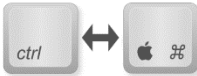


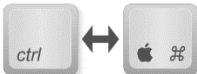


Booking your Parent Teacher Conference – Thursday Nov. 3 and Friday Nov. 4

1. Go to our school appointments web site: <http://greenleaf.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon  beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.
6. Booking with : <http://greenleaf.schoolappointments.com/> opens Monday, October 24th, and closes at **3 p.m. on Thursday November 3rd**. Please make sure that you book before this time.



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