



Adams Christian School

– EST. 1950 –

Our Aim is Reformed Education

Instructions for new users of our Parent Teacher Conference Scheduler (Pick-A-Time.com)

STEP 1 (go to the school website):

- ✓ Go to www.adamschristianschool.org and click on “Conference Schedule” under the Calendar menu. Click on the “Click Here for Parent-Teacher Conferences” link.

STEP 2 (create account):

- ✓ You should be on the “log in” page. You will see the Adams Chr. logo.
- ✓ Click the “Login/Create Account” button. Fill in the appropriate information.

*For future conferences, you will not have to create a new account. This is a one-time step. Once an account has been created, all you must do is log in.

STEP 3 (log in):

- ✓ Enter the appropriate email address and password you created.

STEP 4 (scheduling):

1. You will see a list of teachers. Select the box next to the teacher name(s) that you would like to schedule a conference with. You will then see the schedule of available times for those teachers.
 2. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page.
 3. Click on a square to schedule that time
 4. You will optionally have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to enter in the name of your student.
 5. Click on “Create Appointment”.
 6. Repeat until you have a time with each teacher you’d like to visit with.
- ✓ You can click on the “Printable Schedule” link located on the top right corner and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.
 - ✓ If you want to make changes to your schedule you can click on the “Your Schedule” link, OR you can login at any other time with your email and password.

NOTE: Junior High parents should only sign up with their child’s homeroom teacher.

If you have any questions, please call the school office.