

TeacherReacher™

organizing the parent teacher conference process.

Step 1

Create Account

You can create an account with our company by filling out the form below on the www.teacherreacher.com website:

- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Check your email account for an activation email from admin@teacherreacher.com.

* indicates required field	
Choose District:	Lynbrook <input type="button" value="v"/>
Parent First Name:	Jeffrey
Parent Last Name:	Bernhardt
Parent Email:	jbernhardt@paperfreeconcepts.com
Password: <small>*at least 5 characters</small>	•••••
Verify Password:	•••••
Parent Contact Number:	555 - 555 - 1212
<input type="button" value="Create Account"/>	

Step 2

Activate your Account

Check your email account for an email from admin@teacherreacher.com.
Open email and click link inside.



Step 3

Add Children

- Select the school
- Enter Child's Name (as registered in the school district)
- Enter the Child's birth date
- Click "Find Student"
- Select the correct student from the list below.
- Click "Add Student"
- Repeat.

[Español](#) | [English](#)

TeacherReacher®

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CURRENT CHILDREN	
No Children Registered	
Check Database for your Child * Required fields	
* Choose School	Demo Middle School ▾
* First Name: <small>First Name as registered with your school district</small>	Sam
* Last Name: <small>Last Name as registered with your school district</small>	Bernhardt
* Birth Date: <small>Birthdate is required for security reasons.</small>	Mar ▾ / 12 ▾ / 1991 ▾
<input type="button" value="Find Student"/>	

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Step 4

Schedule Appointments Part 1

Click on the "Click to make appt." link under the **Conference** name.

Note: You can only make appointments when scheduling is open.

Click the Scheduling Dates link to see when scheduling will be open.



The screenshot displays the TeacherReacher website interface. At the top, the logo "TeacherReacher" is prominent, with the tagline "organizing the parent teacher conference process" below it. Navigation buttons include "Conference Scheduler", "Scheduling Dates", "Add Child", and "Logout".

The main content area is divided into two sections:

- Jeffrey Bernhardt's Current Schedule:** A table listing scheduled conferences. It includes columns for Date/Time, Room, Teacher, Student, and a "Del" link. The schedule shows three core conferences on 10/17/08 and one elective conference.
- Demo High School Conference Dates:** A table showing conference dates and total appointments. It includes columns for Date and Total Appts. The "October Conference" on 10/17/08 has a "Click to make appt." link circled in red. The "February Conference" on 02/21/08 is marked as "Scheduling Closed".

At the bottom of the interface, there is a "Printer Friendly Page" link and copyright information for PaperFreeConcepts.

Jeffrey Bernhardt's Current Schedule				
Core				
Date/Time	Room	Teacher	Student	
10/17/08 8:00 - 8:05	Lynbrook High Library	Mrs. Alma	James Bernhardt	Del
10/17/08 8:05 - 8:10	Lynbrook High 216	Mrs. Elner	James Bernhardt	Del
10/17/08 8:30 - 8:35	Lynbrook High 212	Mrs. Samson	James Bernhardt	Del
Elective				
Date/Time	Room	Teacher	Student	
10/17/08 8:15 - 8:20	Lynbrook High 120	Mr. Camae	James Bernhardt	Del

Demo High School Conference Dates	
James Bernhardt	
Date	Total Appts
October Conference 10/17/08	Core: 3 Elec: 1
Click to make appt.	
February Conference 02/21/08	Core: 0 Elec: 0
Scheduling Closed	

Step 5

Schedule Appointments Part 2

- Click on an Academic Department.
- Click on a teacher.
- Choose an available time.
- Click the "Submit" button.
- Go back to **Step 4** and repeat

The screenshot shows the TeacherReacher website interface. At the top, the logo "TeacherReacher" is displayed with the tagline "organizing the parent teacher conference process". Navigation buttons include "Conference Scheduler", "Scheduling Dates", "Add Child", and "Logout". The main heading reads "Make Appointments for James Bernhardt on 10/17/08 with Mrs. Alma".

The interface is divided into three steps:

- Step 1 - Choose Department and Teacher from Demo High School**: A list of departments and teachers is shown. Under "Core", "ENGLISH" is selected. Teachers listed include Mrs. Alma, Mrs. Ether (already booked), Mrs. Gilligan, Mrs. Hoper (not available), Ms. Macky, and Ms. Spito. Other departments include FOREIGN LANGUAGE, MATHEMATICS, SCIENCE, SOCIAL STUDIES, Elective, COMPUTERS, FAMILY CONSUMER, and SCIENCE.
- Step 2 - Choose time**: A grid of time slots is shown. The 8:00 - 8:05 slot is selected. Other slots include 7:00-7:05, 7:05-7:10, 7:10-7:15, 7:15-7:20, 7:20-7:25, 7:25-7:30, 7:30-7:35, 7:35-7:40, 7:40-7:45, 7:45-7:50, 7:50-7:55, 7:55-8:00, 8:05-8:10 (you have an appt. at this time), 8:10-8:15, 8:15-8:20 (you have an appt. at this time), 8:20-8:25, 8:25-8:30, 8:30-8:35 (you have an appt. at this time), 8:35-8:40, 8:40-8:45, 8:45-8:50, 8:50-8:55, and 8:55-9:00.
- Step 3 - Submit Request**: A "Submit" button is visible.