

Instructions: How to Sign Up for an OMS Parent/Teacher Conference (Fall 2012)

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. 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 (figure 1a), while only one can sign up for each elementary school session (figure 1b).

figure 1a

Available Slot	Date	Time
Available Teachers for November 7, 2012: Mrs. Dahan (English), Mr. Guise (English & Technology), Mr. McKeague (Math), Mrs. Mosley (Science), Mr. Overland (Math), Mr. Palaszewski (Social Studies), Ms. Stegman (Religion) *Mrs. Colburn (Religion) will only be available from 1:30 until 3:00.*	11/7/2012 (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) <input type="button" value="Sign Up"/>
		3:00PM - 3:30PM (6) <input type="button" value="Sign Up"/>

Available Slot	Date	Time
Mrs. Barket - 1st Grade Room 1	11/7/2012 (Wed)	1:30PM - 1:45PM <input type="button" value="Sign Up"/>
		1:45PM - 2:00PM <input type="button" value="Sign Up"/>
		2:00PM - 2:15PM <input type="button" value="Sign Up"/>
		2:15PM - 2:30PM <input type="button" value="Sign Up"/>
		2:30PM - 2:45PM <input type="button" value="Sign Up"/>

figure 1b

3. Type the name of the child for whom you are scheduling a conference in the "My Comment" field. Do not change the quantity (figure 2).

Date	Available Slot	Qty	My Comment
11/7/2012 (Wed. 1:30PM - 2:00PM)	Available Teachers for November 7, 2012: Mrs. Dahan (English), Mr. Guise (English & Technology), Mr. McKeague (Math), Mrs. Mosley (Science), Mr. Overland (Math), Mr. Palaszewski (Social Studies), Ms. Stegman (Religion) *Mrs. Colburn (Religion) will only be available from 1:30 until 3:00.*	1	Jimmy Jr.

Figure 2: Step 3 must be completed for elementary and middle school conferences.

4. Note: If you've already signed up for SignUpGenius and remember your name and password, click the "I'm a SignUpGenius member" radio button, fill in your information, and press Sign Up before skipping to step six. If you haven't, continue with the instructions below.

Keep the "I'll quickly create a free SignUpGenius account for access to advanced features" radio button checked and fill in the First Name, Last Name, Email, Password, and Password Confirm Fields. The same password must be typed in the Password and Password Confirm Fields (figure 3). Make sure to write down the email address you used as well as your password and keep them in a safe place as you will probably need this information in the future. You will not receive any junk email for signing up.

Figure 3: Step 4 is the same for elementary and middle school conferences.

5. After Filling in this information, click on the "SIGN UP" button.

I'm a SignUpGenius member
 I'll quickly create a free SignUpGenius account for access to advanced features
 I don't want an account. I'll just enter my name

We are as concerned about your privacy as you are. Read our [Privacy Policy](#).

First Name * Jimmy
Last Name * Dean
Email * jimmydean@gmail.com
Password *
Password Confirm *

Email me an iCalendar (.ics) file for this item

SIGN UP Cancel

6. After pressing the "SIGN UP" button, you will be taken back to the main sign-up page. If you were successful, your name will appear in the appropriate time slot (figure 4).

Available Slot	Date	Time
Available Teachers for November 7, 2012: Mrs. Dahan (English), Mr. Guise (English & Technology), Mr. McKeague (Math), Mrs. Mosley (Science), Mr. Overland (Math), Mr. Palaszewski (Social Studies), Ms. Stegman (Religion) *Mrs. Colburn (Religion) will only be available from 1:30 until 3:00.*	11/7/2012 (Wed)	1:30PM - 2:00PM (6) 1 of 6 slots filled ✓ Jimmy Dean Jimmy Jr. Edit Delete Sign Up
		2:00PM - 2:30PM (6) Sign Up
		2:30PM - 3:00PM (6) Sign Up
		3:00PM - 3:30PM (6) Sign Up

Figure 4: Congratulations! You did it!