

INTRODUCTORY CONFERENCE

September 14 – 15, 2017 – ALL GRADES

We are looking forward to celebrating and sharing your daughter's learning during our introductory conferences. Conferences will be scheduled through the Conference Manager. The manager allows bookings each 15 minutes with your daughter's **homeroom teacher only**. This interview is for you and your daughter to meet with the homeroom teacher only to learn about the year and to understand the best ways to support your daughter at school. It is also an opportunity for the homeroom teacher to gain an understanding of your daughter in her educational journey. We look forward to seeing you.

Important Dates:

- September 06– Start scheduling conferences at 6:00 pm
- September 14– Introductory Conferences 4 pm- 8 pm – All Grades
- September 15– Introductory Conferences 8:30 am – 12:30 pm –All Grades

If you are unable to book a conference time on these dates, please contact your daughter's homeroom teacher to make other arrangements.

The link for the Conference Manager is as follows <https://cgs.schoolsoft.ca>

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. If you have **never registered** in the Conference Manager use the link above and click the "Register Now" button.

Can't remember your password?

If you already have a Parent Account, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Please also add appointments@schoolsoft.ca to your address book in your computer mail. This will over ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access you're Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents – September 06, 2017 @ 6:00pm

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

Step 2 – Book your Introductory Conference.

Select your daughter's **homeroom teacher**. You will see the teacher's schedule. After booking your appointment you can print off your schedule. You will also receive an email confirming your booking. You can log into the system at any time to view your booking, print, cancel or re-schedule appointments.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf. If you have any questions or need assistance, please feel free to contact Colleen Rivers @ 403-220-0745.