

Dear Families,

Parent/Teacher conferences will be done **virtually** on **Friday, March 12th**. We are pleased to be using the Conference Manager to schedule Parent-Teacher Conferences using the Internet. The following information has been provided by the software company to help with the online booking process.

The link for the Parent Login Site is: <https://reginapublic.schoolsoft.com> (**DO NOT** include “www”)

A **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. **To register** in the Conference Manager use the link above and click the “Register Now” button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please ensure you input all of your children currently attending the Regina Public School District. Choose the appropriate school from the drop down menu for each child.

Note you can update your Parent Account at any time by logging in and updating your profile.

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. Be sure to add appointments@schoolsoft.com to your Address Book. 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 – Monday, March 1st

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 Parent-Teacher interviews

Select the teachers with whom you want to book interviews. 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.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Important Dates:

Monday, March 1st – Start scheduling your interviews at **8:00 AM**

Monday, March 8th – Conference Manager closes at **1:00 PM**

Friday, March 12th – Parent/Teacher Conferences

Please be mindful of your virtual conference appointment and log on a few minutes prior.

We recommend adding
[appointments.schoolsoft.com](mailto:appointments@schoolsoft.com)
to your Address Book.

If you have any questions or need assistance, please feel free to contact the school at (306) 791-8507.

