



# The Scarsdale Public Schools

Seeking to inspire lives of contribution through an exemplary public education in the liberal arts tradition

## PTC Wizard - Elementary Parent Guide

### Sign In:

To access PTC Wizard, log into the [Campus Parent Portal](#), click **More**, and then click **PTC Wizard**. If you do not have a Campus Portal user account, or if you don't remember your username or password, please see the [PTC Wizard FAQ](#).

### Add a Meeting:

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

The screenshot shows the PTC Wizard interface. At the top left is the PTC Wizard logo. In the center, the word 'Schedule' is displayed. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. A large, prominent maroon button with the text 'Add a Meeting' is centered on the page.

### Step 1: Choose the Conference Name:

The screenshot shows the PTC Wizard interface for selecting a conference. At the top left is the PTC Wizard logo. In the center, the word 'Schedule' is displayed. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below this is a table with two columns: 'Conference Name' and 'Date'. The first row contains a checkbox, the text 'GA PT Conf K-5 Fall 2017', and the date range 'Thursday Nov 30th - Tuesday Dec 12th'. At the bottom of the page, there are three buttons: a dark grey 'Cancel' button, a maroon '< Go Back' button, and a maroon 'Continue >' button.

Conference Name	Date
<input type="checkbox"/> GA PT Conf K-5 Fall 2017	Thursday Nov 30th - Tuesday Dec 12th

Click the checkbox next to the Conference Name you would like to attend; then click **Continue**.



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### Step 2: Choose the Teacher:

Teacher/Team	Student	Room
<input type="checkbox"/>		11

Select the Teacher you would like to meet with and click **Continue**.

### Step 3: Choose the Conference Date and Time:

Room:11
12:20 PM <input type="checkbox"/>
12:40 PM <input type="checkbox"/>
1:00 PM <input checked="" type="checkbox"/>
1:20 PM <input type="checkbox"/>
1:40 PM <input type="checkbox"/>

