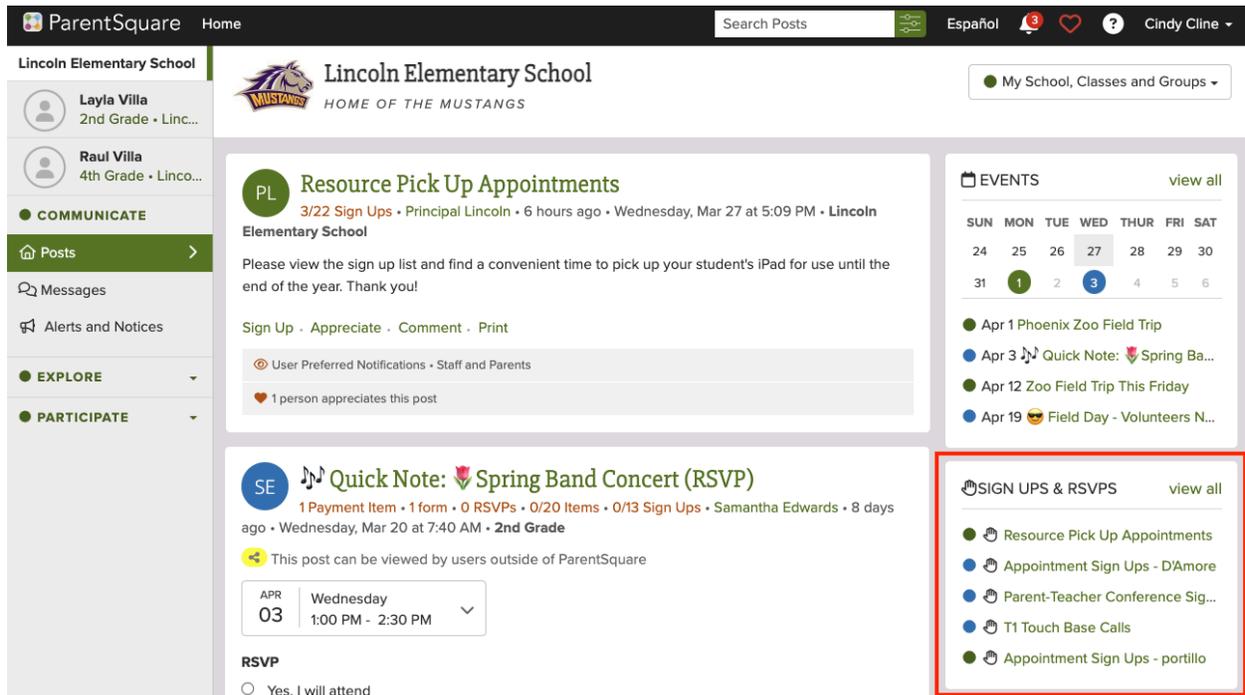


How to Sign Up for an Appointment/Conference

Written instructions for how to sign up for conferences, if you prefer a video format please view the one on this [website](#).

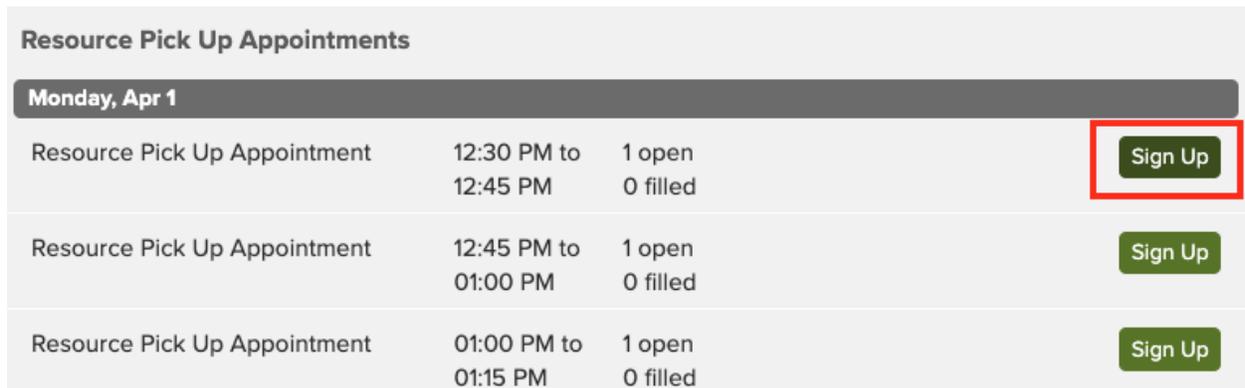
In a Browser:

1. Click the link in an email or text notification to open the post.
OR
2. From ParentSquare Home, select a **Post** from the right-side SIGN UPS & RSVPs activity widget. (See Figure 1)



(Figure 1)

3. Scroll down the Post to the Appointment Sign Ups section and click **Sign Up** next to the time slot you want to reserve. (See Figure 2)

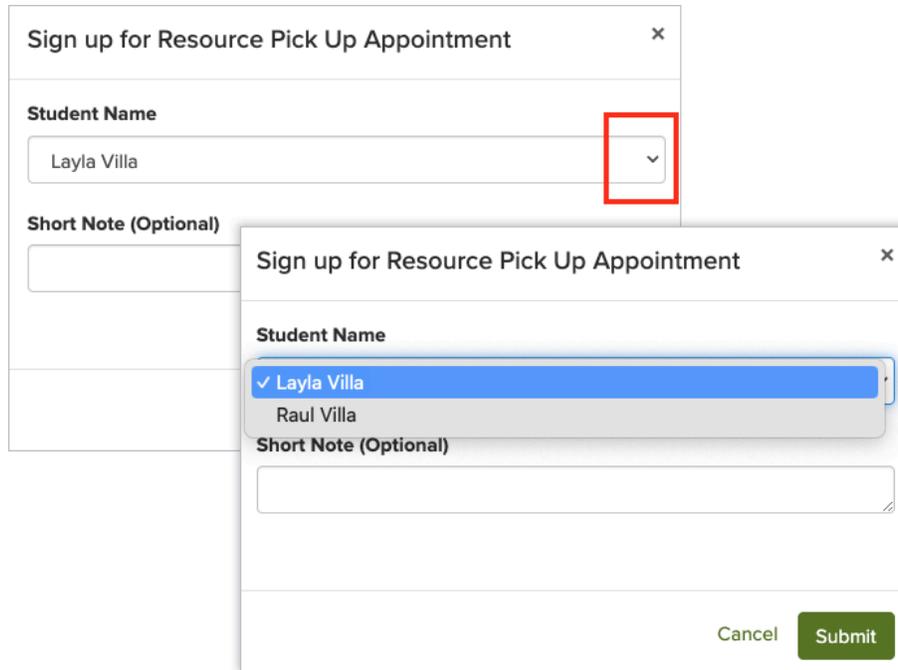


(Figure 2)

4. **Student Name:** Click the **drop-down arrow** and select a student name. (If you only have one student in this recipient group, their name will be prefilled.) (See Figure 3)
5. Add an optional **Short Note**.

**Note: If you don't see the Student Name field, it means you don't need to provide a student name.*

6. Hit **Submit**.



(Figure 3)

7. Go back to the post to see/confirm your sign-up time.

**Note: If you need to change or cancel your sign-up time, hover your mouse over your name to see and click the trash can to remove your time slot. Then click Sign Up again for the correct time slot. (See Figure 4)*

Resource Pick Up Appointments				
Monday, Apr 1				
Resource Pick Up Appointment	12:30 PM to 12:45 PM	0 open 1 filled	Cindy Cline (Layla Villa)	Closed
Resource Pick Up Appointment	12:45 PM to 01:00 PM	0 open 1 filled	Addie Stokes	Closed
Resource Pick Up Appointment	01:00 PM to 01:15 PM	1 open 0 filled		Sign Up

(Figure 4)