



### Steps to book an appointment with your child's classroom teacher

To make the booking process as easy for parents as possible, our school has implemented a web-based scheduling application we call the École St. Germain Conference Manager. This application will allow you, as a parent, to use the Internet to check your child's new homeroom teacher's conference schedules and then book an appointment quickly and easily over the Internet.

Here is the information you will need to book an appointment:

(You can find online help to create an account. The online tutorial that shows how to create a parent account is available at:

<http://www.schoolsoft.ca/tutorials/parents.html>)

1. **Go to our school's website homepage and click the link titled *École St. Germain Conference Manager*, or copy the following link to go directly to the Conference Manager: <<https://lrsd-stgermain.schoolsoft.ca/login.jsf>.>**
2. **Register for a parent account by clicking the REGISTER NOW button.**

*You will only need to do this once. Although parents can register at any time, the booking of conferences can only begin at the date and time displayed on the log in screen.*

3. **When the Conference Manager is open for booking, you log in, click the BOOK NOW button and follow the prompts.**

*If you have more than one child in the school, select the homeroom teacher for each child by placing a checkmark beside each teacher's name. This will make it easier for you to coordinate your schedule.*

4. **When finished booking, click the log off button located at the top right of the browser window.**

*You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before completely exiting.*



ÉCOLE  
ST. GERMAIN

77 John Forsyth Road  
Winnipeg, Manitoba R2N 1R3  
Phone: (204)254-0120 Fax: (204)253-7981  
[www.lrsd.net/schools/StGermain/](http://www.lrsd.net/schools/StGermain/)

We greatly appreciate parents booking their own appointments but know this is not always possible. If you are unable to book your own appointment, please call the school during regular office hours

You are asked to attend the conferences with your child(ren). These conferences will ensure a successful year as we work together in partnership. Student Services, Music, and Physical Education staff will be available on a drop in basis.

We look forward to meeting with you in September!

École St. Germain Administrative team