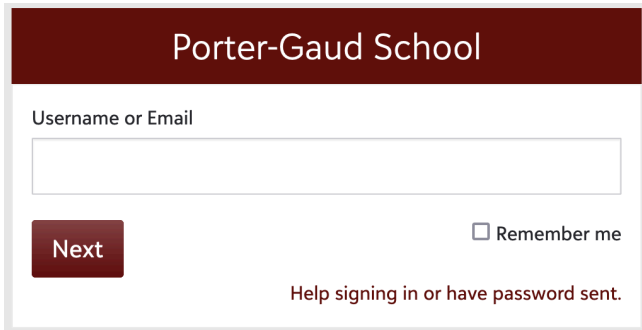


Parent/Guardian-Teacher Conference Sign Up Instructions

PickATime is a web-based application Porter-Gaud is using to schedule parent/guardian-teacher conferences. The application allows parents and guardians to schedule appointments that meet their schedules, print appointments, and receive email reminders. If you need assistance, please email helpdesk@portergaud.edu. Below are the instructions on how to log in and use PickATime.

Log into [MyPG](#), click on Resources, and find PickATime(Conference Scheduling).



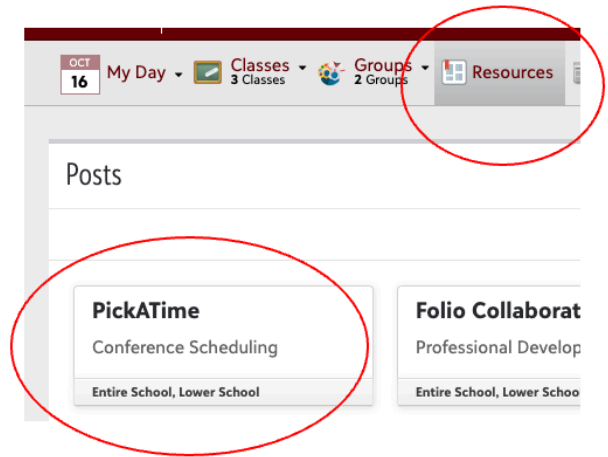
Porter-Gaud School

Username or Email

Remember me

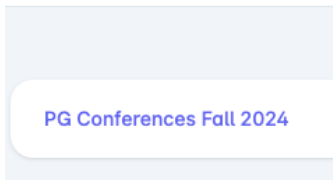
Next

Help signing in or have password sent.



Next, select the event titled PG Conference days Fall 2024. Then, select your child(ren) and press Next Step. Lower School teachers are scheduling 20-minute time slots with no breaks. The Middle and Upper School teachers are scheduling 15-minute time slots with five minute breaks. Select the teachers or student appointment type. Please know that only the Upper School is offering virtual options. You will see their availability and time slots on the right.

Events



SELECT APPOINTMENT TYPE

- In-person
- Virtual

Students

Teachers

Filter Slots

PG Conference Days I

The screenshot shows the 'PG Conference Days I' interface. On the left, there are two tabs: 'Students' and 'Teachers'. Under 'Students with classes:', two students are listed: 'Zaubi Carson' and 'Zaubi Elliott', both with checked boxes. A blue 'Next Step' button is at the bottom. On the right, there is a 'Students' tab and a 'Teachers' tab. Under 'Teachers of Zaubi Carson:', two teachers are listed: 'Boccabella, Stacy; van Wingen, Matthew - BOCCABELLA / VAN WINGEN' and 'Albright, Jennifer - Reading - ALBRIGHT'. On the far right, there is a calendar grid for 11/01/2023. The grid shows time slots from 07:30 AM to 07:50 AM. The 07:30 AM slot for 'Zaubi Carson' is highlighted in red and contains a '+' sign. The 07:45 AM slot for 'Zaubi Elliott' is highlighted in green and contains a '+' sign. Other slots are highlighted in blue or purple and contain '+' signs.

After clicking on appointment time, it will ask you to confirm the appointment. Click **Create Appointment** and **Return to Booking** to schedule more appointments.

The screenshot shows the appointment confirmation screen. At the top, it says 'You are scheduling an appointment with Boccabella, Stacy; van Wingen, Matthew at 07:30 AM on November 1st, 2023.' Below this is a 'Notifications' section with a checkbox 'I would like to add this appointment to my calendar.' Underneath is an 'Appointment Details' section with the following information: Teacher: Boccabella, Stacy; van Wingen, Matthew; Class: BOCCABELLA / VAN WINGEN; Student: Zaubi Carson. At the bottom right, there are two buttons: 'Cancel' and 'Create Appointment'.

The screenshot shows a green button with the text 'RETURN TO BOOKING' in white capital letters.

You will now see the time slot you selected is scheduled for you and unavailable. At any point, you can view your current appointments and print a copy from the navigation on the left. Please note that your appointments will also be automatically emailed to you.

The screenshot shows the appointment confirmation screen. The 07:30 AM slot for 'Zaubi Carson' is highlighted in red and contains a gear icon. The 07:45 AM slot for 'Zaubi Elliott' is highlighted in green and contains a gear icon. Other slots are highlighted in blue or purple and contain '+' signs.

The screenshot shows the main navigation menu. It has a dark blue background with white text. The menu items are: 'Home' (with a house icon), 'My Appointments' (with a calendar icon), and 'Printable Schedule' (with a printer icon).

You can cancel or reschedule your appointments up to 48 hours before the conference time. Please email helpdesk@portergaud.edu or call 843-402-4700 if you run into issues or have questions.