

## **Family Orientation Meetings September 13 – 14, 2018 – ALL GRADES**

We are looking forward to meeting families during our Family Orientation Meetings. Meetings will be scheduled through the Conference Manager. The manager allows for 15-minute time slots with your daughter's **homeroom teacher**. This interview is for you and your daughter to meet with the homeroom teacher 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 07– Start scheduling meetings at 6:00 pm
- September 13– Family Orientation Meetings 4 pm - 8 pm – All Grades
- September 14– Family Orientation Meetings 8:30 am – 12:30 pm –All Grades

If you are unable to book a meeting 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](mailto: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 your Parent Account, confirm your email address and reset your password.

### **Step 1 - Conference Manager Opens to Parents – September 07, 2018 @ 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 Family Orientation Meeting.**

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 the school office @ 403-220-0745.