

Sacred Heart Celebrations of Learning/Student Involved Conferences



Due to Covid-19, student conferences will be virtual via the Microsoft Teams app. Conferences will take place Wednesday, March 24th and Thursday, March 25th. Please note that Friday, March 26th there will be no school for staff and students.

Parents can begin scheduling their conference times on **Monday, February 22nd**. Scheduling will remain open until **Sunday, March 7st**. Teaching staff will book the Teams meetings and create secure and private meeting links.

If you have an account, you will be able to log in as soon as the conference manager opens. If you are new to the school, please continue reading for sign-up instructions.

How to Sign-up for the Sacred Heart Conference Manager

The process for booking conferences is broken into the following steps:

Step 1 – Pre-Register at <https://sacredheart-rcs.schoolsoft.com> You can set up a Parent Account by following the link above. Click the REGISTER NOW button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future.

Please note that in order to enhance functionality and security, the Conference Manager requires you to use Internet Explorer 7 (or above), Firefox 3 (or above) or Safari 4 (or above). If you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link. This is a one-time process and only takes a couple of minutes.

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding appointments@schoolsoft.com to your address book.

Step 2 – Conference Manager Opens to Parents – **Monday, February 22.**

You can access the Parent Login Page using the link in the confirmation email. If you do not receive a confirmation email, you can login by going directly to <https://sacredheart-rcs.schoolsoft.com>.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Step 3 – Book your Parent-Teacher Conference

Select the teachers with whom you want to book a conference. You will see each teacher's schedule. After booking your appointments, you can print off your schedule. You will also receive an email containing the teacher name, time and location of the conference. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments. You have the option of submitting comments or questions to the teacher as part of the booking process.



Please note that if you book your student meetings online through Conference Manager you will have your name put into a draw for a \$50 gift card to any restaurant of your choice.