

Parent Teacher Interviews

November 22nd and 23rd 4:00-7:00pm



Parent Teacher Interviews will be held on Wednesday November 22nd and Thursday November 23rd. Please go online to book interviews at <http://wsmts.schoolappointments.com>. Bookings open Wednesday November 15th at 8:00 a.m. and will close Thursday November 23rd at 2:00 p.m.

School Appointments - Parent Instructions

1. Go to our School Appointments website:
<http://wsmts.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user ID and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

