



Matthew McNair Secondary School

Parent-Teacher Conferences: Parent Instructions

Booking Website:

<https://bit.ly/McNairPTC>



We are looking forward to meeting with parents/caregivers during our upcoming Parent-Teacher conferences. This year, we will be booking conferences online. Please see below for instructions.

Key Details

- Conference slots are 15 minutes
- Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher directly to schedule a time.
- Parents will receive an email confirmation after booking appointment.
- Reminder emails will be sent 1 day prior to the appointment.
- All bookings close at noon on the day before the start of conferences.
- All conferences can be scheduled as In-Person or Online (MS Teams)

How to Book an Appointment

1. Visit <https://bit.ly/McNairPTC> or scan the QR code above.
2. Select a teacher.
(This is **not** optional even though it says it is. Please do NOT leave this set to “Anyone”).



 SELECT STAFF (~~OPTIONAL~~)

Select Teacher Name



3. Select the day and an available time slot.

Only times that are available for the selected staff member will appear.

 **DATE**  **TIME**

< > November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2:00 PM

2:15 PM

2:30 PM

2:45 PM


3:00 PM

3:15 PM

3:30 PM

3:45 PM


4. Enter your contact information.

 **ADD YOUR DETAILS**

First and last name *

Email *

Phone number *

 **PROVIDE ADDITIONAL INFORMATION**

How will you attend this meeting?
 b. Choose an In-Person or Online Meeting ▼

Student Name
 c. Enter your child's Usual Name

a. Enter Parent Contact Information

Book

d. Click BOOK to confirm your meeting

5. Your booking is now complete, and you should see the confirmation message below.

McNair Parent Teacher Conferences

✓ Thank you for booking with us! You will get a confirmation message in email shortly

Upcoming booking for Test Parent
2024 Fall Parent Teacher Conferences

<p>📅 Wednesday, November 27, 2024</p> <p>🕒 2:00 PM (15 minutes)</p> <p>📍 McNair Secondary School (9500 No 4 Rd, Richmond, BC, Canada)</p> <p>👤 Felgar, I. (Vice Principal)</p>	<p>Reschedule</p> <p>Cancel booking</p> <p>New booking</p>
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📌 Use these buttons to edit your booking or click New Booking schedule a meeting with another teacher

⌚ All times are in (UTC-08:00) Pacific Time (US & Canada)

6. You will also receive a confirmation email with the details of your appointment. Note that you may need to check your spam folder if you do not see this message.

- If you need to reschedule an appointment, please use the 'reschedule' button at the bottom of the email.
- You can use the attached .ics file to add this appointment to your calendar.
- If you requested an online meeting, you will receive a separate email with the meeting link on the day before conferences begin.

Hi Test Parent

Your Booking is confirmed.

Bookings details

Service Name
2024 Fall Parent Teacher Conferences

With
Staff Name

When
Wednesday, November 27, 2024
2:00 p.m. - 2:15 p.m.
(UTC-08:00) Pacific Time (US & Canada)

Location
McNair Secondary School (9500 No 4 Rd, Richmond, BC, V7A 2Y9, Canada)

[Reschedule](#)

Need Support?

If you have any questions or need assistance, contact McNair Secondary School at mcnair@sd38.bc.ca or 604-668-6575.