

Instructions: How to Sign Up for an OMS Parent/Teacher Conference

1. Go to <http://oldmissionschool.wikispaces.com> and click on either the “Elementary School Conferences” or “Middle School Conferences” link depending on what conference you’d like to sign up for.

2. In the “Access Code” box type the following: omsfalcons

Access Code Required

You must enter an access code to view the sign up page *Elementary School Conf SignUpGenius.com account password and should have been provided to you by the school.

Access Code

Click on the “Submit” button to continue.

3. Scroll down and click on the “Sign Up” button for the date and time you desire. Up to six different families are able to sign up for each time slot for the middle school conferences, while only one can sign up for each elementary school session.

Available Slot	Date	Time
Available Teachers for November 6, 2013: Mrs. Dahan & Mr. Guise (English), Mr. Overland, Mr. McKeague, & Mrs. Scilimenti (Math), Mrs. Mosley (Science), Mr. Palaszewski (Social Studies), & Ms. Stegman (Religion) *Mrs. Colburn (Religion) available 1:30 to 3:30 only.	11/6/2013 (Wed)	1:30PM - 2:00PM (6) <input type="button" value="Sign Up"/>
		2:00PM - 2:30PM (6) <input type="button" value="Sign Up"/>
		2:30PM - 3:00PM (6)

OMS Middle School
MIDDLE SCHOOL CONFERENCES (FALL 2013)

Sign Me Up For:

Date	Available Slot	Qty	My Comment
11/6/2013 (Wed. 2:00PM - 2:30PM)	Available Teachers for November 6, 2013: Mrs. Dahan & Mr. Guise (English), Mr. Overland, Mr. McKeague, & Mrs. Scilimenti (Math), Mrs. Mosley (Science), Mr. Palaszewski (Social Studies), & Ms. Stegman (Religion) *Mrs. Colburn (Religion) available 1:30 to 3:30 only.	1	Bruce Banner

I'm a SignUpGenius member

I do not have a SignUpGenius account

First Name *

Last Name *

Email

Re-enter Email

Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

4. Type the name of the child for whom you are scheduling a conference in the “My Comment” field. Do not change the quantity for middle school conferences.

5. Keep “I do not have a SignupGenius account” selected and type your first and last name in the designated fields before clicking “Sign Up.”

6. To verify that you are signed up, click on “Return to Sign Up.” This will take you back to the schedule. If you were successful, your name will appear in the appropriate time slot.

Available Slot	Date	Time
Available Teachers for November 6, 2013: Mrs. Dahan & Mr. Guise (English), Mr. Overland, Mr. McKeague, & Mrs. Scilimenti (Math), Mrs. Mosley (Science), Mr. Palaszewski (Social Studies), & Ms. Stegman (Religion) *Mrs. Colburn (Religion) available 1:30 to 3:30 only.	11/6/2013 (Wed)	1:30PM - 2:00PM (6) <input type="button" value="Sign Up"/>
		2:00PM - 2:30PM (6) 1 of 6 slots filled ✓ Rebecca Banner Bruce Banner <input type="button" value="Sign Up"/>
		2:30PM - 3:00PM (6) <input type="button" value="Sign Up"/>