



## School Appointments - Parent Instructions

1. Go to our school appointments web site for your school:
  - <https://lgms.schoolappointments.com>
  - Register for the **Fall November 2024 Conferences**, please follow the steps below to create an account.
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. **Please provide the telephone number you want to be reached at if you select a Phone meeting.** 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**" button to add more children.
4. Click the "**Book Appointments**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the type of appointment you want,
  - **In Person Meeting,**
  - **Virtual Meeting**
  - **Phone Meeting.**



Then click the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.

Click on available time slots to book your appointments.