

Manlius Pebble Hill School

Fall 2020 Parent-Teacher Conferences Pick-A-Time Instructions

The Pick-A-Time system will open on Monday, November 9 at 9:00 a.m. and will close on Wednesday, November 18 at 11:59 p.m. To sign up for conferences, please click [here](#).

Sign In:

If you have previously registered, simply enter your email and password. If you have forgotten your password, you can select the "Forgot Password" button and a new password will be emailed to you.

Register: (If you are new to Pick-A-Time)

- Enter your email address and click "Login/Create Account."
- Fill in the required fields to register.

You will need your NetClassroom userID and password. It is the same information you use to login midterm reports and quarterly report cards. If you have any questions or need to retrieve your userID and password, please contact [Juhee LaHaye](#), Assistant to Division Heads.

For each child, you will need to enter their NetClassroom user ID and password and click "add."

Scheduling Parent Teacher Conferences

- Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the time slots they have available. Click on a square to book a time then click "Create Appointment."
- If you have more than one child in a division, the system will allow you to schedule appointments for all your children at one time.
- Grades 6 through 12 – 10-minute Zoom conferences.

Scheduling Tips & Reminders

- The system will e-mail you an immediate confirmation of your schedule and it will allow you to set reminder emails.
- At any time you can click on "printable schedule" to get a hard copy.
- If you want to make changes to your schedule, you can login at any time prior to **Wednesday, November 18, 11:59 p.m.** using your email and password.
- If you need to change your appointments, click on the blue circle to the left of your name at the top of the screen to show all of your appointments. There will be links to modify the time, or cancel the appointment(s).
- **Please Note:** The online registration period will close on Wednesday, November 18 at 11:59 p.m. Changes after this date should be made directly with your child's teacher no later than Friday, November 20.