

1. Open an Internet Browser (such as Internet Explorer, Firefox, Safari, or Chrome). In the address bar type in <http://baisyaakovMS.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**.
If you have a children that were already registered in another Bais Yaakov division you can use the same login/registration that you created for that division.

A screenshot of the PTC Wizard registration and login form. The form is divided into two columns. The left column is for returning parents, with fields for "Email" and "Password", a "Sign In" button, and 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 © 2009 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. Then click **Add Child**.

A screenshot of the PTC Wizard "Add Child" form. The form has a heading "Welcome to PTC Wizard" and a message: "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

Welcome to PTC Wizard

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.

You have 1 child in your account.
Sara Cohen

Is this information correct?

Yes No

Select "No" if you wish to add more children to your account

[Continue](#)

- 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.

My Settings My Children

Your Children << Return to PTC Wizard

Child First Name	Child Last Name	Remove
Sara	Cohen	<input type="checkbox"/>

[Update](#) << Return to PTC Wizard

Add Child

You can add more children by filling out this form.

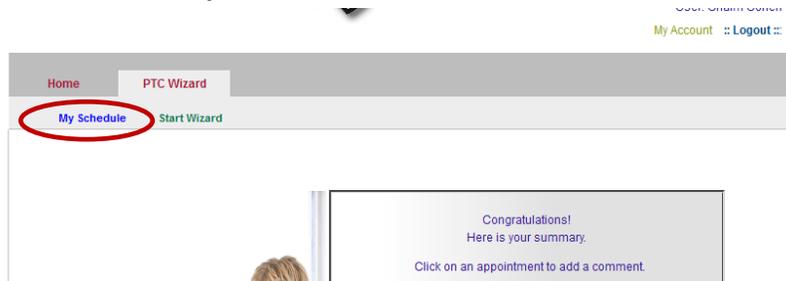
Child First Name

Child Last Name
Cohen

[Add Child](#)

- 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**.
- The next screen confirms the PTA conference you chose. Click **Continue**.
- Select all your children's teachers that you would like to meet by checking the box next to the teacher's name. (Note: teachers listed here are from the Elementary School, High School/Middle School teachers will be listed for their respective schools.

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 cannot 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 e-mail address.