

# Instruction on How to Register Online for Parent/Teacher Conferences

At the web site

[http://www.ptcfast.com/schools/Manchester\\_School\\_RSU\\_14](http://www.ptcfast.com/schools/Manchester_School_RSU_14)  
select a teacher with whom you want to meet. (Please read all instructions carefully.)



Your selection will cause a popup window to appear that will ask you to enter your child's first, last name, and your Email address that you want all correspondence to go to. Similar to what is to the right.

Once you submit this information, a thank you message will appear like the one below and an automated email confirmation will be sent to this email with further instructions. (Please be aware that some business' email services might block or label mail from this system as spam.)



**Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.**

This email contains two piece of information that you will need to use. One is a link that will connect you directly to the web page that displays the time slots you can pick from. The other piece of information is a 10 character Entry code that you can use if the first link is not working. A sample letter is below.

**From:** admin@ptcfast.com [mailto:admin@ptcfast.com]  
**Sent:** Thursday, October 20, 2011 1:49 PM  
**To:** XXXXXXX XXXXXXXXXXXX  
**Subject:** Select Date/Time for Teacher Conference Now

Dear XXXX XXXXXXXX,

Thank you for using our automated signup system to pick a date and time for Fall Conference- Mrs. Luca, 4th Grade Teacher for XXXXXX XXXXXXXX. Please click on the link below to pick your conference date. The deadline for registering is end of day before each conference day .

[Click here to select conference time.](#) A direct link to the time blocks

If for any reason you have a problem with this link, you may login at <http://www.ptcfast.com/parentlogin.php>, and enter code as follows:

Entry Code: KVXXXXXXXX35 | Use only if the top link doesn't work

Thank you,

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Clicking on the link "[Click here to select conference time](#)" will bring you directly to the web page that has the entire list of available time slots. A sample showing time slots is found below.

Hello robert asselin,  
Thank you for signing up to register for Fall Conference- Mrs. Luce, 4th Grade Teacher for Asselin Bobby.  
Please select a timeslot below. You can change your selection later, if need be.

**Monday November 14, 2011**

- 7:30 AM - 8:00 AM
- 2:00 PM - 2:30 PM

**Tuesday November 15, 2011**

- 7:30 AM - 8:00 AM
- 3:30 PM - 4:00 PM
- 4:00 PM - 4:30 PM
- 4:30 PM - 5:00 PM

**Wednesday November 16, 2011**

- 1:30 PM - 2:00 PM
- 2:00 PM - 2:30 PM
- 2:30 PM - 3:00 PM
- 3:00 PM - 3:30 PM
- 4:00 PM - 4:30 PM

Select the time slots you want. Your choice will cause the following message to appear. When finished click on the "**Done choosing appointment time**" button.

Hello robert asselin,  
Thank you for your selection. If you are done choosing, [click here](#). Otherwise you can change your time selection now.

Delete (cancel) my appointment

**Monday November 14, 2011**

- 7:30 AM - 8:00 AM (robert asselin for Asselin Bobby)
- 2:00 PM - 2:30 PM

Congratulations! You have now registered for a Parent/Teacher conference meeting.

A copy of your schedule and reminders will be sent to you once every week, 3 days, and 1 day prior to the conference.

If for some reason you need to change or cancel this appointment simply use the web link or the 10 character Entry Code that you received to go back into the time slots and reselect or delete your request entirely.

If you have any problems please contact Bob Asselin [bassel@rsu14.org](mailto:bassel@rsu14.org) or call the Manchester School office.