

# 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 Conferences<br><i>Oct 06, 2022</i>                | <input type="text"/><br>Filled: 0 of 13 | <a href="#">View</a> |
| Ms. Tysowski's Zoom Conferences<br><i>Oct 06, 2022</i>                     | <input type="text"/><br>Filled: 0 of 11 | <a href="#">View</a> |
| Mrs. Haggard's In Person Conferences<br><i>Oct 05, 2022 - Oct 06, 2022</i> | <input type="text"/><br>Filled: 0 of 30 | <a href="#">View</a> |
| Mrs. Haggard's Zoom Conferences<br><i>Oct 05, 2022</i>                     | <input type="text"/><br>Filled: 0 of 10 | <a href="#">View</a> |

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

Mrs. Kilback's Grade 1A  
Conferences

Nov 19, 2020

Please sign up for a time to have a virtual conference. Conferences will not be held at school; they will be held using Zoom.

Step 4. Find a conference time slot that works for you and click on the **Sign Up!** button.

**Attend Conference**

8:30am - 8:45am Filled: 0 of 1

(0) **Sign Up!**

Step 5. Input your email address, and click the **Next** button.

**Email**

**Confirm Your Email**

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

Email test@gmail.com

Name \*

Phone \*

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.

The screenshot shows a dark blue navigation bar with 'All Spots' and 'My Spots (1)' buttons. A green 'Save' button with a right arrow is highlighted by a red arrow. Below is a light blue header for 'Fri Nov 18, 2016' with 'TO DO (1/24)' and '(0) top' links. The main content area has a 'Conference' card with a minus icon, an orange person icon, the title 'Conference', time '9:00am - 9:15am', and 'Filled: 1 of 1'. It includes a comment icon '(0)', a green 'MySpot (1)' button, and plus/minus icons. Below the card is an 'Add Comment: Student Name' section with a text input field containing 'Got a comment? Type it here!'. To the right is a 'Participants' table:

| Participants       |        |
|--------------------|--------|
| You                | 1 spot |
| Other Participants | 0 spot |

Step 8. Wait for the confirmation page to load. It will look like this.

Thank you for signing up

## Your Spots



Add all assignments to:  
Outlook | iCal



Print  
all spots

Fri. Nov 18, 2016

9:00 am - 9:15 am

Google calendar | Cozi calendar

Conference

Update My Spots

### 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.

▼ Wed Nov 16, 2016 TO DO (1/3) (0) top

Conference 3:45pm - 4:00pm Filled: 1 of 1  
(0) FULL

Sign in to comment Participants  
Other Participants 1 spot

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

Conference 3:45pm - 4:00pm Filled: 1 of 1  
(0) MySpot (1) [trash icon]

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