

Getting Started With Conference Manager

A Quick Guide for OLV Parents

1. Go to <https://victory.schoolsoft.com>
2. If you have not registered before click the blue **REGISTER NOW** button. Otherwise, put your user ID and password in and click **LOGIN**.

The screenshot shows the SchoolSoft Conference Manager interface. At the top, there is a navigation bar with the school name and the 'conference manager' logo. Below this, a message states 'Conference Manager is currently closed'. To the right, there is a 'LOGIN' section with fields for 'USERNAME' and 'PASSWORD', and a blue 'LOGIN' button. Below the login section is a 'NOT REGISTERED?' section with a blue 'REGISTER NOW' button. Arrows from the instructions point to the 'LOGIN' and 'REGISTER NOW' buttons.

Welcome to
Conference Manager

Conference Manager is currently closed
Even though the system is closed, you can still register and/or login to manage your profile and cancel or print your bookings

To book a conference, you must be a registered user.
Please enter your username and password, or [register now!](#)

SUPPORT
For assistance contact: Our Lady of Victory School 204-452-7632
To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.

LOGIN
USERNAME

PASSWORD

LOGIN
[Forgot your username or password?](#)

NOT REGISTERED?
Create a parent account by registering now
REGISTER NOW

SchoolSoft
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Visit www.schoolsoft.com
Version 6.9.8

3. If you click REGISTER NOW then fill out the information required.
Once complete, click the circle next to "YES" and click **SUBMIT**

Our Lady of Victory School

Conference Manager

Support

Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

First Name: Last Name: Daytime Phone:

Email Address: Confirm Email Address:

Username (used for log in): Password: Confirm Password:

Passwords are case sensitive and must be at least 6 characters in length.
To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.

STUDENT INFORMATION

STUDENT 1: First Name: Last Name:

STUDENT 2: First Name: Last Name:

STUDENT 3: First Name: Last Name:

STUDENT 4: First Name: Last Name:

[ADD ANOTHER STUDENT](#)

Terms and Conditions

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

While the occurrence of scheduling conflicts is very rare, it is possible that scheduling errors may arise. Therefore, conferences scheduled online are subject to change. If a problem occurs, or it is necessary to change a booking, the school will make every attempt to contact you about the issue.

I have read and accept the Terms and Conditions

YES NO

[SUBMIT](#) [CLEAR](#)

4. Once registered or signed in, you will see a “Welcome” screen and the date of the conference with all the school teachers there. Put a check in the box(es) on all of your child’s teachers that you want to have a meeting with. Then click **NEXT**. You might click on multiple teachers, **if so go to step 8**.

Conference Manager

Our Lady of Victory School

conference manager
Powered by SchoolSoft

BOOK A CONFERENCE MY CONFERENCES MY PROFILE

Welcome: Gerald Marion

Print EXIT

CURRENTLY BOOKED CONFERENCES
No conferences booked

Welcome

Available conference sessions Wednesday October 21 - Kindergarten to grade 8

Available teachers for the selected session
Choose the teacher(s) you would like to meet with

SELECT	NAME	TEACHING ASSIGNMENT
<input type="checkbox"/>	Ms. Jennifer Allen	Homeroom C
<input type="checkbox"/>	Ms. Jennifer Boughner	Homeroom B
<input type="checkbox"/>	Mrs. Joanna Lamaria	Homeroom D
<input type="checkbox"/>	Ms. Agnus-Mariae Lucas	Homeroom E
<input type="checkbox"/>	Mrs. Kimberley McKenzie	Homeroom F
<input type="checkbox"/>	Mrs. Maidlaine Medina	Kindergarten
<input type="checkbox"/>	Mrs. Suzanne Midford & Mrs. Donna Moran	Grade 7&8
<input type="checkbox"/>	Mr. David Nepon	Gym
<input type="checkbox"/>	Mrs. Cristine Talaroc	Homeroom A

NEXT

5. If you have chosen only one teacher, you should see a list of available time slots for that teacher. Click on a time that you would like.

Conference Manager

Our Lady of Victory School

conference manager
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BOOK A CONFERENCE MY CONFERENCE MY PROFILE

Welcome: Gerald Marion

Select a Time

Wednesday October 21 - Kindergarten to grade 8

Conferences are 10 minutes long with 5 minutes in between.

Choose an available time slot:

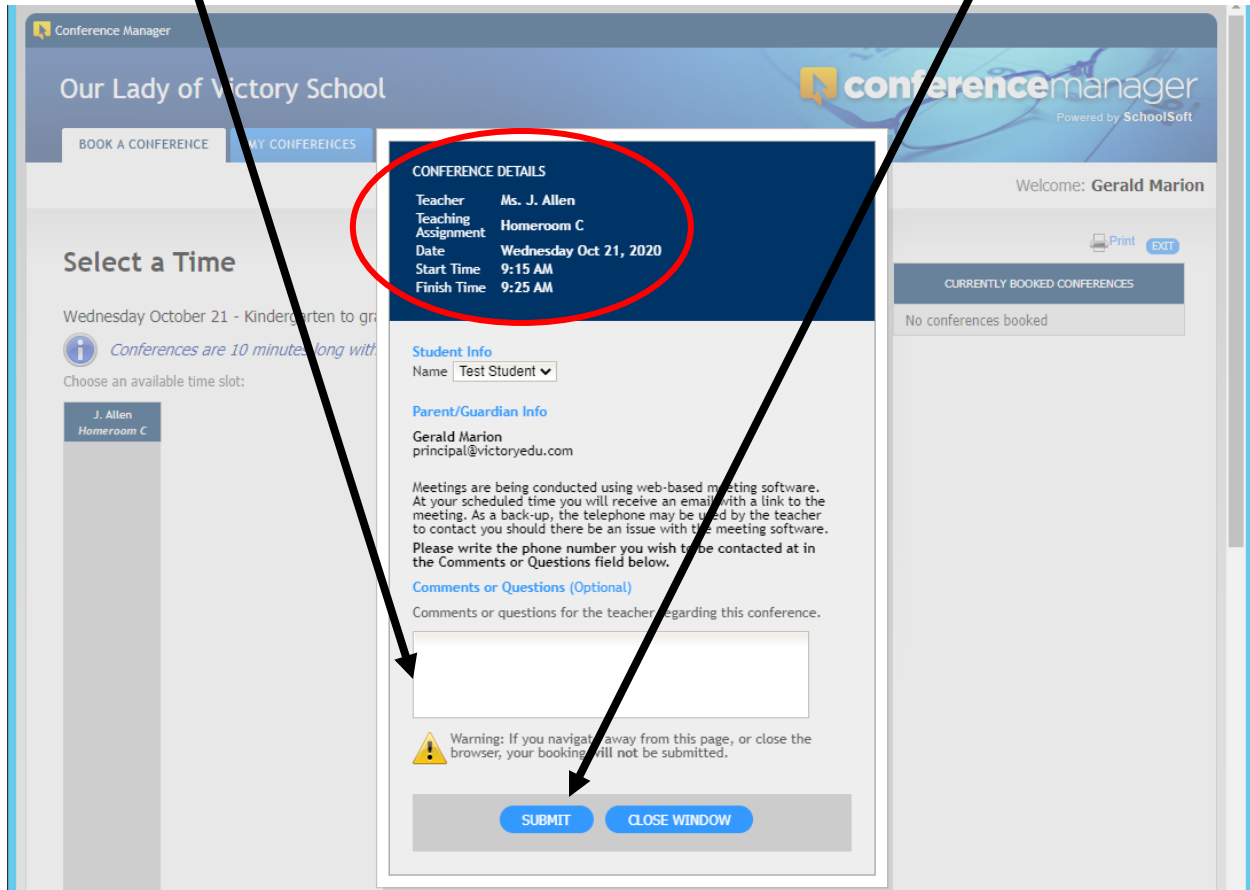
J. Allen Homeroom C
9:00
9:15
9:30
9:45
10:00
10:15
10:30
10:45
11:00
11:15
11:30
11:45
12:00
12:15
12:30
12:45
1:00

Print EXIT

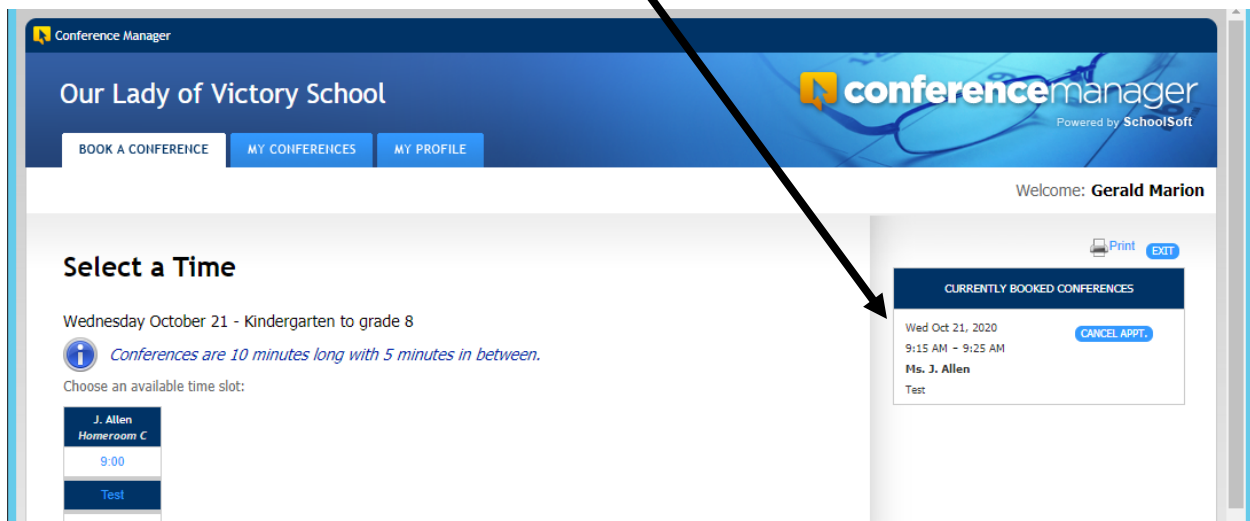
CURRENTLY BOOKED CONFERENCES

No conferences booked

6. A confirmation window with an optional box you can type in comments. If you agree with the information, click **SUBMIT**.



7. Now you will see the scheduled appointment on the right side of the screen.



8. If you have more than one child that comes to OLV, you would click on all of your children's teachers. Then click **NEXT**.

Conference Manager

Our Lady of Victory School

conference manager
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BOOK A CONFERENCE MY CONFERENCES MY PROFILE

Welcome: Gerald Marion

Print EXIT

WELCOME

Available conference sessions Wednesday October 21 - Kindergarten to grade 8

Available teachers for the selected session
Choose the teacher(s) you would like to meet with

SELECT	NAME	TEACHING ASSIGNMENT
<input type="checkbox"/>	Ms. Jennifer Allen	Homeroom C
<input checked="" type="checkbox"/>	Ms. Jennifer Boughner	Homeroom B
<input type="checkbox"/>	Mrs. Joanna L maria	Homeroom D
<input type="checkbox"/>	Ms. Agnus-Mariae Lucas	Homeroom E
<input type="checkbox"/>	Mrs. Kimberley McKenzie	Homeroom F
<input type="checkbox"/>	Mrs. Maidlaine Medina	Kindergarten
<input checked="" type="checkbox"/>	Mrs. Suzanne Midford & Mrs. Donna Moran	Grade 7&8
<input type="checkbox"/>	Mr. David Nepon	Gym
<input checked="" type="checkbox"/>	Mrs. Cristine Talaroc	Homeroom A

NEXT

CURRENTLY BOOKED CONFERENCES
No conferences booked

9. You will see multiple columns, one for each of your child's teachers. Pick a time slot from each column, one at a time.

Our Lady of Victory School

conference manager
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BOOK A CONFERENCE MY CONFERENCE MY PROFILE

Welcome: Gerald Marion

Select a Time

Wednesday October 21 - Kindergarten to grade 8

Conferences are 10 minutes long with 5 minutes in between.

Choose an available time slot:

J. Boughner Homeroom B	S. Midford D. Moran Grade 7&8	C. Talaroc Homeroom A
9:00	9:00	9:00
9:15	9:15	9:15
9:30	9:30	9:30
9:45	9:45	9:45
10:00	10:00	10:00

Print EXIT

CURRENTLY BOOKED CONFERENCES

No conferences booked

10. After each time slot you choose, a confirmation window with an optional box you can type in comments. Make sure you select the correct child for that teacher. If you agree with the information, click **SUBMIT**.

Conference Manager

Our Lady of Victory School

conference manager
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BOOK A CONFERENCE MY CONFERENCE

Welcome: Gerald Marion

CONFERENCE DETAILS

Teacher Mrs. C. Talaroc
Teaching Assignment Homeroom A
Date Wednesday Oct 21, 2020
Start Time 9:15 AM
Finish Time 9:25 AM

Student Info
Name Test Student

Parent/Guardian Info
Gerald Marion
principal@victoryedu.com

Meetings are being conducted using web-based meeting software. At your scheduled time you will receive an email with a link to the meeting. As a back-up, the telephone may be used by the teacher to contact you should there be an issue with the meeting software. Please write the phone number you wish to be contacted at in the Comments or Questions field below.

Comments or Questions (Optional)
Comments or questions for the teacher regarding this conference.

Warning: If you navigate away from this page, or close the browser, your booking will not be submitted.

SUBMIT CLOSE WINDOW

11. Now you will see the scheduled appointments on the right side of the screen.

Conference Manager

Our Lady of Victory School

BOOK A CONFERENCE MY CONFERENCES MY PROFILE

conference manager
Powered by SchoolSoft

Welcome: Gerald Marion

Select a Time

Wednesday October 21 - Kindergarten to grade 8

i Conferences are 10 minutes long with 5 minutes in between.

Choose an available time slot:

J. Boughner Homeroom B	S. Midford D. Moran Grade 7&8	C. Talaroc Homeroom A
Test	9:00	9:00
9:15	9:15	Test
9:30	9:30	9:30
9:45	Test	9:45
10:00	10:00	10:00
10:15	10:15	10:15
10:30	10:30	10:30
10:45	10:45	10:45
11:00	11:00	11:00
11:15	11:15	11:15
11:30	11:30	11:30
11:45	11:45	11:45
12:00	12:00	12:00
12:15	12:15	12:15
12:30	12:30	12:30

Print EXIT

CURRENTLY BOOKED CONFERENCES

Wed Oct 21, 2020
9:00 AM - 9:10 AM
Ms. J. Boughner
Test

Wed Oct 21, 2020
9:15 AM - 9:25 AM
Mrs. C. Talaroc
Test

Wed Oct 21, 2020
9:45 AM - 9:55 AM
Mrs. S. Midford & Mrs. D. Moran
Test

12. You will receive email confirmations and reminders about the appointments. There will be a **Zoom** link that will be in the email that you will use to connect online with the teacher.

