

November 2018

Dear Parents/Guardians:

As the end of our first marking period approaches, we are preparing for Parent/Teacher Conferences, which are scheduled for November 16 (Friday afternoon), November 19 (Monday evening), and November 20 (Tuesday afternoon). These meetings provide an excellent opportunity to get personalized feedback regarding your child(ren)'s progress. Please see the back of this sheet for details on the dates and times of the conferences.

Last year, we implemented a convenient sign-up method through SignUpGenius.com. We will again be using this format to schedule conferences. Sign-up is easy and **no downloads** or accounts are required. Please be aware that the ads on the page are not endorsed by us, so be sure to **only click on links specific to scheduling your conference**. The attachment to this letter provides step-by-step instructions. Please contact the school if you do not have Internet access.

You will be able to select a 15-minute time slot with the requested teacher as follows:

- For teachers whose last name begins with A - M, use <https://goo.gl/wmYCpd>
- For teachers whose last name begins with N - Z, use <https://goo.gl/dBWgs4>

The links are available on the school website (www.farmingdaleschool.com) in the center letter to the Farmingdale School Community or you may type them directly in your browser starting on November 8. **Please submit your response by Sunday, November 11.** We encourage you to sign up as early as possible to secure the time that is most convenient for you.

If you have a problem scheduling your conference(s), please call the main office at 732-938-9611 and our staff will be happy to assist you. As in the past, if you are unable to attend any of the conference days, you may call to request a phone conference.

Thank you for your continued support and cooperation.

Mrs. Conroy and the Teachers of Farmingdale Public School

PARENT/TEACHER CONFERENCE SCHEDULE

<u>November 16 (Friday)</u>	<u>November 19 (Monday)</u>	<u>November 20 (Tuesday)</u>
1:15 - 1:30 PM	6:00 - 6:15 PM	1:15 - 1:30 PM
1:30 - 1:45 PM	6:15 - 6:30 PM	1:30 - 1:45 PM
1:45 - 2:00 PM	6:30 - 6:45 PM	1:45 - 2:00 PM
2:00 - 2:15 PM	6:45 - 7:00 PM	2:00 - 2:15 PM
2:15 - 2:30 PM	7:00 - 7:15 PM	2:15 - 2:30 PM
2:30 - 2:45 PM	7:15 - 7:30 PM	2:30 - 2:45 PM
2:45 - 3:00 PM	7:30 - 7:45 PM	2:45 - 3:00 PM
3:00 - 3:15 PM	7:45 - 8:00 PM	3:00 - 3:15 PM

PARENT/TEACHER CONFERENCE SIGN-UPS

URL for teachers whose last names begin with **A through M**: <https://goo.gl/wmYCpd>
URL for teachers whose last names begin with **N through Z**: <https://goo.gl/dBWgs4>

www.signupgenius.com

Sign Up Genius

START DOWNLOAD

START DOWNLOAD

1. Click on the Download

2. Get to the webpage

Submit and Sign Up

Farmingdale School
Test sign up - Teachers A-M

Dear Parents,

Thank you for visting our Farmingdale School conference scheduler! This is the form to use to schedule a conference with teachers whose last names begin with the letters A through M. Parent/Teacher Conferences will be held on November 16 (Friday), 19 (Monday), and 20 (Tuesday). To reserve a time slot for your conference, please find the teacher's name, click on the time you would like, and enter your child's name, your name, and the best phone number to reach you with questions. Please register early to get your desired time slot. If you have difficulty scheduling your conference, please call the main office at 732-938-9611 and

1. Click on the Download
2. Get to the webpage

The Welcome Screen provides a letter with an overview.



The **Start Download** button is an advertisement; there is no download required.

PARENT/TEACHER CONFERENCE SIGN-UPS

URL for teachers whose last names begin with **A through M**: <https://goo.gl/wmYCpd>
URL for teachers whose last names begin with **N through Z**: <https://goo.gl/dBWgs4>

Scroll down the same page and find your teacher and preferred time

The screenshot shows a web page with a table of available sign-up slots. The table has columns for 'Available Slot', 'Date (mm/dd/yyyy)', and 'Time (EDT)'. A 'Sign Up' button is located next to each slot. A large black arrow points from a text box to the 'Sign Up' button for the 11:00 AM - 12:00 PM slot on 11/14/2018. Another arrow points from a text box to the 'Submit and Sign Up' button at the bottom right of the page. A 'LOGIN NOW' button is visible in the top right corner. A warning box with a red 'X' and a lightning bolt icon says 'This "Download" is an ad. Do not click.' with a list of instructions: 1. Click to "Download", 2. Run and install, 3. Open new Tab. An 'Email Account Login' link is also present.

Available Slot	Date (mm/dd/yyyy)	Time (EDT)	Sign Up
11:00 AM - 12:00 PM	11/14/2018 (Fri)	11:00 AM - 12:00 PM	Sign Up
1:00 PM - 2:00 PM	11/14/2018 (Fri)	1:00 PM - 2:00 PM	Sign Up
2:00 PM - 3:00 PM	11/14/2018 (Fri)	2:00 PM - 3:00 PM	Sign Up
3:00 PM - 4:00 PM	11/14/2018 (Fri)	3:00 PM - 4:00 PM	Sign Up
4:00 PM - 5:00 PM	11/14/2018 (Fri)	4:00 PM - 5:00 PM	Sign Up
5:00 PM - 6:00 PM	11/14/2018 (Fri)	5:00 PM - 6:00 PM	Sign Up
6:00 PM - 7:00 PM	11/14/2018 (Fri)	6:00 PM - 7:00 PM	Sign Up

Click "Sign Up" next to your desired time to check the box

Then click "Submit and Sign Up"

LOGIN NOW

This "Download" is an ad. Do not click.

1. Click to "Download"
2. Run and install
3. Open new Tab

Email Account Login

Submit and Sign Up

PARENT/TEACHER CONFERENCE SIGN-UPS

URL for teachers whose last names begin with **A through M**: <https://goo.gl/wmYCpd>
URL for teachers whose last names begin with **N through Z**: <https://goo.gl/dBWgs4>

Sign-up Screen

The screenshot shows a web browser window displaying the SignUpGenius sign-up screen. The browser's address bar shows the URL: <https://www.signupgenius.com/index.cfm?go=ProcessSignups&urlId=348044EAD4C31D41FE3A581>. The page title is "Sign Me Up".

The sign-up form includes the following fields and options:

- Available Slot:** Date (mm/dd/yyyy - EST) **Stuitt** | Status **Quantity**
- Ms. Connell** | Fri, 11/16/2018 | 4:00pm - 2:00pm | **Jenny**
- Name:** (Callout 1)
- Suzette** | **Jenkins** (Callout 2)
- Email:** (Callout 3)
- Phone:** | (Callout 4)

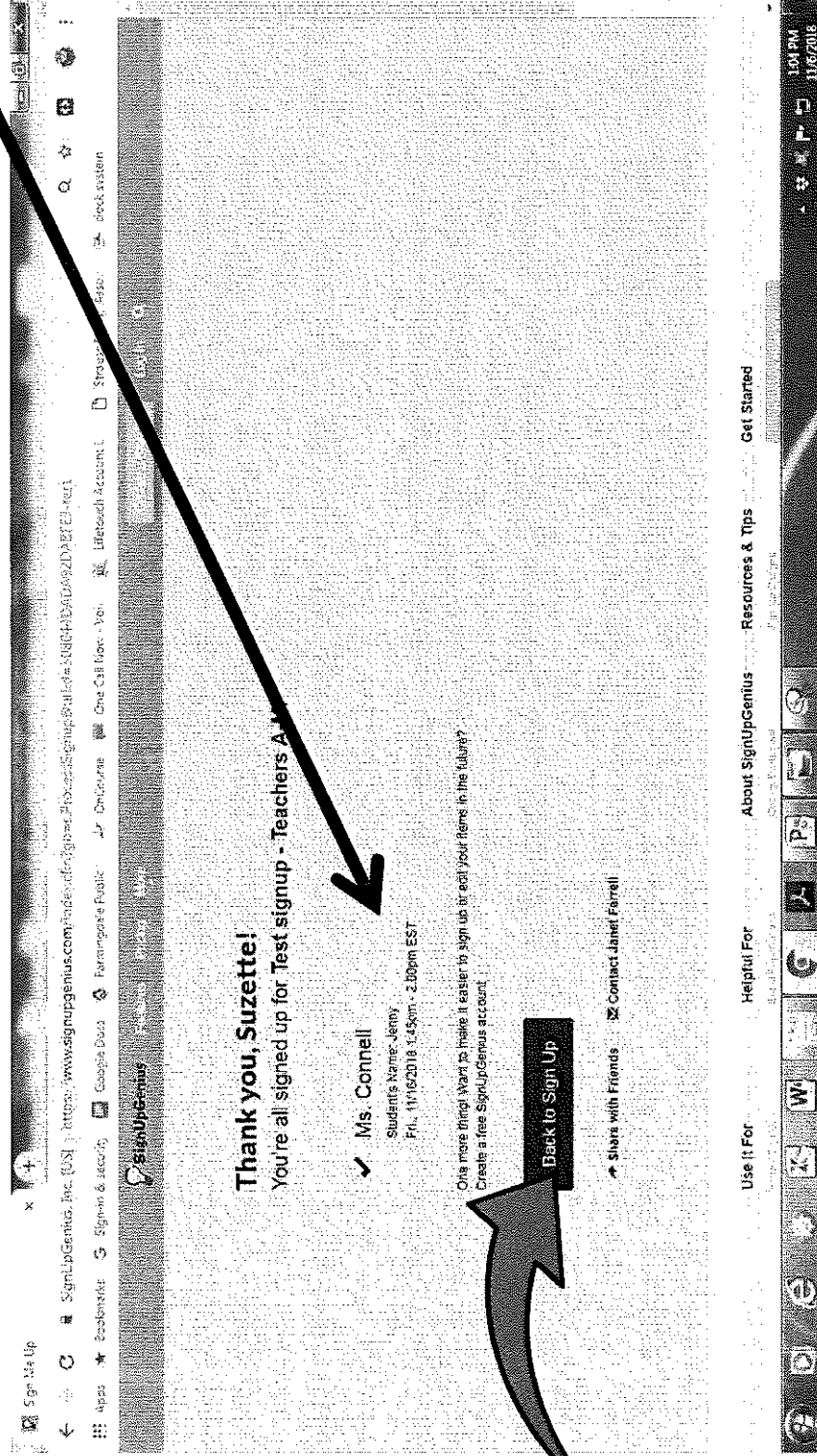
At the bottom of the form, there is a "Sign Up Now" button (Callout 5) and a "Cancel" button. A small note below the form says: "By signing in, you agree to the SignUpGenius Terms of Service and Privacy Policy."

Navigation links at the bottom of the page include: "Use It For", "Helpful For", "About SignUpGenius", "Resources & Tips", and "Get Started". The system tray at the bottom right shows the time as 1:04 PM on 11/6/2018.

PARENT/TEACHER CONFERENCE SIGN-UPS

URL for teachers whose last names begin with **A through M**: <https://goo.gl/wmYCpd>
URL for teachers whose last names begin with **N through Z**: <https://goo.gl/dBWgs4>

View your confirmation page. Check that all information is correct.



If you would like to make changes, you can create an account, or contact the school office and we will help you.