

PARENT/TEACHER/STUDENT INTERVIEWS

New On-line Booking Process

How to book an appointment . . .

1. Go to <https://spectrum.schoolappointments.com>
2. For all users, click the **REGISTER** tab (located top right) then fill in "Register for an account" and click **REGISTER NOW**. All past registrations have been cleared.
3. Click **ADD A STUDENT** to add your son/daughter. Note: Families with more than one student attending Spectrum, will need to enter each student. To add sibling click **INSERT NEW**.
4. To schedule appointments click on the **BLUE "BOOK APPOINTMENTS" ICON**, next to the student's name.
 - * To book appointments with more than one than one teacher press and hold the **CTRL** button (PC users) or **COMMAND** (Mac users) and select each teachers name and then click **VIEW CALENDARS** (at the bottom of the screen). Note: you can choose up to six teachers per student. Also, TAG teachers are not part of the P/T/S Interview process.
 - * Select appointment times by clicking the check box next to the time block.
 - * If a teacher is not available, you can click **the CALL BACK REQUEST** box at the top of the appointment times to provide your contact information for the teacher.
 - * Once you have selected the teachers and time, click **BOOK APPOINTMENTS**.
 - * To delete an appointment, click the **RED X** button next to the student's name.
 - * To print your appointment(s), click **PRINT**
 - * To continue booking sibling appointments click **HOME, then MANAGE, then select the blue "Booking appointments" icon for the 2nd student.**

Note: if you are booking for more than one student, your first student's appointment times will be shown on the screen as red blocks marked unavailable, so double-bookings won't occur.

5. To view all your appointments again, chose the **PROFILE** menu tab and click on **VIEW APPOINTMENTS**. Your booked appointments will be listed in chronological order.
6. Please bring this information with you to the Parent/Teacher/Student Interviews to be held in both gyms.

If you require assistance, please email Shauna Johnson @ shjohnson@sd61.bc.ca or call 250.479.8271, Ext. 222.