

MyConferenceTime is an online Parent-Teacher Conference Scheduling program that allows parents to quickly schedule conferences online without the need to send paper documents back and forth.

My Conference Time

Parent-Teacher Conference
Online scheduling instructions

Bloom-Carroll Local School District

IMPORTANT INFORMATION:

Part A of this guide should be used when signing up one student with one teacher.

Example: The parents of John Doe would like to see Mrs. Sample Teacher, but does not need to see any other teachers. You would use Part A of this guide to sign up for a conference with Mrs. Teacher.

Part B of this guide should be used when signing up multiple students, or if you are signing up a single student with multiple teachers.

Example 1: The parents of Jamie Doe, Sarah Doe, and James Doe would like to see Mr. Sample Teacher, Mr. Robert Samples, and Mrs. Jan Teacher. You would use Part B of this guide to sign up to see the three teachers listed.

Example 2: The parents of Steve Doe would like to sign up for a conference to see Mr. Robert Samples, Mrs. Jan Teacher, and Mr. Sample Teacher. You would use Part B of this guide to sign up for available time slots for these three teachers.

*****If you need assistance with this website, or have general questions regarding MyConferenceTime, please contact Mr. Mark Thomas, Director of Instructional Technology, at 740-756-9798 or by email at mark.thomas@bloomcarroll.org**

*****If you have questions regarding your child’s conference schedule, please contact the appropriate school building:**

Bloom-Carroll High School	740-756-4317
Bloom-Carroll Middle School	740-756-9231
Bloom-Carroll Elementary School	740-756-9701

PART B

SIGNING UP FOR MULTIPLE CONFERENCES

1. Click on the green Register for Multiple Conferences button.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > Schedule List

Need help signing up for a conference? [Watch our videos.](#)

Conference Schedules

Select the conference schedule you wish to view



[Register for Multiple Conferences](#)

2. Click the dropdown button and select the number of students in which you will be registering conferences and click continue.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > Multiple Conferences

Number of students who will be registering:

[Continue](#)

[Cancel](#)

4. Place a checkmark beside the name(s) of the teachers with whom you wish to conference. Please note, 4th grade teachers and Middle School teachers conduct team conferences, so you will be scheduling conferences with members of those teams if applicable. Once you have made your selections click on "Find Schedules with Common Dates."

5. Select the date in which you wish to schedule

6. You will now be presented with the list of available times. Place a checkmark beside the child in which you wish to schedule and then click sign up for selected conferences.

[Bloom Carroll Local School District Schedule List](#) > [Start Over](#) > Multiple Conferences

Select the names and times for Thu, Jan 31, 2019 and click on "Sign Up for Selected Conferences" below or select a new date and don't use these times.

Mrs. Christi Bachman High School Winter Conference Schedule Thu, Jan 31, 2019	Mr. Jason Barber High School Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Leah Baughman Primary Sch. Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Robin Caudill Middle School Winter Conference Schedule Thu, Jan 31, 2019
2:30 PM – 2:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:30 PM – 2:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:30 PM – 2:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
2:45 PM – 3:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:45 PM – 3:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	2:45 PM – 3:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
3:00 PM – 3:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:00 PM – 3:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:15 PM – 4:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:00 PM – 3:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
3:15 PM – 3:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:15 PM – 3:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:30 PM – 4:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:15 PM – 3:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
Mrs. Christi Bachman High School Winter Conference Schedule Thu, Jan 31, 2019	Mr. Jason Barber High School Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Leah Baughman Primary Sch. Winter Conference Schedule Thu, Jan 31, 2019	Mrs. Robin Caudill Middle School Winter Conference Schedule Thu, Jan 31, 2019
3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:45 PM – 5:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	5:00 PM – 5:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	3:45 PM – 4:00 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane
4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	5:15 PM – 5:30 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane	4:00 PM – 4:15 PM 1 Available <input type="checkbox"/> John <input type="checkbox"/> Jane

Sign Up for Selected Conferences

7. Once you have signed up for your conferences you will see a confirmation page.

MyConferenceTime

[Bloom Carroll Local School District Schedule List](#) > [Sign Up More](#) > Multiple Conferences

✓ John Does is registered for a conference.

High School Winter Conference Schedule

Conference With: Mrs. Christi Bachman (cbachman@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **3:15 PM – 3:30 PM**

✓ John Does is registered for a conference.

High School Winter Conference Schedule

Conference With: Mr. Jason Barber (barber@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **3:30 PM – 3:45 PM**

✓ Jane Doe is registered for a conference.

Primary Sch. Winter Conference Schedule

Conference With: Mrs. Leah Baughman (lbaughman@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **4:30 PM – 4:45 PM**

✓ John Does is registered for a conference.

Middle School Winter Conference Schedule

Conference With: Mrs. Robin Caudill (rcaudill@bloomcarroll.org)

Conference Date: **Thursday, January 31, 2019**

Conference Time: **3:45 PM – 4:00 PM**

*****You will receive email confirmations prior to each conference provided you entered correct email information*****

*****You can cancel or reschedule online until the specified date that will be posted. After this date you will need to call the school to cancel or reschedule conferences*****