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### **Registration Procedures for Conference Manager**

At Louis Riel School Division, we operate on the belief that the relationship and communication between parents and teachers is an integral part of creating conditions for each student to succeed.

To book your child's appointment, you will be using the Shamrock School 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.

### **For any parents who have NEVER registered for a parent account with Conference Manager:**

- On Shamrock's website homepage (<http://www.lrsd.net/schools/Shamrock>), click the link titled "Shamrock School Conference Manager".
- Register for a Parent Account by clicking the "Register Now" button and complete the "Create a Parent" screen.
- You will only need to register for a parent account once.

### **Scheduling an appointment:**

#### **Step 1 - Conference Manager Opens to Parents**

- 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 on Shamrock's website homepage (<http://www.lrsd.net/schools/Shamrock>), click the link titled Shamrock School Conference Manager.

#### **Step 2 – Book your sessions**

- Select the date and teacher(s) with whom you want to book interviews. You will see each teacher's schedule where you will be able to select an available time block.
- After booking your appointments you can print off your schedule.
- You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.
- Once the system has closed you will need to contact the school office directly to make an appointment or a change.

### **Can't remember your password?**

- If you already have a Parent Account, on the log in screen 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. If the problem persists, please contact the school office.

**For those who are having issues retrieving your previous login information, you may need to reregister.**