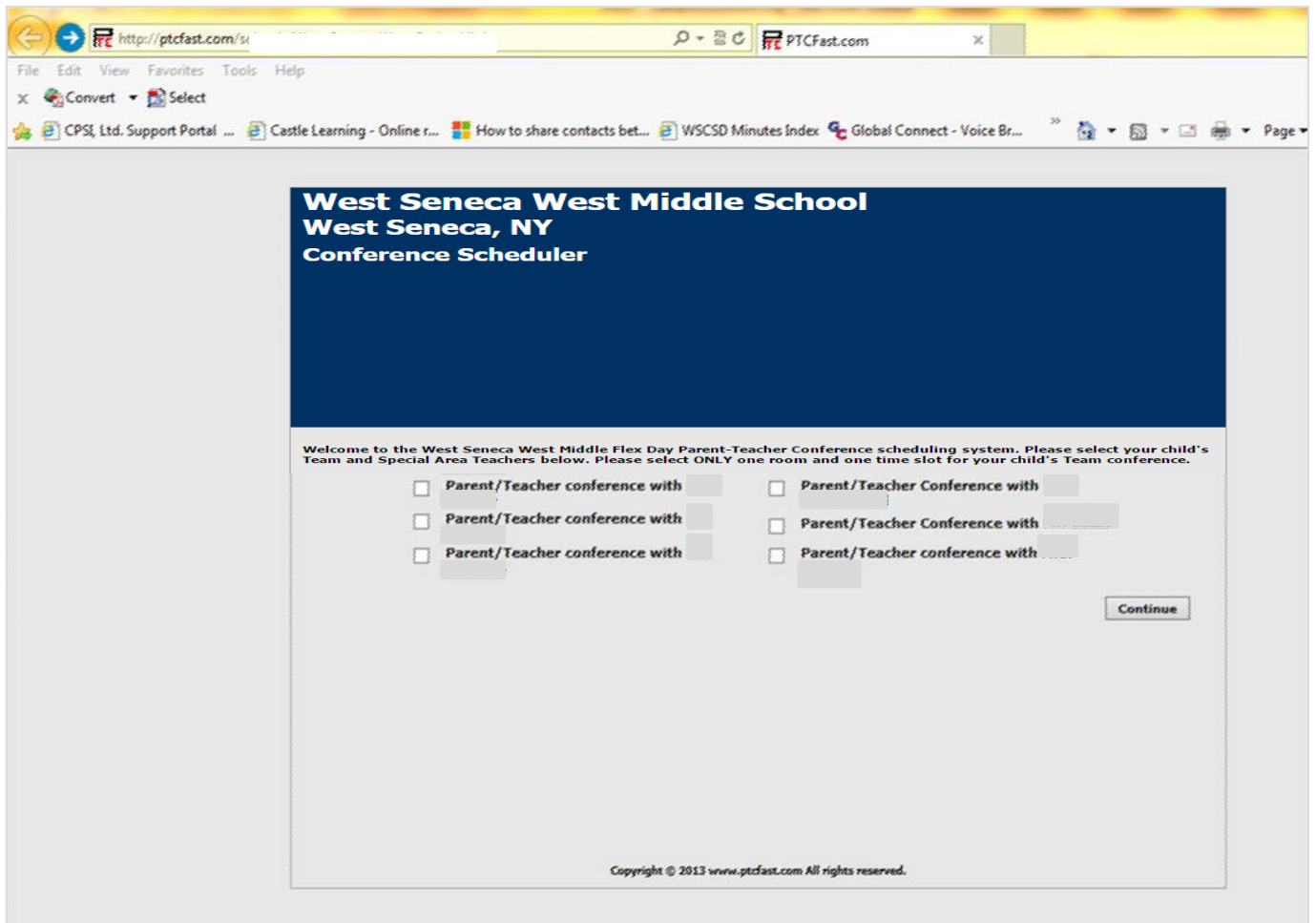
Quick Directions for West Middle's Online Parent/Teacher Conference Scheduling

(www.ptcfast.com)

Step 1

This is the Welcome Screen you will see when you go to West Middle's custom site on ptcfast.com:

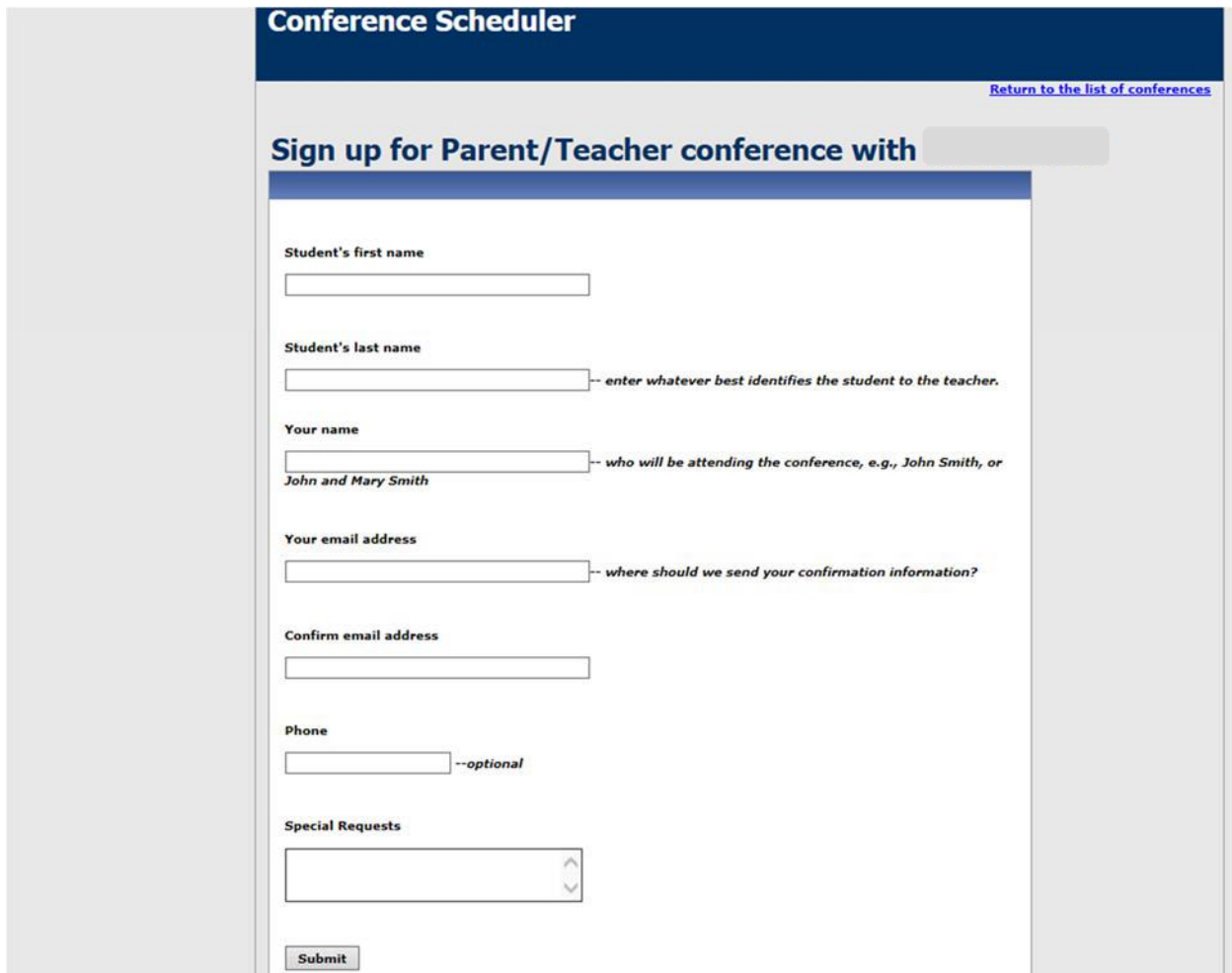
Place a check mark in the box for your child's teacher(s) and hit Continue.



Step 2

The next screen should look like this.

This is where you would fill in all the pertinent information for the conference. When finished, click Submit.



The screenshot shows a web form titled "Conference Scheduler" with a dark blue header. In the top right corner of the header, there is a link that says "Return to the list of conferences". Below the header, the main heading reads "Sign up for Parent/Teacher conference with" followed by a greyed-out text box. The form contains several input fields with labels and instructions:

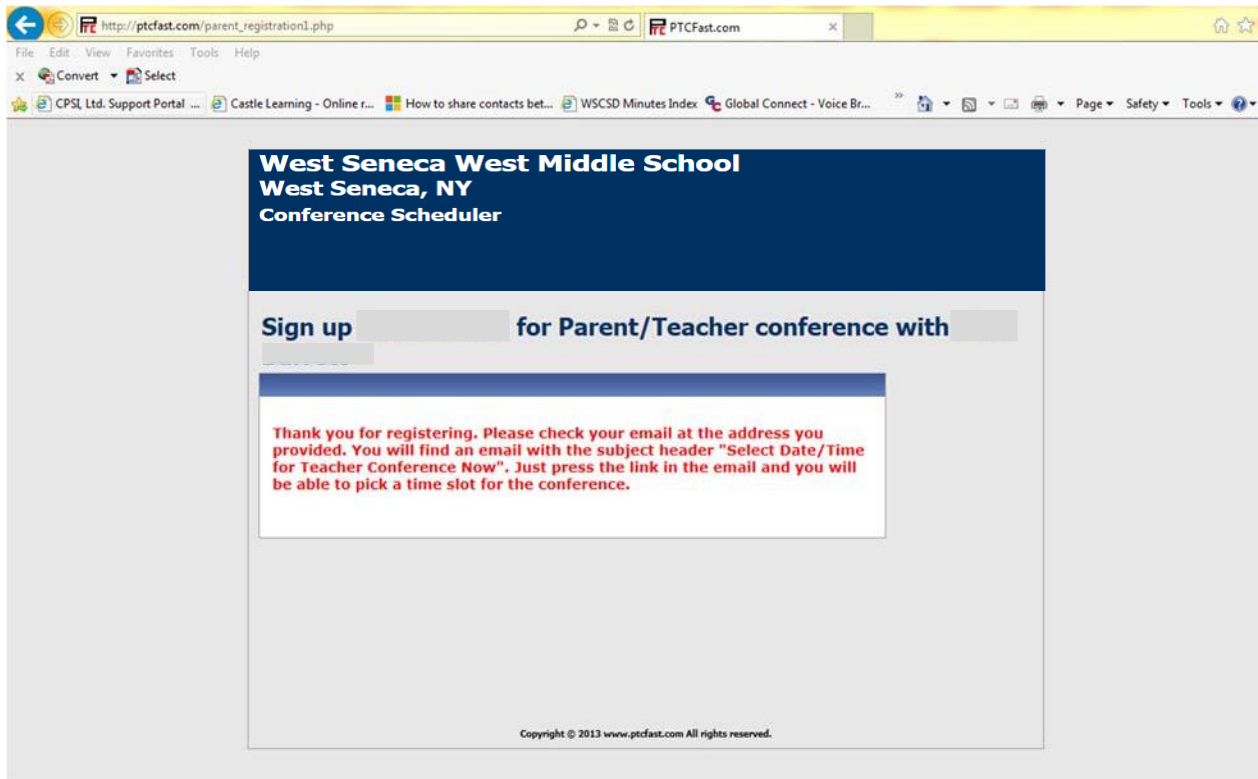
- Student's first name**: A text input field.
- Student's last name**: A text input field with the instruction "-- enter whatever best identifies the student to the teacher."
- Your name**: A text input field with the instruction "-- who will be attending the conference, e.g., John Smith, or John and Mary Smith".
- Your email address**: A text input field with the instruction "-- where should we send your confirmation information?".
- Confirm email address**: A text input field.
- Phone**: A text input field with the instruction "--optional".
- Special Requests**: A text area with up and down arrow icons on the right side.

At the bottom left of the form, there is a "Submit" button.

Step 3

After successful submittal of your information, you should see a screen similar to this.

(A confirmation email will be sent to the email address you specified)



Step 4

After checking your email inbox, you should see an email from ptcfast that looks similar to this:

(If you don't see the email, check your spam or junk email folder)

Dear Parent,

Thank you for registering for your parent-teacher conferences. Please click on the link below to complete the process and pick your specific dates and time.

[Click here to select conference time](#)

If for any reason you have a problem with this link, you may login at <http://www.ptcfast.com/parentlogin.php> and use this code: _____

Thank you.

Mr(s). _____

In this email, click on the link, "**Click here to select conference time**"

Step 5

After clicking on the link in Step 4 above, you will see a screen similar to this. Please select 1 time slot for each team, class, or section and click Submit.

Time Picker

Your Appointments **Appointment Selection** [Logout](#)

For sharon3286@myway.com

Sarah H.
Parent/Teacher conference with [redacted]

Rule of Thumb
Parent/Teacher conference with [redacted]

Not currently booked

No time selected; check here to remove your registration

Thu, Oct 17

12:30 PM Available

12:45 PM Available

1:00 PM Available

1:15 PM Available

1:30 PM Available

1:45 PM Available

2:00 PM Available

2:15 PM Available

2:30 PM Available

2:45 PM Available

3:00 PM Available

3:15 PM Available

4:50 PM Available

5:05 PM Available

5:20 PM Available

5:35 PM Available

5:50 PM Available

6:05 PM Available

6:20 PM Available

6:35 PM Available

6:50 PM Available

7:05 PM Available

Register another conference at Rule of Thumb for Sarah Honan

Add a different student at Rule of Thumb

Display/Print Schedule

To register appointments for another school, please follow the instructions provided by that school.

javascript: focus.Conference[1196449];

Step 6

You will get an email to confirm the times you have selected.