

## Step 1

### Create Account

You can create an account with our company by filling out the form below on the [www.teacherreacher.com](http://www.teacherreacher.com) website:

- Click the "SignUp" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Enter the Captcha code
- Check your email account for an activation email from [donotreply@teacherreacher.com](mailto:donotreply@teacherreacher.com)

TeacherReacher®

WHY TEACHERREACHER? SUPPORT ABOUT US CONTACT US

LOGIN SIGN UP

### Create a TeacherReacher Account

**Notice: If you have used TeacherReacher® in the past your account is still active and you do not need to create a new account.**

All parents wishing to meet with their child's teachers during Parent Teacher Conferences must fill out the form below in order to establish a TeacherReacher® account.

How to create a TeacherReacher® Account:

Fill out the form below and click the "Create Account". \*If you Check your Email Account for an email with the subject "TeacherReacher - Activation Email".

**Note: Depending on your Email service you may need to check the "Junk Mail" folder.**

Open Email and click the "Activation Link" or paste the "Activation Link" into a web browser (like Internet Explorer or Mozilla Firefox).

After going to the web page sent in the email, you will be informed that your account has been activated.

Using your email address (as your username) and password, you will be able to log on to the TeacherReacher.com® and schedule meetings.

After logging on you can add children to the account. This can be done via the "Add Child" link.

**\*scheduling dates:** Check your schools. You may only sign up

Choose district

parent first name

parent last name

parent email

password

retype-password

Phone Number

please type what you see:

2 2 5 N N B

reload

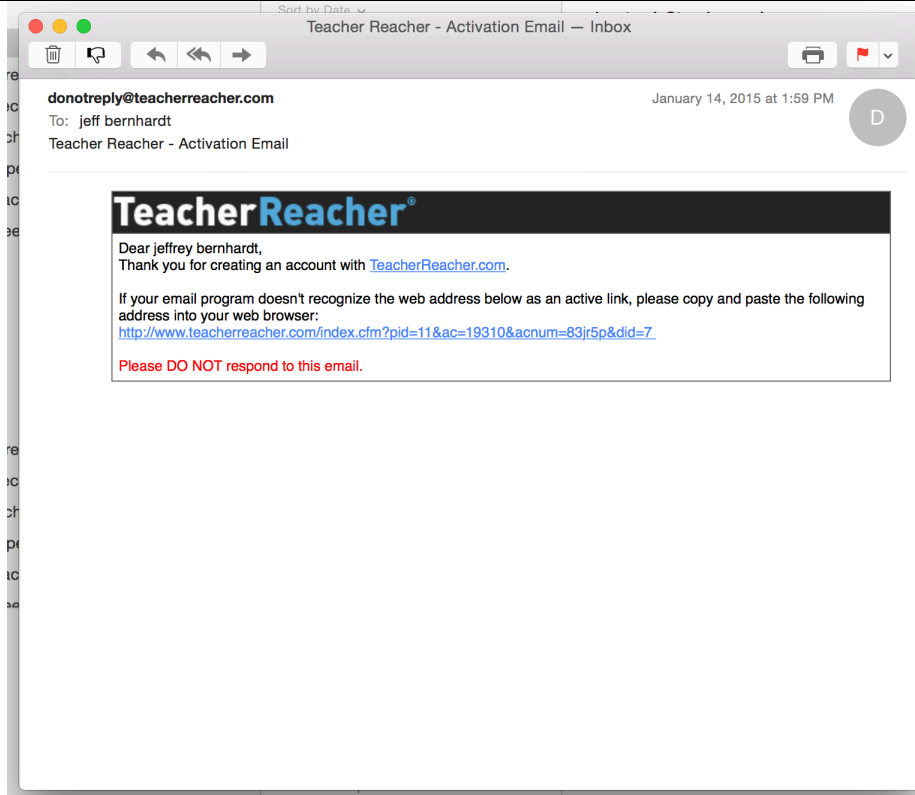
enter captcha

CREATE ACCOUNT

## Step 2

### **Activate your Account**

Check your email account for an email from [admin@teacherreacher.com](mailto:admin@teacherreacher.com).  
Open email and click link inside.



## Step 3

### Add Children

- Select the school
- Enter Child's Name (as registered in the school district)
- Enter the Child's birth date
- Click "Find Student"
- Select the correct student from the list below.
- Click "Add Student"
- Repeat.

**TeacherReacher®** [MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)

CURRENT CHILDREN

No Children Registered

SEARCH DATABASE

Choose School

Demo Middle School

First Name:

mary

Last Name:

bernhardt

Birth Date:

May

28

2009

FIND STUDENT

## Step 4

### **Choose Conference Type**

**Parent Teacher** – Are the standard, one-day conference in which parents choose times to meet with teachers.

**Events** – Are conferences that held over several days. An example of this type of conference would be 11<sup>th</sup> Grade Guidance Meetings. In this situation the parent has a choice of several days in which to choose and appointment.

**Seminars** – Are meetings that have one start time and a limited number of seats. An example of this would be extra help sign up.

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[MY ACCOUNT](#) [CONFERENCESCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)



PARENT TEACHER →



EVENTS →



SEMINARS →

## Step 5

### **Schedule Appointments Part 1**

Click on the "MAKE APPT." link under the **Conference** name.

*Note: You can only make appointments when scheduling is open.*

Click the Scheduling Dates link to see when scheduling will be open.

**TeacherReacher®**[MY ACCOUNT](#)[CONFERENCE SCHEDULER](#)[ADD CHILD](#)[SUPPORT](#)[LOGOUT](#)

Larry Parent's PTC Schedule

| Core                            |      |              |               |                      |                        |
|---------------------------------|------|--------------|---------------|----------------------|------------------------|
| Date/Time                       | Room | Teacher      | Student       | Swap                 | Delete                 |
| 01/09/15<br>2:50 - 3:00         |      | Erbe         | Julia Student | Closed               | Closed                 |
| 02/27/15<br>2:50 - 3:00         |      | Dr. Danker   | Julia Student | <a href="#">SWAP</a> | <a href="#">DELETE</a> |
| Elective                        |      |              |               |                      |                        |
| Date/Time                       | Room | Teacher      | Student       | Swap                 | Delete                 |
| 01/09/15<br>2:30 - 2:40         |      | Dr. Anderson | Julia Student | Closed               | Closed                 |
| <a href="#">DELETE SCHEDULE</a> |      |              |               |                      |                        |

Demo Middle School Conference Dates

| Julia Student                                                    |                   |                      |
|------------------------------------------------------------------|-------------------|----------------------|
| Date                                                             | Appointment Total |                      |
| Test Parent<br>Teacher 1<br>01/09/15<br><b>Scheduling Closed</b> | Type              | Current / Max Appts. |
|                                                                  | Core:             | 1 / 3                |
|                                                                  | Elec.:            | 1 / 2                |
|                                                                  |                   |                      |
| Parent Teacher<br>Demo<br>02/27/15<br><b>MAKE APPT.</b>          | Type              | Current / Max Appts. |
|                                                                  | Core:             | 1 / 4                |
|                                                                  | Elec.:            | 0 / 2                |
|                                                                  |                   |                      |

## Step 6a – Sorted by Department

### *Schedule Appointments Part 2*

- Click on an Academic Department.
- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

The screenshot displays the TeacherReacher website's appointment scheduling interface. The top navigation bar includes the logo and links for MY ACCOUNT, CONFERENCE SCHEDULER, ADD CHILD, SUPPORT, and LOGOUT. A left sidebar lists departments (CORE, ART, ENGLISH, MATH, MATHEMATICS, SCIENCE, SOC STUD, TECH, ELECTIVE, FAMCONS, HOME AND CAREERS, LOTE) and teachers (Michael Depenna, Janice Learner, Jennifer Munz, Larry Sands). The main content area shows a 'Choose Time' section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and marked as unavailable. Below this, there is a section for 'Suggested topics for conference' with checkboxes for Grades, Behavior, Homework, and Tests. A text input field for 'Enter specific questions' is present, with a character count showing 100 characters left. A 'MAKE APPOINTMENT' button is at the bottom.

TeacherReacher® MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

DEPT ALPHA MY TEACHERS

CORE  
ART  
Michael Depenna  
Janice Learner  
Jennifer Munz  
Larry Sands  
ENGLISH  
ESL  
MATH  
MATHEMATICS  
SCIENCE  
SOC STUD  
TECH  
ELECTIVE  
FAMCONS  
HOME AND CAREERS  
LOTE

Choose Time

|                                         |                                                                                        |
|-----------------------------------------|----------------------------------------------------------------------------------------|
| <input type="radio"/> 1:00 PM - 1:10 PM | <input type="radio"/> 2:00 PM - 2:10 PM                                                |
| <input type="radio"/> 1:10 PM - 1:20 PM | <input type="radio"/> 2:10 PM - 2:20 PM                                                |
| <input type="radio"/> 1:20 PM - 1:30 PM | <input type="radio"/> 2:20 PM - 2:30 PM                                                |
| <input type="radio"/> 1:30 PM - 1:40 PM | <input type="radio"/> 2:30 PM - 2:40 PM                                                |
| <input type="radio"/> 1:40 PM - 1:50 PM | <input type="radio"/> 2:40 PM - 2:50 PM                                                |
| <input type="radio"/> 1:50 PM - 2:00 PM | <input checked="" type="radio"/> 2:50 PM - 3:00 PM -<br>you have an appt. at this time |

Suggested topics for conference  
if desired you may suggest area of interest to you

☐ Grades ☐ Behavior  
☐ Homework ☐ Tests

Enter specific questions  
You have 100 characters left.

MAKE APPOINTMENT

# Step 6b-Sorted Alphabetically

## *Schedule Appointments Part 2*

- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

Teacher<sup>®</sup>

MY ACCOUNT | CONFERENCE SCHEDULER | ADD CHILD | SUPPORT | LOGOUT

DEPT | ALPHA | MY TEACHERS

Core

Dean Banks

Susanne Barris

Jon Barrow

Maria Beliz

David Bendo

Antonella Bernarg

Jeff Bernhardt

Olga Ciceros

Eric Cornillo

Jane Danker - already booked

Michael Depenna

Paul Derling

Allison Entelle

Louise Erbe

Lisa Fallon - already booked

Michael Fane

Kerri Free

Vincent Goodspeed

Choose Time

☐ 1:00 PM - 1:10 PM

☐ 1:10 PM - 1:20 PM

☐ 1:20 PM - 1:30 PM

☐ 1:30 PM - 1:40 PM

☐ 1:40 PM - 1:50 PM

☐ 1:50 PM - 2:00 PM

☐ 2:00 PM - 2:10 PM

☐ 2:10 PM - 2:20 PM

☐ 2:20 PM - 2:30 PM

☐ 2:30 PM - 2:40 PM

☐ 2:40 PM - 2:50 PM

☒ 2:50 PM - 3:00 PM -  
you have an appt. at this time

Suggested topics for conference  
if desired you may suggest area of interest to you

☐ Grades

☐ Behavior

☐ Homework

☐ Tests

Enter specific questions  
You have 100 characters left.

MAKE APPOINTMENT

# Step 6c-Sorted According By the Students Teachers

## *Schedule Appointments Part 2*

- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

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MY ACCOUNTCONFERENCE SCHEDULERADD CHILDSUPPORTLOGOUT

DEPTALPHAMY TEACHERS

Core  
Lisa Fallon - already booked  
Craig Lander  
Meghan Miso  
Gretchen Okios  
Elective  
Doreen Betio  
Danielle Trinaz  
Brian Willemann

Choose Time

☐ 1:00 PM - 1:10 PM

☐ 1:10 PM - 1:20 PM

☐ 1:20 PM - 1:30 PM

☐ 1:30 PM - 1:40 PM

☐ 1:40 PM - 1:50 PM

☐ 1:50 PM - 2:00 PM

☐ 2:00 PM - 2:10 PM

☐ 2:10 PM - 2:20 PM

☐ 2:20 PM - 2:30 PM

☐ 2:30 PM - 2:40 PM

☐ 2:40 PM - 2:50 PM

☒ 2:50 PM - 3:00 PM -  
you have an appt. at this time

Suggested topics for conference

if desired you may suggest area of interest to you

☐ Grades

☐ Behavior

☐ Homework

☐ Tests

Enter specific questions

You have 100 characters left.