

## Directions for Teachers to view their Conference Schedule

- Go to the home pickAtime page (www.pickatime.com)
- Select the Client Login button, and log in with your email address and password. If your school provided you with a password enter that password. If not then enter in your email address and press the Login button. You will then be asked to create a password for your account. If you have previously logged into pickAtime and have forgotten your password you can select the “Forgot Password” button. You will then be sent an email with instructions on how to reset your password.
- Once you have logged in, check the circle for **Event View** reports. You will see a pull-down of event names to the right of **Event**: Select the correct event name for the current conferences.
- There will also be a pull-down to the right of **Report**: Select Teachers’ Schedule, to view your schedule of appointments.

Each teacher will only have access to his/her own schedule. Administrators can view the entire schedule by following the same procedure.

Here is an example of the reporting page:

Appointments for:  
**Bell, Andrea**  
 Monday, November 14, 2016  
 GYM2

Time(dur)	Student	Parent
5:20 PM(10)	Beck, Andrea	Smith, Mark
5:40 PM(10)	Lewis, Rebecca	Williamson, Sarah
5:50 PM(10)	Lj, Claire	Curtis, John
6:20 PM(10)	Ambrose, John	Harper, Colleen

You can click on the **Email the report** button and the report will be emailed to you.

If you receive a message “You do not have access to any resource”, please contact your school administrator and let them know. This means that your email address was not set up with access to your schedule.