

1. Please go to: [www.myconferencetime.com/\[account\]](http://www.myconferencetime.com/[account])
2. Find and click on the name of your child's **homeroom** teacher.
(Remember: all conferences are held in homerooms regardless of the child's schedule.
This is where the materials will be.)
3. Select your preferred time.
4. Enter required information. (E-mail address is not required, but if you enter one, you *will* receive a reminder of the conference prior to the date.)
5. Click "Sign Up for Your Conference" near the bottom of the screen.
6. You're done! That's all there is to it.