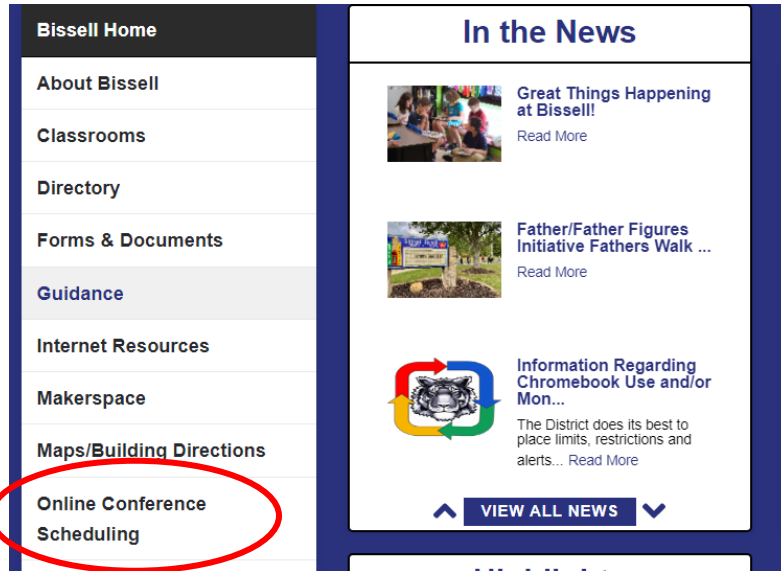


Bissell Parent Conference Sign Up Instructions

1. Go to www.twinsburg.k12.oh.us
2. Click on **Bissell Elementary School**.
3. Click on the **Online Conference Scheduling** Link in the navigation on the left. If you are using a mobile device, you will need to access the navigation menu from the sub-menu in the upper right corner.



4. Click on your Student's Grade Level in the left navigation. If you are using a mobile device, you will need to access the navigation menu from the sub-menu in the upper right corner.
5. Click on your Student's Homeroom Teacher in the left navigation. If you are using a mobile device, you will need to access the navigation menu from the sub-menu in the upper right corner.
6. Click **Reserve** to choose the desired time of the conference. Scroll down to see all conference dates and times.

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Rachel Conrad's Conferences

Please contact your child's teacher at the email address below to cancel or reschedule a conference.

Rachel Conrad's TUESDAY Conference Schedule on 10/25/2022

Meeting Organizer: RACHEL CONRAD-FLEMING - RFLEMING@twinsburg.k12.oh.us

Please **reserve** your meeting below by clicking the button next to the timeslot of your choice. After you click Reserve, please enter the required information and any questions/comments you may have. An email will confirm your reservation. The meeting organizer will be able to email you in case of any changes.

Location: Room 202 From: 4:00 PM To: 4:15 PM	Reserve
Location: Room 202 From: 4:15 PM To: 4:30 PM	Reserve
Location: Room 202 From: 4:30 PM To: 4:45 PM	Reserve
Location: Room 202 From: 4:45 PM To: 5:00 PM	Reserve

Bissell Parent Conference Sign Up Instructions

7. Enter the required fields.
8. Click **Reserve**.
9. You will receive an email confirmation with details about your scheduled conference.



The screenshot shows a web interface for signing up for a parent conference. At the top, there is a blue navigation bar with three buttons: "FOR PARENTS", "FOR STAFF", and "FOR STUDENTS". Below the navigation bar, the form is titled "Fill out the required * information to reserve this timeslot." The form contains several input fields, each with a red asterisk indicating it is required:

- Name: Sue Smith
- Email: ssmith@gmail.com
- Student's Name: Sally
- Phone Number: 999-999-9999
- School: Twinsburg High School
- Questions/Comments: See you soon
- Additional Info: Sally has allergies

At the bottom of the form, there are two buttons: "Cancel" and "Reserve".

If you wish to cancel or change your reservation, please email your student's teacher.