

# Directions for Using Sign-Up Genius for Parent/Teacher Conferences

STEP 1 Click link below to access sign up genius site.

[LEAP, Cross-Cat, ELL, Special Ed  
K-1st Grade Conferences](#)  
[2nd-3rd Grade Conferences](#)  
[4th-5th Grade Conferences](#)

STEP 2 Wait for site to load.  
This may take several seconds.

STEP 3 Find the name of the teacher with whom you wish to meet.

STEP 4 Find the date and time you wish to attend your conference.

STEP 5 Click the SIGN UP button next to the time you wish to reserve.  
At the bottom of the screen click SUBMIT and SIGN UP

*Leave yourself time to get from room to room between your time slots.*

STEP 6 You are not done! In the next window, it will ask that you become a Sign-up Genius member or enter your Sign-up Genius account information.

- I'm a SignUpGenius member
- I do not have a SignUpGenius account

**NOTE: After submitting your choices, you will not have access to view or edit your sign up if you do not create an account, so you must have or create an account.**

STEP 7

First Name \*

Last Name \*

Email \*

Re-enter Email \*

Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

Choose a password \*

Send me a confirmation email with an iCalendar (.ics) file.

STEP 8 On this screen, please put your child's name in the "my comment" section, as shown below.

Up For:

Date	Available Slot	Qty	My Comment
11/25/2014 (Tue) 12:45pm-1:00pm	Mrs. Palazzo	1	<input type="text"/>

STEP 9 Repeat process until you have signed up for each of your desired conferences.