

## PARENTS' GUIDE TO REGISTERING FOR EVENTS

### INTRODUCTION

PowerSchool is where you go to access and update information about your student. You can also sign up for events for your student, such as Parent Teacher Conferences.

Accessing a form to sign up for events is just like accessing any other form. Log into PowerSchool and click the Ecollect Forms link in the left hand navigation bar. The form that your student's school has indicated will be used for registering for events will be in the form list. Click on the name of the form to see the events.

### VIEWING EVENTS

When the form opens, the default view is List view. You will see a list of events scheduled during the current month. Use the arrow buttons on the top right of the form to move between months if the events are scheduled in a future month.

For events such as Parent Teacher Conferences for which you may have to sign up for multiple events, each with a different teacher, you can change the view to Provider to see availability by teacher.

Provider view lists events on a day-by-day basis. Use the arrows on the top right to move between days.

Events in blue are available, events in red are not available. Events in green are those you are currently registered for.

### REGISTERING FOR EVENTS

From any of the view options, to register for an event click on the event that you would like to sign up for. The Event Detail window will open.

If you selected an event from the Provider view, the teacher will already be selected. If you selected the event from a different view, you can choose the teacher who you would like to meet using the "Provider" drop down. Below the teacher's name will display "Registered: 0 of 1" or "Registered: 1 of 1".

If it says "Registered: 1 of 1", that time slot is not available for that teacher. You can either choose a different teacher for which the time slot is available or you can press the Cancel button to close the window so that you can choose an event at a different time.

If below the teacher's name it says "Registered: 0 of 1", than that time slot is available for that teacher. You can press the Register button to save the time. This will open the Event Registration window.

If you would like to sign up for events with additional teachers before submitting the form, choose "I'll submit later". If you are only registering for this one event, you can choose "Submit Form" to lock in your time.

Once you have finished registering for all of the events you wish to register, be sure to submit the form by pressing the Submit button at the bottom of the form. The events are not fully registered until the form has been submitted.

## **VIEWING REGISTERED EVENTS**

After you have completed registering for the events and submitted the form, you can view your events. From the List view, press the Expand button on the top left.

This will expand the view of the events you are registered to show you which teacher you are meeting with at that time slot.