## How to Use Signup.com

Step 1. Visit the Regina Huda School October Conference Signup Page.

https://signup.com/go/USnzrSL

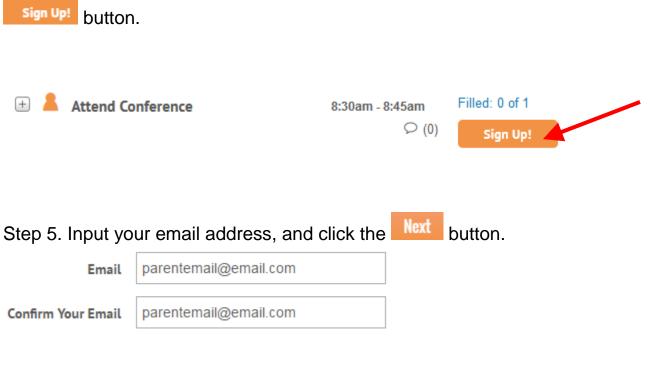
Step 2. Scroll down the list and locate your child's teacher. You can choose to meet with the teacher either in-person or online through Zoom.

| SignUps  | % Filled        |
|--|-----------------|
| Ms. Tysowski's In Person<br>Conferences<br>Oct 06, 2022                | Filled: 0 of 13 |
| Ms. Tysowski's Zoom<br>Conferences<br>Oct 06, 2022                     | Filled: 0 of 11 |
| Mrs. Haggard's In Person<br>Conferences<br>Oct 05, 2022 - Oct 06, 2022 | Filled: 0 of 30 |
| Mrs. Haggard's Zoom<br>Conferences<br>Oct 05, 2022                     | Filled: 0 of 10 |

Step 3. Click on the web button to access the schedule of available time slots for that classroom teacher.

| Mrs. Kilback's Grade 1A   |                                   | View          |
|---|-----------------------------------|---------------|
| Conferences   | Filled: 0 of 27                   |               |
| Nov 19, 2020  |                                   |               |
| Please sign up for a time to have a virtual school; they will be held using Zoom. | I conference. Conferences will no | ot be held at |

Step 4. Find a conference time slot that works for you and click on the



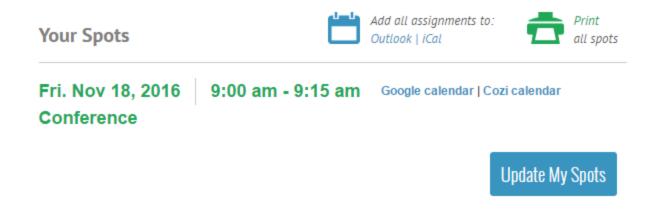
Step 6. Fill in the required information and click Save button.

| Email            | test@gmail.com |
|------------------|----------------|
| Name *           | Name           |
| Phone *          | Phone          |
| Student's Name * | Student's Name |

Step 7. Confirm your time slot is the one you selected. If you want, you can add a comment for the teacher to see prior to conference.

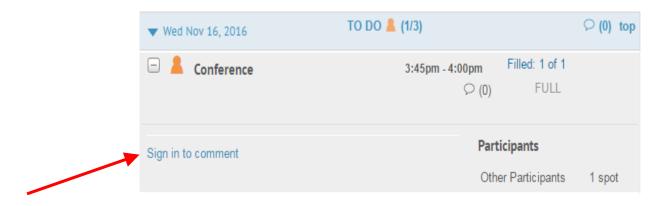
| Once you've checked the details, click the save button. |                |                          |                              |                         |  |  |
|---|----------------|--------------------------|------------------------------|-------------------------|--|--|
| Ø <sup>Ø</sup> All Spots                                | ⊘ My Spots (1) |                          | Sa                           | ve >                    |  |  |
| ▼ Fri Nov 18, 201                                       | 16             | TO DO 💄 (1/24)           |                              | ♀ (0) top               |  |  |
| 😑 💄 Confer  | ence           | 9:00am - 9:15am<br>🖓 (0) | Filled: 1 of 1<br>MySpot (1) | רז 🗍                    |  |  |
| Add Comment: S  | tudent Name    | Part                     | icipants                     |                         |  |  |
| Got a comment?  | Type it here!  | You<br>Oth               | ı<br>er Participants         | <b>1 spot</b><br>O spot |  |  |

Step 8. Wait for the confirmation page to load. It will look like this. Thank you for signing up



## **Changes**

If you need to change an appointment because you made a mistake or something came up, select the time slot you previously chose and then click on the sign in to comment link in the bottom left.



You will then be able to delete your booking, and choose another time slot.

