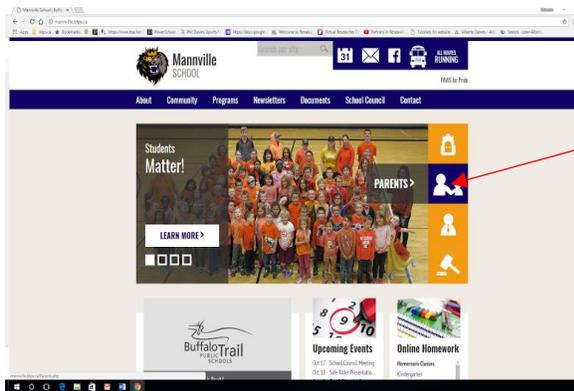


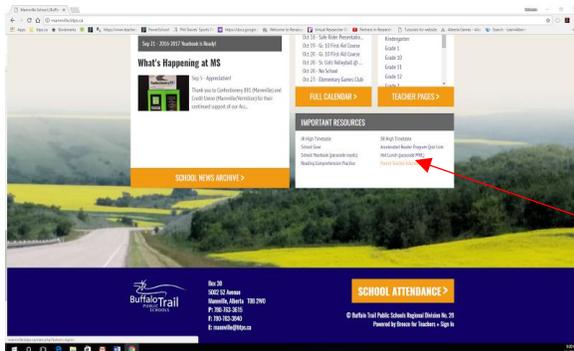
How to Book Your Parent Teacher Interviews

Log in to the Mannville School website: www.mannville.btps.ca

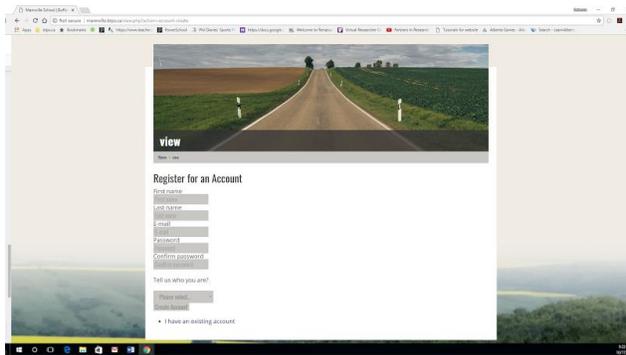
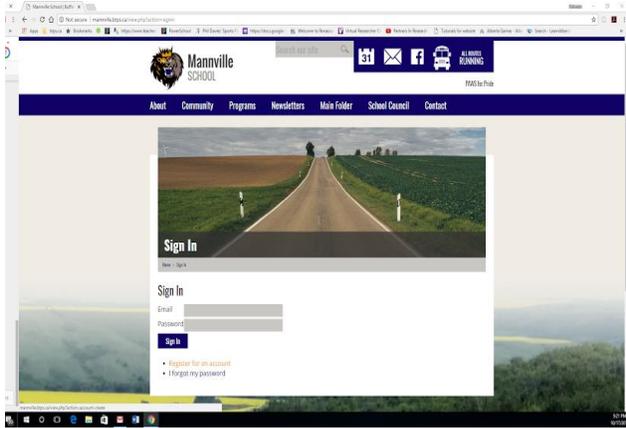
Click either the “parents” tab on the right menu bar



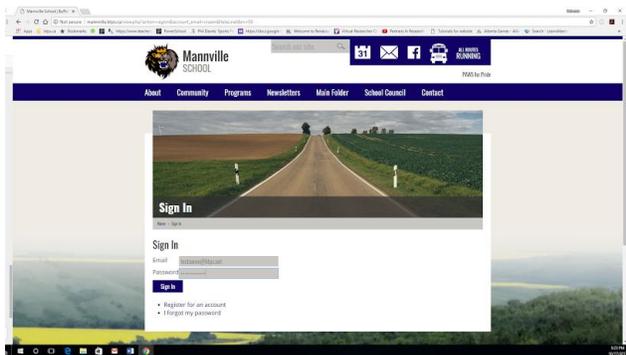
OR Scroll to the bottom of the page and click on the “parent teacher interviews” link under important resources.



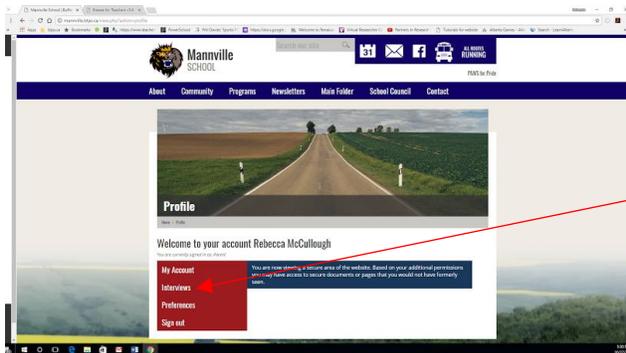
Parents will need to register for an account using the link provided.



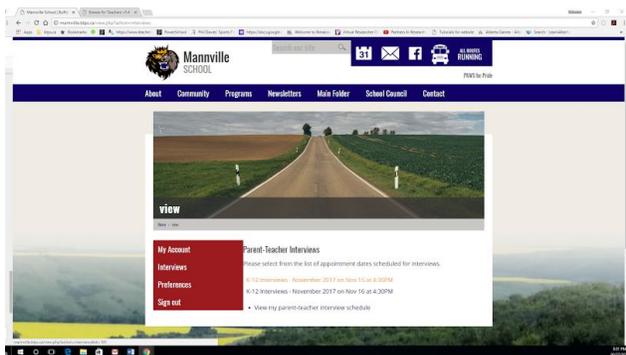
Then sign in...



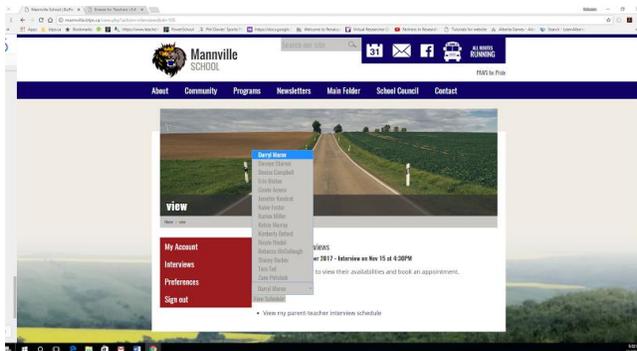
You now have a new menu showing in red on the left side of the page. Choose “Interviews.”



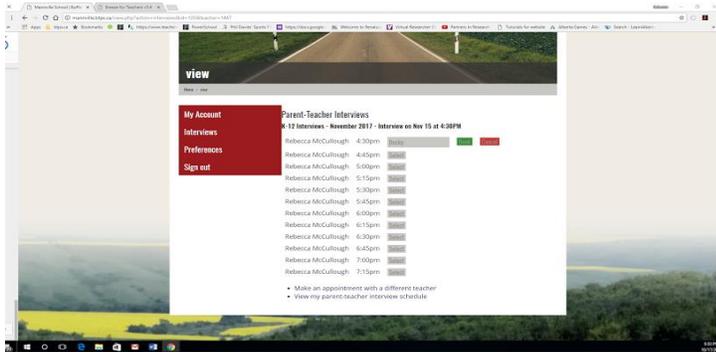
Choose which date you would like to book on.



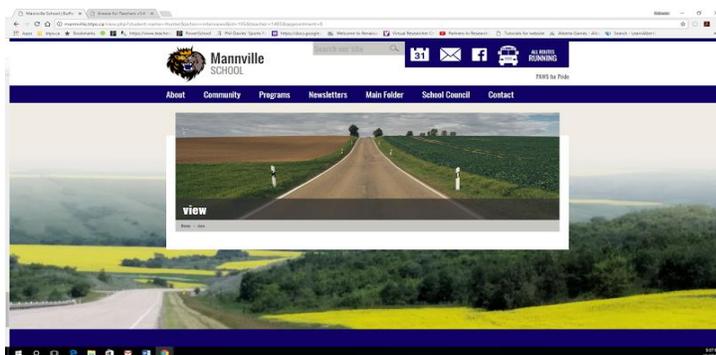
Choose from the list of teachers and click view schedule



Choose the select button and enter your child's name

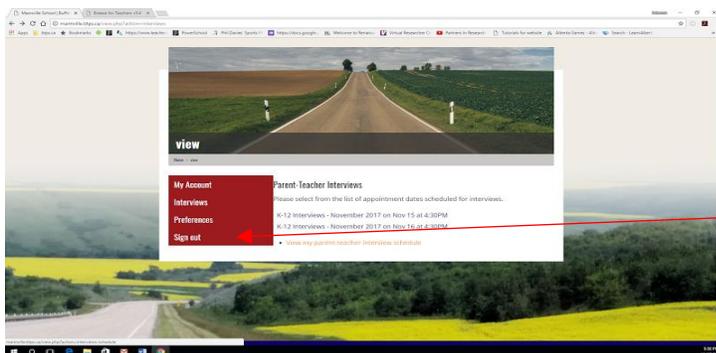


Choose book... it is now booked and you will see this screen.

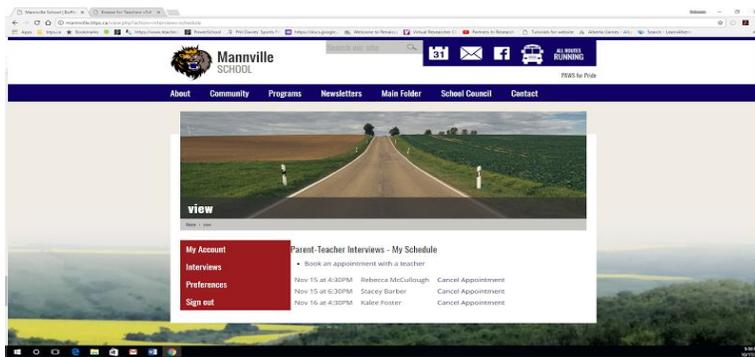


Choose "home" and go through the process for your other children.

You can go back to the main menu under parents/parent teacher interviews and choose, "view my parent teacher interview."



It will show you the schedule you have created



If you need to make changes, choose Cancel appointment and go through the process again by clicking Interviews on the left hand library.

When you are finished, be sure to sign out on the menu on the left.

