

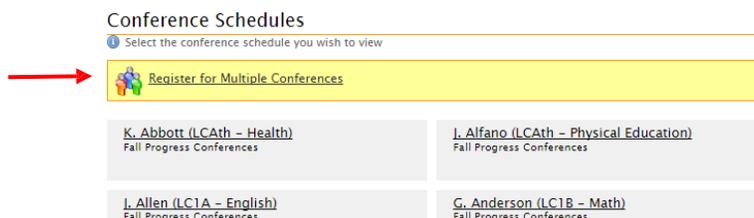
Signing up for Progress Conferences at BHHS

Don't forget!

- Please know the teachers you want to meet with **before** you begin. If needed, log into ParentPortal to see your student's teachers.

With a copy of your student's schedule nearby, access the conference sign-up page and type in (or copy and paste) this URL into your browser:

<http://www.myconferencetime.com/bhhs>

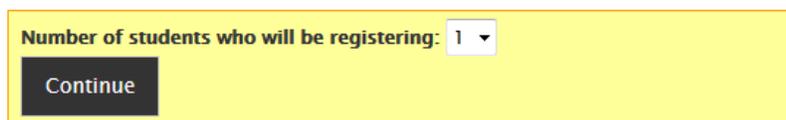


A list of teachers (including counselors) will display. **Teachers are available for 5 minute appointments (in the Main Gym); counselors are available for 10 minute appointments (in their respective offices).**

1. Click on “Register for Multiple Conferences” link:



2. Indicate the **number of children** you will be registering and click on the Continue button:



3. Type in the 1st student's name, your name and your email address. **It's CRITICAL that your email address be entered correctly so that you can cancel or edit a conference if you need to do so later on.** Click **Continue** at the bottom of the screen to enter the next student's name. ***Enter an “Alternate Parent/Guardian” name and email if you wish them to receive a copy of the schedule as well.**

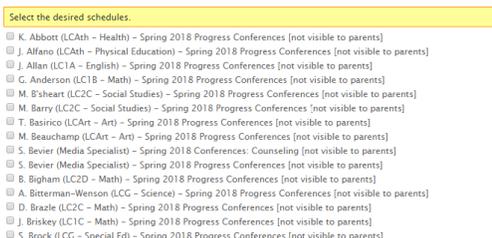
4. Select **Yes** to “Do you want to receive a confirmation email for this conference?” Finally, select **Continue** to move forward.

Don't forget!

- **It is imperative that you enter your email address.** Without it, you will not be able to view, alter or cancel your conferences at a later time.

5. If applicable, type in the 2nd student's name. The other required information will auto fill. Click **Continue** at the bottom of the screen to enter the next student's name or complete the registration process. Continue with any remaining children, if needed.

6. A listing of conference schedules appears.



7. Check the boxes for the teachers/counselors you want to schedule. Then click on **“Find Schedules with Common Dates.”** Confirm all the teachers/counselors you would like to visit are listed and then click on **“Tuesday, November 13”** or **“Wednesday, November 14”** to select your preferred conference date. If any teachers/counselors are missing, click on **“go back and search again”** and then repeat this step.

☞ Don't forget!

- **Progress Conferences are two evenings from 4-7 pm.** The entire evening Tuesday and Wednesday from 4-5 are **BY APPOINTMENT ONLY**; Wednesday from 5-7 is **drop-in only**. Select which day you would like to schedule your conferences appointments.

Find Schedules with Common Dates

We searched 2 schedules. Select one of the dates below or [go back and search again.](#)

Tuesday, November 13
2 schedules have conferences

Wednesday, November 14
2 schedules have conferences

8. Select the names and times for the correct teacher for the date you chose.

S. Bevier (Media Specialist) Fall 2018 Progress Conferences Tue, Nov 13, 2018 <hr/> 4:00 PM – 4:05 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma	J. Novak (LCIA – Science) Fall 2018 Progress Conferences Tue, Nov 13, 2018 <hr/> 4:00 PM – 4:05 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma
<hr/> 4:05 PM – 4:10 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma	<hr/> 4:05 PM – 4:10 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma
<hr/> 4:10 PM – 4:15 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma	<hr/> 4:10 PM – 4:15 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma
<hr/> 4:15 PM – 4:20 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma	<hr/> 4:15 PM – 4:20 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma
S. Bevier (Media Specialist) Fall 2018 Progress Conferences Tue, Nov 13, 2018 <hr/> 4:20 PM – 4:25 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma	J. Novak (LCIA – Science) Fall 2018 Progress Conferences Tue, Nov 13, 2018 <hr/> 4:20 PM – 4:25 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma
<hr/> 4:25 PM – 4:30 PM Please be on time for your conference! Sign Up for Selected Conferences <input type="checkbox"/> Emma	<hr/> 4:25 PM – 4:30 PM Please be on time for your conference! 1 Available <input type="checkbox"/> Emma

☞ Don't forget!

- Be sure to give yourself 5 minutes between conferences to allow you to arrive and begin on time. Therefore, your start times should be spread 10 minutes apart. For example, sign up for **3:00-3:05**, **3:10-3:15**, **3:20-3:25**, etc. **Do NOT sign up for back-to-back** (e.g. 3:00-3:05, 3:05-3:10, 3:10-3:15) conferences.

9. Click on the **“Sign Up for Selected Conferences”** button on the bottom of the page.

Sign Up for Selected Conferences

*****VERY IMPORTANT! Make sure you complete this step. If you don't, the conferences you selected will not save and you will not be signed up for them.*****

10. You will receive confirmations on the screen.

✓ Emma Bevier is registered for a conference.

Spring 2018 Progress Conferences
Conference With: M. Beauchamp (LCArt – Art) (mbeauchamp@bloomfield.org)
Conference Date: Wednesday, March 14, 2018
Conference Time: 4:05 PM – 4:10 PM
Conferences are on 3/24/18 from 4–7pm in the Main Gym. Appointments only. You may add/edit /cancel a conference until 11:55 pm on 3/13/18.

✓ Emma Bevier is registered for a conference.

Spring 2018 Conferences: Counseling
Conference With: S. Bevier (Media Specialist) (sbevier@bloomfield.org)
Conference Date: Wednesday, March 14, 2018
Conference Time: 4:20 PM – 4:30 PM
Counseling Conferences are in the Counseling Office. Appointments only. You may add/edit /cancel a conference until 11:55 pm on 3/13/18.

11. You will also receive confirmation emails if you entered an email address.

Please save this message for your records.

Emma Bevier is registered for a conference.
Wednesday, March 14, 2018, 4:05 PM - 4:10 PM
Spring 2018 Progress Conferences (M. Beauchamp (LCArt - Art) - Bloomfield Hills High School)
Conferences are on 3/24/18 from 4-7pm in the Main Gym. Appointments only. You may add/edit /cancel a conference until 11:55 pm on 3/13/18.
Parent/Guardian's Name: Stephanie Bevier
Confirmation Email Address: sbevier@bloomfield.org

You may edit or cancel your registration prior to 12:00 AM, Tuesday, March 13, 2018.

[View, edit or cancel your conference registration](#)

If you have a question about the conference, please contact mbeauchamp@bloomfield.org.

[Add to Outlook](#) [Add to Google Calendar](#)

Emma Bevier is registered for a conference.
Wednesday, March 14, 2018, 4:20 PM - 4:30 PM
Spring 2018 Conferences: Counseling (S. Bevier (Media Specialist) - Bloomfield Hills High School)
Counseling Conferences are in the Counseling Office. Appointments only. You may add/edit /cancel a conference until 11:55 pm on 3/13/18.
Parent/Guardian's Name: Stephanie Bevier
Confirmation Email Address: sbevier@bloomfield.org

You may edit or cancel your registration prior to 12:00 AM, Tuesday, March 13, 2018.

[View, edit or cancel your conference registration](#)

Confirmation from MyConferenceTime.com

MyConferenceTime <noreply@myconferecetime.com> 9:03 AM (1 minute ago)

Please save this message for your records.

Emma Bevier is registered for a conference.
Wednesday, November 15, 2017, 3:05 PM - 3:10 PM
Fall Conferences Test (Mrs. S. Bevier - Bloomfield Hills High School (demo))
Sign-up is required for Day 1 of P/T Conferences on 11/15/17.
Parent/Guardian's Name: Stephanie Bevier
Parent/Guardian's Phone: 2483415625
Confirmation Email Address: sbevier@bloomfield.org
Alternate Parent/Guardian's Name: sbevier@bloomfield.org
Alternate Parent/Guardian's Phone: 2483415625
Alternate Confirmation Email Address: sbevier@gmail.com

You may edit or cancel your registration prior to 11:55 PM, Tuesday, November 14, 2017.
[View, edit or cancel your conference registration](#)
If you have a question about the conference, please contact Mrs. S. Bevier (sbevier@bloomfield.org)
[Add to Outlook](#) [Add to Google Calendar](#)

Emma Bevier is registered for a conference.
Wednesday, November 15, 2017, 3:15 PM - 3:20 PM
Fall Conferences Test (T. Hall - Bloomfield Hills High School (demo))
Sign-up is required for Day 1 of P/T Conferences on 11/15/17.
Parent/Guardian's Name: Stephanie Bevier
Parent/Guardian's Phone: 2483415625
Confirmation Email Address: sbevier@bloomfield.org
Alternate Parent/Guardian's Name: sbevier@bloomfield.org
Alternate Parent/Guardian's Phone: 2483415625
Alternate Confirmation Email Address: sbevier@gmail.com

12. To Change or Cancel a scheduled conference, follow the links and instructions provided in your confirmation email as shown below:

You may edit or cancel your registration prior to 12:00 AM, Monday, November 13, 2017.

[View, edit or cancel your conference registration](#)

If you have a question about the conference, please contact mbeauchamp@bloomfield.org.

[Add to Outlook](#) [Add to Google Calendar](#)

Please do not reply to this message. Replies will not be read.

Don't forget!

- Your ability to add, cancel or edit conferences **will end on Monday, November 12 at 11:55pm.** After this time, no changes can be made.

THANK YOU FOR YOUR TIME!

We look forward to productive Progress Conferences.