

Using SchoolSoft School Conference Manager

Booking Parent/Student/Teacher (PST) Conferences On-line

Parents of Manachaban students can use SchoolSoft to book their PST conferences. This very intuitive and easy to use software can be accessed by typing the following URL into the address bar of the Internet browser:

<https://manachaban.schoolsoft.ca>

Follow the instructions below depending upon whether you are a first-time user or whether you have used the School Conference Manager before.

First-Time Users:

1. Click on the blue REGISTER NOW button to view the Registration page.
2. Complete the ***Parent/Guardian Information*** section.
3. Complete the ***Student Information*** section.
4. At the bottom of the page, click inside the "Yes" circle to indicate that you accept the Terms and Conditions of the software.
5. Click on the blue SUBMIT button.
6. You may now sign in and book your PST conference as per the instructions on the right hand side of this page!

Used SchoolSoft Previously:

1. Enter your ***E-Mail Address*** and your ***Password*** as previously set up then click on the blue LOGIN button.
2. When the Welcome page is displayed, click on the blue BOOK A CONFERENCE button to proceed.

If you forgot your password, simply click on the blue ***Forgot your password?*** link and follow the instructions.

If your e-mail address has changed since the last time you used SchoolSoft, please contact the office at (403) 932-2215 OR register once again as a first-time user.

NOTE: If you have had another child come to Manachaban since the last time you used SchoolSoft, you will need to add them in the ***Student Information*** section under the MY PROFILE tab.

PST conferences are held twice a year; at the end of October and again at the beginning of February. The School Conference Manager will be open to book PST conferences (for either a Wednesday evening from 4:00 p.m. – 7:00 p.m. or a Thursday evening from 5:00 p.m. – 8:00 p.m.) approximately one and a half weeks prior to the Wednesday evening session.

Should you encounter problems when booking your conference, please feel free to contact the office at (403) 932-2215.