

Parent Conference Sign Up Directions

- 1) Go to the site: http://ptcfast.com/schools/Olmsted_Falls_High_School
- 2) Locate the teacher(s) you wish to schedule a conference with, they are arranged alphabetically. You may select all of the teachers for your student at once. After selecting the teachers, you will scroll to the bottom of the screen and click submit.
- 3) You will then be taken to a page where you will need to fill out some basic information necessary to set up your conference. You must give a valid email address because you will be sent a link to complete the conference sign up process.
- 4) A link will be sent to you within minutes of submitting your information. Go to your email and click on the conference link (see picture below).

Dear Mr. VanArnhem,

Thank you for registering for your parent-teacher conference. Please click on the link below to complete the process and pick your specific date and time:

School: Olmsted Falls High School
Conference: Langenderfer Conference
Student Name: Jeff VanArnhem
Date/Time: *Not selected*
Entry Code:

[Click here to select conference time.](#)

The deadline for registering is end of day before each conference day .

(Note: at this link you can also edit, add and delete other appointments)

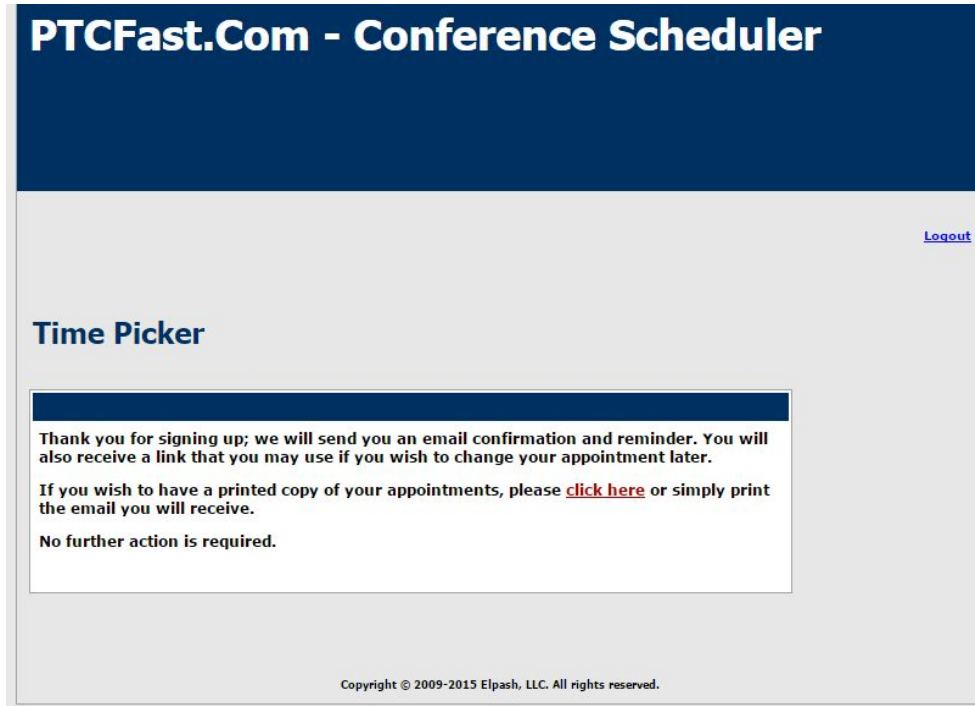
If for any reason you have a problem with the link above, you may login at www.ptcfast.com/parentlogin.php, and enter this code:

Thank you,

- 5) After clicking on the link in your email, you should be taken directly to the PTC Fast Conference sign up screen. All selected teachers should be shown. Make sure to note that there are two available conference dates for most teachers.

- 6) When you completed selecting your time slots for all teachers, scroll down and click the box that says "Confirm Selections".

7) You will then see a confirmation message indicating you have been successful.



The screenshot shows a web page with a dark blue header containing the text "PTCFast.Com - Conference Scheduler". Below the header is a light gray area with a "Logout" link in the top right corner. The main content area is titled "Time Picker" and contains a white box with a dark blue header. The text inside the box reads: "Thank you for signing up; we will send you an email confirmation and reminder. You will also receive a link that you may use if you wish to change your appointment later. If you wish to have a printed copy of your appointments, please [click here](#) or simply print the email you will receive. No further action is required." At the bottom of the page, there is a small copyright notice: "Copyright © 2009-2015 Elpash, LLC. All rights reserved."

If you have any problems or questions, do not hesitate to contact the school.