

PTC WIZARD CONFERENCE SIGN UP INSTRUCTIONS

October 2017

Dear Parent/Guardian,

Burlington Township High School will be holding our **Fall** Parent/Teacher Conferences on **Tuesday and Wednesday, October 3th-4th, 2017, from 12:00 PM to 2:20 PM.**

We will be utilizing the PTC WIZARD scheduling system, where you will have the ability to schedule a specific day and time to meet with your child's teachers utilizing your computer. To register your conferences, you **MUST** do so within the dates shown. Once the registration period is closed, you **WILL NOT** be able to schedule conferences electronically.

PLEASE NOTE: If you registered your child for the conferences held in **October, 2016**, you **DO NOT** have to re-register. To schedule conferences, go to the PTC registration page and fill in the **RETURNING PARENTS** (left side) portion of the page. If you have **forgotten your password**, go to the Registration page and click on "**Forgot Your Password?**" Enter your email address and click the "**Remind Me**" button. An email will be sent to you with the password.

If you **DO NOT** have access to a computer, **see the instructions on the reverse side** of this paper to schedule a conference(s).

REGISTRATION WILL OPEN ON TUESDAY, September 26, 2017, AT 12:00 A.M. AND WILL CLOSE ON MONDAY, October 2, 2017 AT 12:00 P.M.

PARENTS REGISTERING FOR THE FIRST TIME

Follow these steps to schedule your conferences:

- 1) Go to the high school website. In the **green** Connections bar, click on **PARENT-TEACHER CONFERENCES**. This will take you directly to the PTC Wizard registration page.
- 2) You are now on the Registration page. Using the right side of the page, **(FIRST TIME: REGISTER HERE)**, fill in all requested information. Then click on **REGISTER**.
- 3) The next screen is where you list your child's first and last name. Click on **ADD CHILD**.

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- 4) The next screen is **WELCOME TO PTC WIZARD**. If the name is correct, click **YES** and click **CONTINUE**.
- 5) The next screen, labeled **STEP 1**, in the framed block will list the conference dates. Check the conference date(s) you want to schedule. Click **CONTINUE**.
- 6) This screen asks for confirmation of the dates. If correct, click **CONTINUE**.
- 7) The next screen will show the list of teachers who will be available for conferences. Click on the box(es) and teacher(s) you want to see. Click on the **CONTINUE** button. The next screen will show the list of teachers you selected. If you are satisfied, click **CONTINUE**. If not, click on the **BACK** button to edit your choices.
- 8) The following screen will show a side by side schedule of the teachers you selected and the times available. Check on the box with the time you desire for each teacher. If that time slot is not available, you will not be able to put a check in that box. When done, click on **CONTINUE**.

IMPORTANT: When scheduling times, remember that you will be changing classrooms, so please, allow a few minutes between scheduling times.

- 9) On the next screen, in the framed block, a schedule of your conferences is shown. Click on **CONTINUE**. If you are planning to come to the conference on March 6, the screen will automatically return you to steps 7 & 8.
- 10) **YOU ARE NOW DONE!** This screen will show all appointment date(s) and time(s). An email will automatically be sent to you listing your schedule of conferences. **If you need to cancel an appointment, go to the MY SCHEDULE link in the PTC Wizard section and click on the time you want to cancel. If you want to add more appointments, start the Wizard again.**

FOR THOSE WHO DO NOT HAVE ACCESS TO A COMPUTER:

We can schedule appointments for you and provide to you a copy of your appointments. To do this, please call **Mrs. Dube at 609-387-1713, ext. 1003**. Kindly call by Monday, March 3, 2014. Also, it may be possible for you to “walk-in” and sign up for an appointment(s) **if** the teacher(s) you want to see have available times. The teacher’s entire appointment schedule for that conference day will be posted outside of their classroom.

Finally, if you have problems concerning registration or have difficulties when trying to use the system, please contact **Mr. Riley at 609-699-4021, ext. 4010 or Mrs. Dube at ext. 1003**.

Sincerely,

Phil Brownridge
Principal

Naomi Threadgill
Vice Principal

Neal Canavan
Vice Principal

Christopher Iliconich
VP Principal, 9th Grade