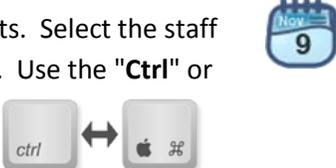


## School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://southwood.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.  

5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

## Southwood School Parent Teacher Conferences

**Thursday, November 24, 2016**

10 minute appointments available

**4:20 p.m. to 8:30 p.m.**

Please register online from November 1 – 21 with your child's homeroom teacher. You will also be able to book online appointments for the Music Teacher (Karla Brown) and Gym Teacher (Cheryl Chernos).

If you have difficulties creating an appointment online, please call the school between 9:15 a.m. and 11:30 a.m. at 204-326-3518.

**Thank you!**