

## Parent-Teacher Interviews: Online Appointment Booking Instructions

### STEP 1: Register for an account Different system than MOSAIK (parent portal)

1. Go to <https://dalkeithemsb.schoolappointments.com/>
2. Click on "Register"
3. Enter your first and last name and email address (the one you gave the school please)
4. Create a password you will be able to remember
5. You can optionally choose your language and then click "Register now"

### STEP 2: Enter your child(ren)'s name

1. Go to <https://dalkeithemsb.schoolappointments.com/>
2. Sign in to your account using your email address and password
3. Click "Add a Student"
4. Enter the first and last name of your child and click "insert"
5. Click "insert new" to add another child if necessary
6. Repeat steps 4 and 5 to enter the names of more children if necessary

### STEP 3: Book your appointments – First come, first serve basis

*Appointments taken by other parents first will no longer be available*

1. Go to <https://dalkeithemsb.schoolappointments.com/>
2. Sign in to your account using your email address and password
3. Click "manage students"
4. Find your child's name and click "book appointments"
5. Select one or more cycle teams you want to see and click "View calendars"
6. For each cycle team, click on a time block to reserve.
7. **YOU MAY ONLY RESERVE ONE (1) 10—MINUTE BLOCK (per child).**
8. You can view your appointments by clicking the "View appointments" icon
9. You will also receive an email reminder of your chosen appointments
10. Follow steps 3-6 for each one of your children if necessary
11. Click "Logout" when complete

If you have already made arrangements to meet the teachers at another time or do not wish to attend PTI, we still encourage you to register (STEPS 1 and 2) but do not need to book (skip STEP 3).

**If you are UNABLE to do this because you do not have an email, internet or computer, simply call us AT LEAST TWO DAYS BEFORE the interviews and we will be happy to help you register with the teacher or cycle team.**