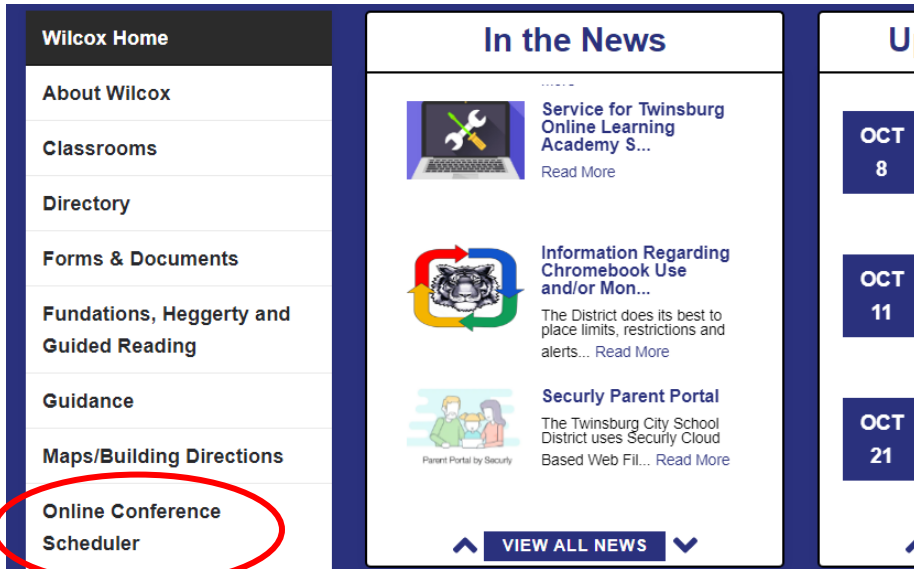
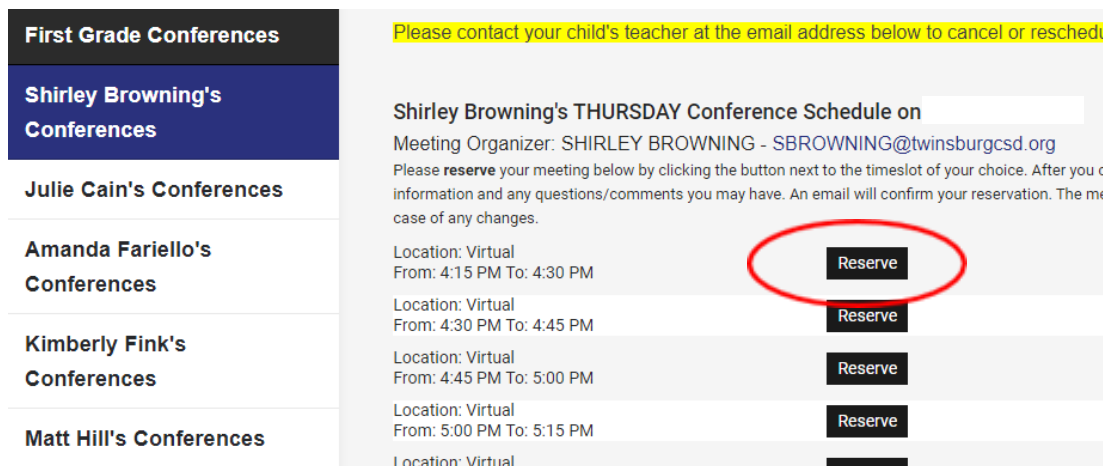


Wilcox Parent Conference Sign Up Instructions

1. Go to www.twinsburg.k12.oh.us
2. Click on **Wilcox Primary School**.
3. Click on the **Online Conference Scheduler** 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
5. Click on your Student's Homeroom Teacher
6. Click **Reserve** to choose the desired time of the conference. Scroll down to see all conference dates and times.



Wilcox 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 form titled "Fill out the required * information to reserve this timeslot." The form is set against a blue header with navigation buttons for "FOR PARENTS", "FOR STAFF", and "FOR STUDENTS". The form fields are as follows:

- 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 are two buttons: "Cancel" and "Reserve".

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