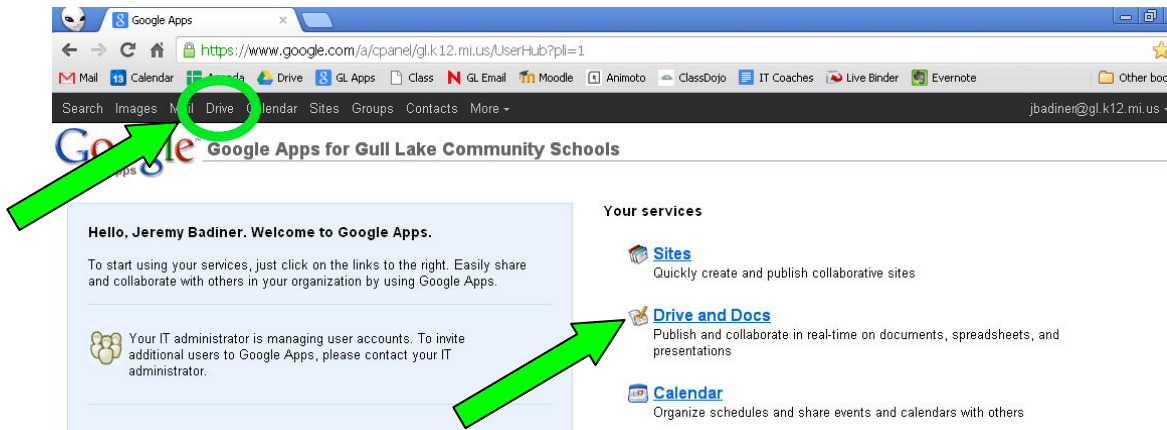
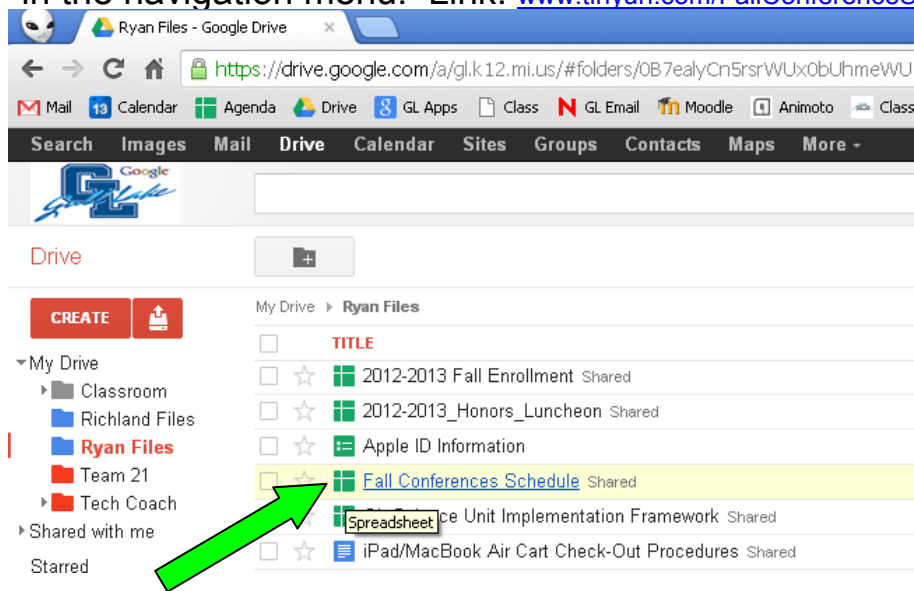


Conference Sign-Up Instructions

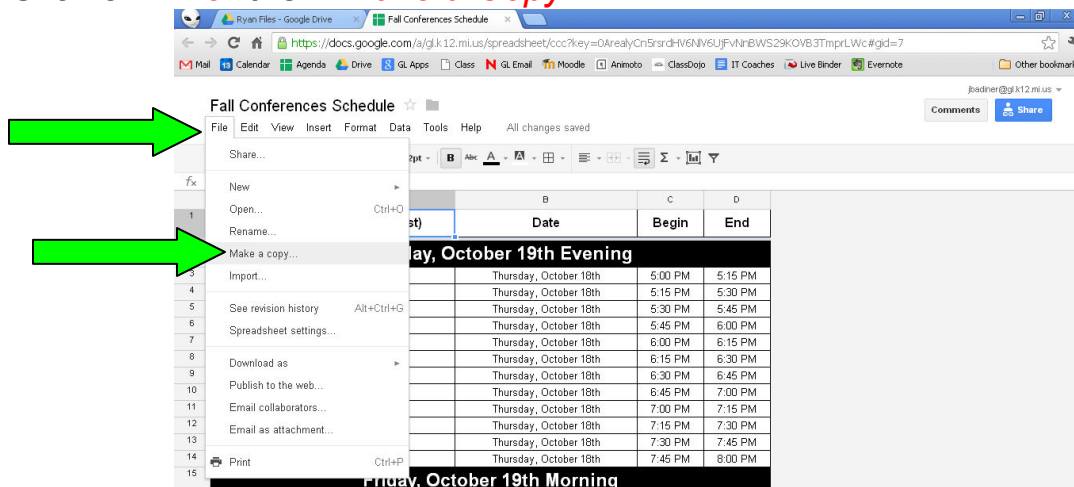
1. Log into your GL Apps Account. (<http://tinyurl.com/GLAppsLogIn>)
2. Click on **“Drive and Docs”** or **“Drive”** in black header.



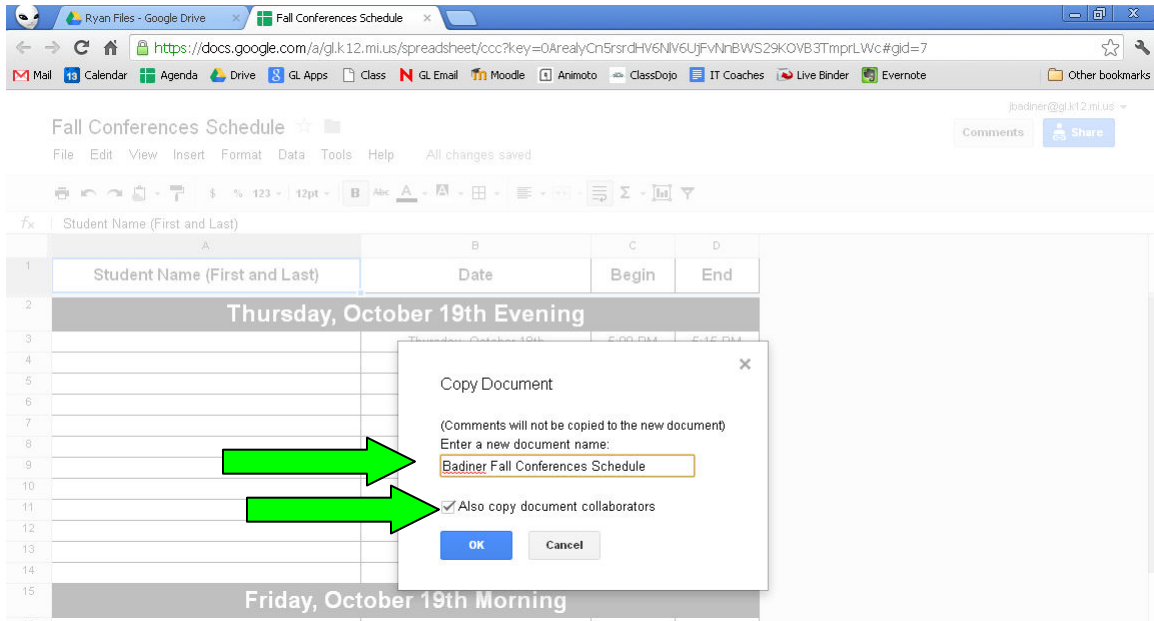
3. Find **“Fall Conference Schedule”** in your document list (may be in the **“Shared with me”** in the navigation menu). Link: www.tinyurl.com/FallConferenceSignUpForm



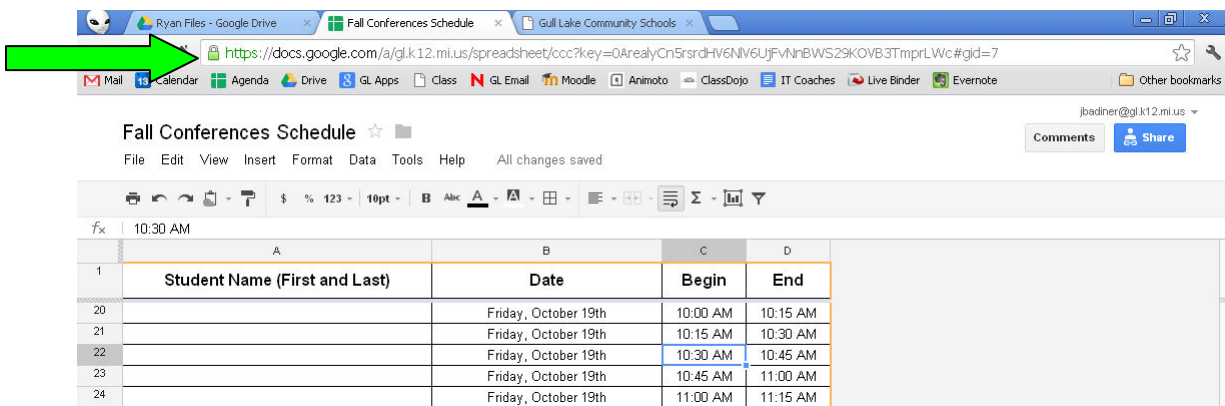
4. Click on **“File”** then **“Make a Copy”**.



- Rename **“your last name” Fall Conferences Schedule** and make sure the check box for **“Also copy document collaborators”** is checked.



- Now copy the link in the address bar and share it with your parents. I would suggest shortening it with a web shortening site like www.tinyurl.com, <https://bitly.com/>, or <http://goo.gl/> to make it easier to type and remember.



- If you are having trouble, ask those that are doing this already.
- This has been done for 6 years and parents prefer this method.
- Parents can change time right up to the scheduled date/time of conferences.
- This makes it easier for parents to fit seeing you into their schedules and working around other buildings. There are no more changing times, checking with siblings, or no-shows due to schedule changes.

Attached is the note to send home to parents to sign up for their times with directions. You can just change any of the text to fit your needs if you want to use it. It is recommended that you teach the kids how to do it so they can do it with their parents.

For any parents that do not have internet, send home the attached sign-up form 1 day **before** sending home the online link to other parents.

FALL CONFERENCES

Conferences Are Coming (Thursday, October 18th & Friday, October 19th)!

I have great news! You can sign up for a specific time on a Google Doc! You get to pick the time that works the best for you! Please remember that your child must be present during your chosen time. Thank you!

All You Have To Do Is:

1. Go to the following website: (www.tinyurl.com/YourShortURL)
2. Pick your time, type your child's first and last name and click enter.
3. You're done! If you need to change at any time, come back redo any day!

I hope this makes things very easy and convenient for you!

Add teacher's name here

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I hope this makes things very easy and convenient for you!

Add teacher's name here

Student's Name: _____

Please ranking the top 10 times you would like (1-10). (1 being first choice, 10 last).	Date	Begin	End
Thursday, October 18th			
	Thursday, October 18th	5:00 PM	5:15 PM
	Thursday, October 18th	5:15 PM	5:30 PM
	Thursday, October 18th	5:30 PM	5:45 PM
	Thursday, October 18th	5:45 PM	6:00 PM
	Thursday, October 18th	6:00 PM	6:15 PM
	Thursday, October 18th	6:15 PM	6:30 PM
	Thursday, October 18th	6:30 PM	6:45 PM
	Thursday, October 18th	6:45 PM	7:00 PM
	Thursday, October 18th	7:00 PM	7:15 PM
	Thursday, October 18th	7:15 PM	7:30 PM
	Thursday, October 18th	7:30 PM	7:45 PM
	Thursday, October 18th	7:45 PM	8:00 PM
Friday, October 19th			
	Friday, October 19th	9:00 AM	9:15 AM
	Friday, October 19th	9:15 AM	9:30 AM
	Friday, October 19th	9:30 AM	9:45 AM
	Friday, October 19th	9:45 AM	10:00 AM
	Friday, October 19th	10:00 AM	10:15 AM
	Friday, October 19th	10:15 AM	10:30 AM
	Friday, October 19th	10:30 AM	10:45 AM
	Friday, October 19th	10:45 AM	11:00 AM
	Friday, October 19th	11:00 AM	11:15 AM
	Friday, October 19th	11:15 AM	11:30 AM
	Friday, October 19th	11:30 AM	11:45 AM
	Friday, October 19th	11:45 AM	12:00 PM
Lunch Break			
	Friday, October 19th	1:00 PM	1:15 PM
	Friday, October 19th	1:15 PM	1:30 PM
	Friday, October 19th	1:30 PM	1:45 PM
	Friday, October 19th	1:45 PM	2:00 PM
	Friday, October 19th	2:00 PM	2:15 PM
	Friday, October 19th	2:15 PM	2:30 PM
	Friday, October 19th	2:30 PM	2:45 PM
	Friday, October 19th	2:45 PM	3:00 PM
	Friday, October 19th	3:00 PM	3:15 PM
	Friday, October 19th	3:15 PM	3:30 PM
	Friday, October 19th	3:30 PM	3:45 PM
	Friday, October 19th	3:45 PM	4:00 PM