

Directions for Parents (single event)

Follow the directions provided by your school to get to the Parent Teacher Conference Scheduler.

1. Sign In

Parents will access the pickAtime Online Scheduler directly from the Blackbaud Resource Board via a pickAtime tile.

2. Students

- Your student will already be attached.
- Click the student(s) whose schedule you want to see.
- If your student is attached but doesn't have any classes within the event, please contact the event admin.

3. Select Teachers

By default, all of your child's teachers are selected.

- **To exclude a teacher:** Uncheck the box next to their name.
- **To proceed:** Click Filter Slots once you have finalized your list.

4. Booking Appointments

The scheduling grid displays available times as squares with a plus sign (+).

1. Click on your preferred **Time Square**.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen to confirm your booking.
4. Repeat these steps for each teacher you wish to visit.

Managing Your Schedule

View or Print

To see your full itinerary, click the Printable Schedule on the left-hand sidebar.

Changes & Cancellations

If you are using a Computer (Desktop):

1. Click **My Appointments** on the left-hand sidebar.
2. Locate the appointment you wish to change.
3. Hover your mouse over the appointment to reveal the **Details**, **Edit**, and **Cancel** options on the right.

If you are using a Mobile Phone:

1. Tap the **Menu Icon (three bars)** in the top-left corner.
2. Select **My Appointments** from the menu.
3. Tap the **three dots (⋮)** next to any appointment to modify or cancel your booking.

Revision #4

Created 2026-04-08 22:51:26 UTC by Tara Cicora

Updated 2026-04-21 22:04:29 UTC by Tara Cicora