



Meet the Teacher Guide for Booking Appointments

Browse to <https://mayfielddistrict.meettheteacher.com/>

Meet the Teacher

Welcome to the Pine Haven High School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

| | | |
|-------------------|------------|-------------------|
| Prefix | First Name | Last Name |
| Mrs | Rachael | Abbot |
| Email | | Confirm Email |
| rabbot4@gmail.com | | rabbot4@gmail.com |

Student's Details

| | | | |
|------------|-----------|---------------|------|
| First Name | Last Name | Date of Birth | |
| Ben | Abbot | 20 | July |
| | | | 2000 |

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's legal name.

Mayfield District

Mayfield High School Parent-Teacher Conferences

Students will be dismissed from school at 1:52 p.m. on October 11th. Scheduled conferences will take place from 3:00 - 8:36 p.m. Appointments are 8 minutes in length, allowing for a 5-minute conference and 3 minutes for parents to move to their next scheduled conference. Teachers will also be available for "drop-in" conferences, in the gym and cafeteria, from 8:45 - 9:30 p.m.

Click a date to continue

Thursday, October 11th

Open for bookings

[I'm unable to attend](#)

Step 2: Select Conference

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Mayfield District

Mayfield High School Parent-Teacher Conferences, Thursday, October 11th

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.



Mayfield High School Parent-Teacher Conferences, Thursday, October 11th

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

3:00 pm 4:24 pm 5:48 pm 7:12 pm 8:36 pm

Your availability: 3:00 pm - 8:36 pm

Ben Abbot

- G Christiansen
Integrated Algebra
- L Corwin
Introduction to Web Design
- J Cummings
Group Guidance
- J Doyle
U.S. History Honors
- R Gadsby
Key Club
- B Glover
Ninth Grade English
- B Glover
Class 901 Homeroom
- L Jacobs
Spanish I
- P McCartney
Physical Education Group 9B
- S Ogden
Living Environment

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

| Time | Teacher | Student | Subject | Room |
|---------|----------------|-----------|----------------------------|--------|
| 3:00 pm | L Corwin | Ben Abbot | Introduction to Web Design | |
| 3:20 pm | B Glover | Ben Abbot | Class 901 Homeroom | |
| 3:30 pm | G Christiansen | Ben Abbot | Integrated Algebra | |
| 3:40 pm | J Doyle | Ben Abbot | U.S. History Honors | |
| 4:00 pm | J Cummings | Ben Abbot | Group Guidance | Hall 1 |
| 4:10 pm | R Gadsby | Ben Abbot | Key Club | |

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

| Time | G Christiansen Integrated Algebra Ben Abbot | J Doyle U.S. History Honors Ben Abbot | B Glover Ninth Grade English Ben Abbot | B Glover Class 901 Homeroom Ben Abbot | P McCartney Physical Education Group 9B Ben Abbot |
|---------|---|---|--|---|---|
| 3:00 pm | | | | | |
| 3:10 pm | | | | | |
| 3:20 pm | | | | | |
| 3:30 pm | | | | | |
| 3:40 pm | | | | | |
| 3:50 pm | | | | | |

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Your appointments have been saved and an email will be sent confirming your appointments.

Elementary Parent-Teacher Conference

Monday, October 09

Print Amend Bookings

This parent teacher conference is for Elementary pupils. Please enter this school in the main entrance and follow the signs for the Main Hall where the meeting is being held. Parking is available in the main school car park.

| Time | Teacher | Student | Subject |
|--------|----------------|-----------|-----------------------------|
| 3:00pm | J Doyle | Ben Abbot | U.S. History Honors |
| 3:10pm | | | |
| 3:20pm | B Glover | Ben Abbot | Ninth Grade English |
| 3:30pm | G Christiansen | Ben Abbot | Integrated Algebra |
| 3:40pm | B Glover | Ben Abbot | Class 901 Homeroom |
| 3:50pm | P McCartney | Ben Abbot | Physical Education Group 9B |

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.