

How to allow teachers with students in the school book in advance of all parents

Applies to: ☒ Standalone Conference Manager System Admin
☒ PowerSchool Conference Manager System Admin

Many schools that have teachers with children in the school simply have those teachers speak to a system administrator who can book their appointments for them. However, sometime a school wants to open the system to teachers in advance of parents so that the teachers can make their own bookings.

To explain how to do that, we will illustrate what to do by example. Let's assume the school has the Conference Manager configured to open for parent bookings on October 17th at 6 AM and wants teachers with children as students at the school able to book their conferences in advance on October 12th.

These are the steps that you follow using the example dates above are as follows:

1. Inform Staff that October 12th is the day they will have the opportunity to do advance booking of their parent conferences. It is important that you only share this information with staff and not with all parents.
2. At the beginning of the day on October 12th you go into the Conference Manager, Click the CONFERENCES tab and then the large EDIT button to the right of the Conference Round.
3. In the settings that appear you **temporarily** change the opening date from the 17th to October 10th. This opens the Conference Manager for booking. The reason you set the date to a couple of days in the past is that you want to ensure you don't trigger an automated email to parents about the Conference Manager opening.

PARENT ACCESS

Select the date and time you want parents to START booking their conferences.

Date Open to Parents (mm/dd/yyyy)

Time Open to Parents

10/10/2026



8:00 AM



Select the date and time you want parents to STOP booking conferences. Note: Once the system is closed, parents can still login to view, print and cancel bookings.

4. Have teachers log into the Conference Manager using their parent account (they cannot use their teacher account to book a conference as a parent). If your Conference Manager is integrated with PowerSchool, the teachers should log into the PowerSchool Parent Portal and access the Conference Manager there.
5. Each teacher who logs in with their parent account books their conference times.
6. Whenever the stated the period for staff advance bookings is over, you go back to the CONFERENCES tab, which in our example was by the end of the day on October 12th, you click the EDIT button to the right of the Conference Round and change the date from October 11th back to October 17th. This closes the Conference Manager for further booking by teachers and remains closed until October 17th at 6:00 AM, which is when you want it to open for students.
7. If you wish to confirm which staff have booked you can click on the PARENTS tab and then the Parent Conference Summary option located just above the list of parents. This will display a list of all bookings that have been made so far. Unless conferences were booked on behalf of other

parents, all you should see are the names of people who are on staff who have booked.

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Total: 29

Parent Email List

Parent Conference Summary

STUDENT NAME(S)	VIEW SCHEDULE	ACCOUNT
Radan Parent Lawonn Parent Lonan Parent		EDIT DELETE