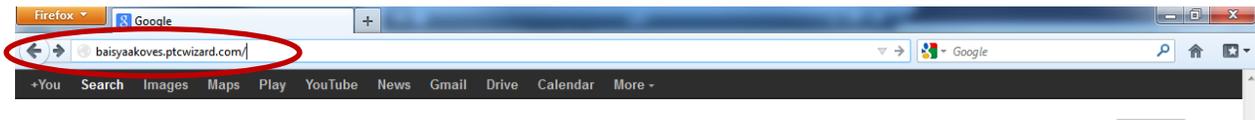


1. Open an Internet Browser (such as Internet Explorer, Firefox, Safari, or Chrome). In the address bar type in <http://baisyaakovES.ptcwizard.com> and press Enter.



2. The next step is to register your account. On the left side of the screen fill in your first name, last name, and e-mail address. If you do not have an e-mail address you can simply use your name (with no spaces). You must also enter a password. Then click **Register**.

A screenshot of the PTC Wizard registration page. It is divided into two columns. The left column is for returning users, with fields for "Email" and "Password", and a "Sign In" button. Below these fields is a link for "Forgot your password?". The right column is for first-time users, with fields for "First Name", "Last Name", "Email", "Confirm Email", "Password", and "Confirm Password", and a "Register" button. At the bottom, there is a copyright notice: "Copyright © 2008 Computer Creation Systems, Inc. All rights reserved. Visit PTC Wizard (http://www.ptcwizard.com) - The premier web based parent-teacher conference scheduling software system".

3. Fill in the name of your first child. You may use two names for your child's first name. Then click **Add Child**.

A screenshot of the "Add Child" form in the PTC Wizard. The page title is "Welcome to PTC Wizard". The text reads: "According to our records, you have not added your child's name to your account." Below this, it says "Enter your child's first and last name:". There are two input fields: "Child First Name" with the value "Sara" and "Child Last Name" with the value "Cohen". At the bottom right is an "Add Child" button.

4. You now see a screen listing 1 child in your account. If your child is listed correctly and she is your only child that you are registering then where it says "Is this information correct?" click **Yes**. Otherwise, if the child's name is wrong or you would like to register more than one child click **No**.

5. Click Continue

A screenshot of the confirmation screen in the PTC Wizard. The page title is "Welcome to PTC Wizard". The text reads: "Before we begin, we need to make sure that your child's information is up to date. We currently have the following child on file for you." Below this, it says "You have 1 child in your account. Sara Cohen". A dotted line separates this from the question "Is this information correct?". There are two radio buttons: "Yes" (selected) and "No". Below this, it says "Select 'No' if you wish to add more children to your account". At the bottom right is a "Continue" button.

6. If you clicked Yes then please skip to instruction #7. If you would like to change the name of the first child entered you can do so on the left of the screen. Make sure to click **Update** to save the change. To add a second child use the space on the left labeled “Add Child.” After adding the second child, click **Add Child**. If you have a additional children to add, continue with steps 4-6 until all your children have been registered.

The screenshot shows a web interface with two tabs: 'My Settings' and 'My Children'. The 'My Children' tab is active. On the left, under 'Your Children', there is a table with one row: Sara Cohen. Below the table is an 'Update' button. On the right, there is an 'Add Child' form with fields for 'Child First Name' and 'Child Last Name', and an 'Add Child' button. The form also includes a message: 'You can add more children by filling out this form.'

7. For the next step the PTA conference will be listed with a checkbox next to it. Click the checkbox to select the PTA conference and then click **Continue**.

8. The next screen confirms the PTA conference you chose. Click **Continue**.

9. Select all your childrens’ teachers that you would like to meet by checking the box next to the teacher’s name.

Please select the teachers with whom you will need to meet.
Only teachers that are attending this conference will be displayed.
Therefore it is possible that the teacher you are looking for will not be displayed.

Name	Description	Room
<input type="checkbox"/> Mrs. Deborah Alper	(ENGLISH 2-C)	102
<input type="checkbox"/> Mrs. Judie Bach	(ENGLISH 2-A)	98
<input type="checkbox"/> Morah Yehudis Bamberger	(HEBREW 2-E)	103
<input type="checkbox"/> Miss Shoshana Barer	(ENGLISH 4-D)	183
<input type="checkbox"/> Morah Dassi Barr	(HEBREW 3-A)	200
<input type="checkbox"/> Morah Hayley Bazelon	(PRESCHOOL K-A)	114A
<input type="checkbox"/> Miss Debbi Benjamin	(ENGLISH 1-C)	113
<input type="checkbox"/> Morah Marcia Bitman	(PRESCHOOL K-E)	130
<input type="checkbox"/> Morah Sara Blumenfeld-Edel	(HEBREW 5-F)	181
<input type="checkbox"/> Mrs. Cheryl Breitbart	(ENGLISH 1-B)	111
<input type="checkbox"/> Morah Rassie Burstein	(HEBREW 5-D)	172
<input type="checkbox"/> Morah Tzipora Cohen	(HEBREW 1-F)	104
<input type="checkbox"/> Mrs. Edit Dinovitzer	(ENGLISH 1-E)	110A
<input type="checkbox"/> Morah Shira Feigenbaum	(HEBREW 4-A)	180
<input type="checkbox"/> Mrs. Emily Feinberg	(ENGLISH 2-E)	103
<input type="checkbox"/> Morah Shulamit Gartenhaus	(HEBREW 1-D)	110
<input type="checkbox"/> Morah Devorah Goldstein	(HEBREW 5-C)	179
<input type="checkbox"/> Morah Esti Greenstein	(PRESCHOOL N-D)	120
<input type="checkbox"/> Morah Nanci Grossman	(HEBREW 1-C)	113
<input type="checkbox"/> Morah Kayla Halon	(HEBREW 3-D)	205
<input type="checkbox"/> Mrs. Kayla Halon	(ENGLISH 5-3, 5-4)	175

10. After selecting all the teachers, scroll to the bottom of the screen and click **Continue**.

11. The next screen confirms that you selected the correct teachers. Please check that all the teachers you wish to meet are selected. If you made a mistake, click **Back**. Otherwise, click **Continue**.

You are doing great!
You have selected the following:

Mrs. Deborah Alper	(ENGLISH 2-C)
Mrs. Judie Bach	(ENGLISH 2-A)
Morah Sara Blumenfeld-Edel	(HEBREW 5-F)
Morah Rassie Burstein	(HEBREW 5-D)
Mrs. Emily Feinberg	(ENGLISH 2-E)
Morah Devorah Goldstein	(HEBREW 5-C)

Now you will be able to choose an available time slot for your selection.

Back **Continue**

12. Listed are all the appointments for each teacher. If a slot says UNAVAILABLE or RESERVED you cannot choose that time. Select the drop down next to the time slot you want and choose which child you would like to meet the teacher regarding. When you are done selecting all your appointments scroll to the bottom of the screen and click **Continue**.

Mrs. Deborah Alper Room: 102	Mrs. Judie Bach Room: 98	Morah Sara Blumenfeld-Edel Room: 181	Morah Rassic Burstein Room: 172	Mrs. Emily Feinberg Room: 103	Morah Deborah Goldstein Room: 179
09:48 AM	09:48 AM	09:48 AM	09:48 AM	09:48 AM	09:48 AM
09:53 AM	09:53 AM	09:53 AM	09:53 AM	09:53 AM	09:53 AM
09:58 AM Sara	09:58 AM UNAVAILABLE	09:58 AM	09:58 AM	09:58 AM	09:58 AM
10:03 AM Shira	10:03 AM	10:03 AM	10:03 AM UNAVAILABLE	10:03 AM	10:03 AM
10:08 AM UNAVAILABLE	10:08 AM UNAVAILABLE	10:08 AM UNAVAILABLE	10:08 AM UNAVAILABLE	10:08 AM	10:08 AM
10:13 AM	10:13 AM UNAVAILABLE	10:13 AM	10:13 AM UNAVAILABLE	10:13 AM	10:13 AM
10:18 AM UNAVAILABLE	10:18 AM	10:18 AM	10:18 AM UNAVAILABLE	10:18 AM	10:18 AM
10:23 AM UNAVAILABLE	10:23 AM UNAVAILABLE	10:23 AM	10:23 AM	10:23 AM	10:23 AM
10:28 AM	10:28 AM	10:28 AM	10:28 AM	10:28 AM	10:28 AM

13. You will see a summary of all your appointments. You are finished registering for PTA and can close the website. If you used a real e-mail address you will get an e-mail confirmation listing your appointments.

14. To print your appointments click **My Schedule**.



15. Then click on **Print Schedule**.



FAQ's:

I forgot my password – how can I sign in?

If you have already registered but can not remember your password, simply click the **Forgot your password?** link on the sign in page, enter your email address, and click the **Remind Me** button. This will cause an email with your email to get sent to you. Wait a few minutes to see if you have received this email and then use the password to sign into your account.

Can I add more than one child to my account?

Yes, you can add as many children to your account as necessary. To do this, simply click on the **My Account** link at the top right corner of the page and then click the **My Children** link in the navigation menu. You will then see a list of your children that you added to your account. There is a form on the right side of the page where you can add more children.

Why do some time slots say UNAVAILABLE?

The word **UNAVAILABLE** will appear next to any time slot during which the teacher or team will not be able to accept appointments. This indicates that the time slot is either reserved as a break for the teacher or that teacher/team has a conflicting appointment on a different team or as an individual teacher.

Why do some time slots say RESERVED?

If you see the word reserved next to a time slot, another parent has already made a reservation with the teacher at that time. Reservations are on a first come, first served basis.

How can I get another copy of my schedule?

You can always get another copy of your schedule by logging into your account, clicking the **PTC Wizard** link on top and then selecting **My Schedule**. You will see two links at the top right of that page. One link will print your schedule and the other will send a copy of your schedule to your email address.