

## Virtual Student Involved Conferences

### Please remember these conferences are virtual and not held at the school

We are pleased to be using the Virtual Conference Manager to schedule Student Involved Conferences using the Internet.

The link for the Conference Manager is:

<https://stmary-rcs.schoolsoft.com>

**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 – March 15<sup>th</sup> at 7:00 am

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 **Virtual** Student Involved Conferences

Select the teachers with whom you want to book the conference. You will see each teacher’s schedule. After booking your appointments, you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

#### **Important Dates:**

March 15 – Start scheduling your conferences at 7:00 am

March 23 – Conference Manager closes at 7 pm

Wednesday March 24 – **Virtual** Student Involved Conferences

Thursday March 25 –**Virtual** Student Involved Conferences

We recommend adding  
[appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca)  
to your address book

## **NO SCHOOL FRIDAY March 26, 2021**

If you have any questions or need assistance, please feel free to contact the school.