

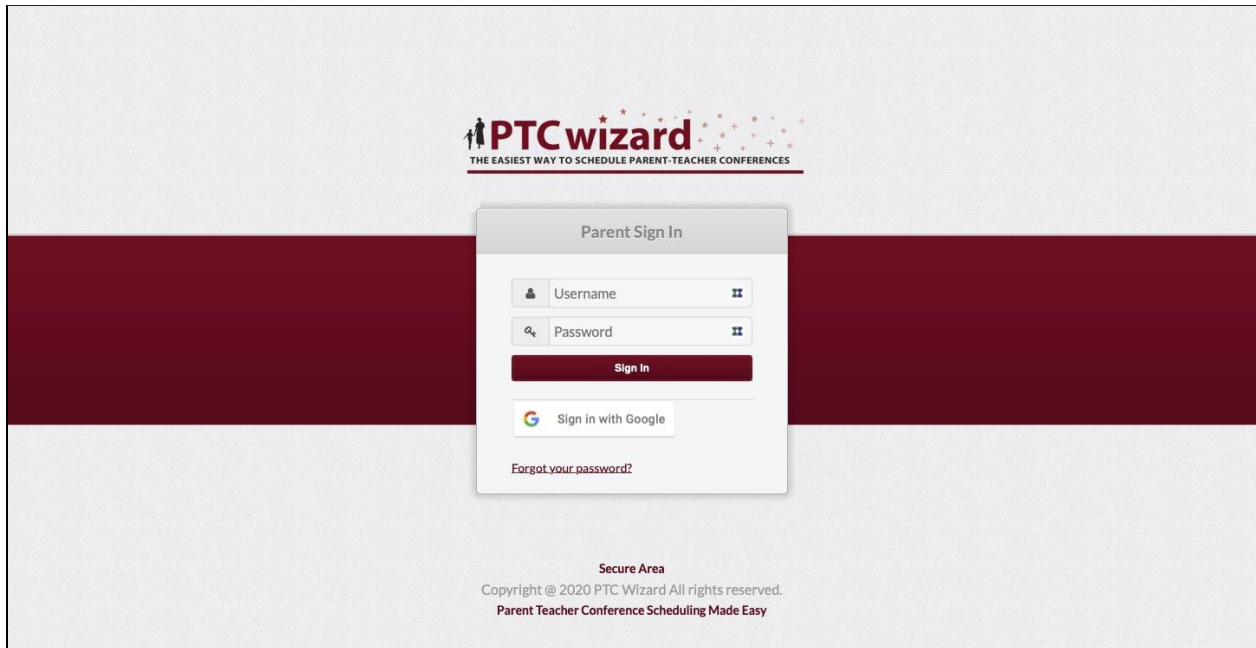
# Virtual Parent Teacher Conference Sign-up Guide

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## Sign-In

To access **PTC Wizard**, first log into the [Infinite Campus Portal](#). If you don't have a campus portal account, or you cannot recall your login information, please refer to the [PTC Wizard-FAQ](#).

Then click **More** and click on **PTC Wizard**.

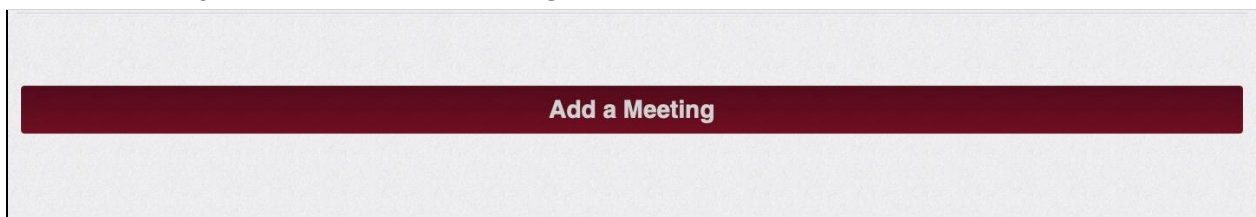


The screenshot shows the PTC Wizard login interface. At the top center is the PTC Wizard logo with the tagline "THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES". Below the logo is a "Parent Sign In" modal box. This box contains a "Username" input field, a "Password" input field with a visibility toggle, a "Sign In" button, and a "Sign in with Google" button. A "Forgot your password?" link is located below the sign-in options. At the bottom of the page, there is a "Secure Area" notice, a copyright notice for 2020 PTC Wizard, and the slogan "Parent Teacher Conference Scheduling Made Easy".

Please note that once a schedule has been created for a student, each guardian listed in Infinite Campus will receive a confirmation email. However, only the guardian who created the schedule will be able to make adjustments. If any changes are made to the schedule, a new confirmation email will be sent to all guardians.

## Add a Meeting:

Click on the large, maroon, **Add a Meeting** button.





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Select a time-slot for each teacher with whom you wish to meet. Please allow at least 8-10 minutes between conferences. You may need to scroll right in order to see all of your child's teachers. If a check-box is greyed out, it means that time cannot be scheduled. The PTC Wizard system will prevent you from booking more than one conference at a time, but you have to make certain that you have ample time between conferences. **Do not sign up for back-to-back conferences; you will miss one.**

When you sign up for a conference with a teacher who teaches more than one of your children's classes, you will be prompted with a radio box to select a child's name. You may want to schedule siblings' conferences with the same teacher back-to-back. You can only sign up for one conference per teacher per student.

After you have made all of your selections, press **Continue** in the upper right hand corner of the screen.

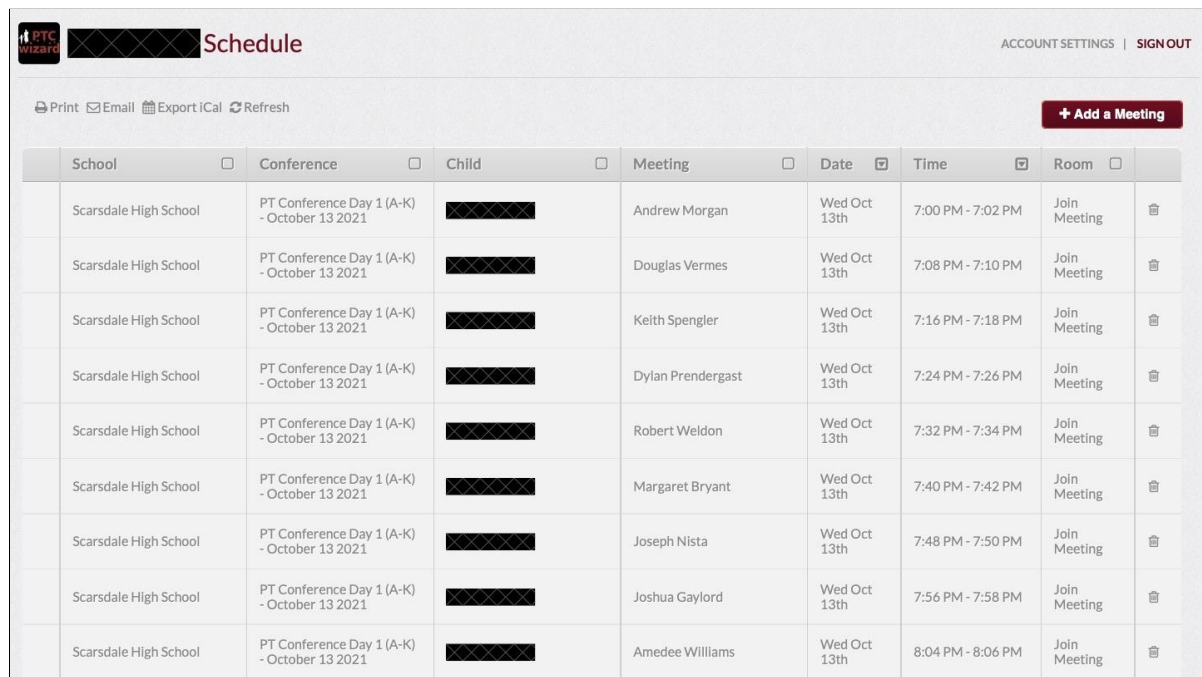
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## Confirmation

You will see a pop-up menu in the middle of your screen. Click **Close**. This will take you to the main landing page of PTC Wizard.

On the main landing page, you will see all of your appointments. On the night of the conferences, you can return to this screen to join the teacher's Zoom meetings. To do so, click **Join Meeting** in the **Room** column. From here you can also print your schedule, export it to your calendar or make changes to it.

In addition, each guardian listed in Infinite Campus will receive a **confirmation email**. The email includes a **hyperlink to each teacher's Zoom meeting**. You can either use the hyperlinks in the email confirmation or the Join Meeting link on the PTC Wizard landing page to join the conferences.



The screenshot shows the 'Schedule' page in the PTC Wizard interface. At the top, there are navigation options: 'Print', 'Email', 'Export iCal', and 'Refresh'. A '+ Add a Meeting' button is located in the top right corner. The main content is a table with columns for School, Conference, Child, Meeting, Date, Time, and Room. Each row represents an appointment for a specific teacher on October 13, 2021, at Scarsdale High School. The 'Room' column contains a 'Join Meeting' link and a trash icon for each appointment.

School	Conference	Child	Meeting	Date	Time	Room
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Andrew Morgan	Wed Oct 13th	7:00 PM - 7:02 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Douglas Vermes	Wed Oct 13th	7:08 PM - 7:10 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Keith Spengler	Wed Oct 13th	7:16 PM - 7:18 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Dylan Prendergast	Wed Oct 13th	7:24 PM - 7:26 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Robert Weldon	Wed Oct 13th	7:32 PM - 7:34 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Margaret Bryant	Wed Oct 13th	7:40 PM - 7:42 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Joseph Nista	Wed Oct 13th	7:48 PM - 7:50 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Joshua Gaylord	Wed Oct 13th	7:56 PM - 7:58 PM	Join Meeting
Scarsdale High School	PT Conference Day 1 (A-K) - October 13 2021	[Redacted]	Amedee Williams	Wed Oct 13th	8:04 PM - 8:06 PM	Join Meeting

If you are happy with your schedule, click **Sign Out** in the upper right hand corner of the screen.

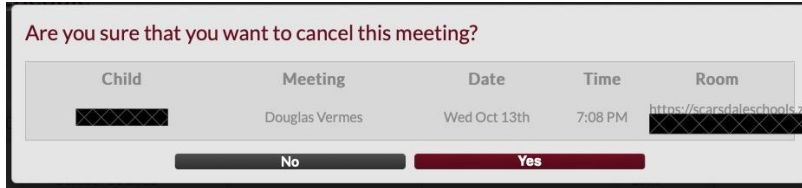
If you would like to make a change, follow the instructions below (only the guardian who made the original schedule will be able to make changes, but all guardians will receive updates via email). You will need to cancel the appointments that you wish to change before adding new ones.

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## Change or Cancel an Appointment

From the main landing page of PTC Wizard, click the trash icon next to the conference that you want to change or cancel. You will be prompted with a confirmation popup. If you are certain that you want to cancel/change, click **Yes**. Otherwise click **No**. (Note that it is possible that if you cancel a conference, that you would not be able to rebook that same time slot.)



After cancelling your appointment, you can select a new time to meet with that teacher. Click **Add a Meeting** and proceed as before.

Don't forget to **Sign Out** when you are done.