How to Book Parent Teacher Interviews…

1. Go to **www.mtdoug.schoolappointments.com**
2. Click the **REGISTER** tab (located top right), fill in information and click **Register Now.**
3. Click **Add a Student** to add your son/daughter.
   NOTE: Each of your sons/daughters is to be entered separately and appointments booked separately (To add another sibling click **Insert New**).
4. To schedule appointments click on **Book Appointments** beside the first student name
   a. To book appointments with more than one teacher press on the **CTRL** button on your PC keyboard or **Command** key on a Macintosh keyboard and click on up to 5 teachers with whom you would like to meet for the current student and click **View Calendars.**
   b. Select appointment times by clicking the check box beside the time block.
   c. If a teacher is not available at a time you are able to meet with them please click the **Call Back Request** box at the top of the appointment times under the applicable teacher. This will notify the teacher to contact you by phone or email.
   d. Click **Book Appointments** at bottom of the screen

    NOTE: If you are booking appointments for more than one child the appointment times for your first child will be indicated on the screen so you don't double-book the times.

5. You may view all your appointments from the **PROFILE** menu tab by selecting **View Schedule.**
   This will list all your appointments in chronological order. Please make note of the teacher names and your appointment times and bring the information with you. All interviews will be held in the Mount Doug gym.

   NOTE: If you need to delete any appointments, you may do so by clicking the **red X button** by your son/daughter's name.

If you require assistance please contact the school at mtdouginfo@sd61.bc.ca

SAMPLE BOOKING SCREEN