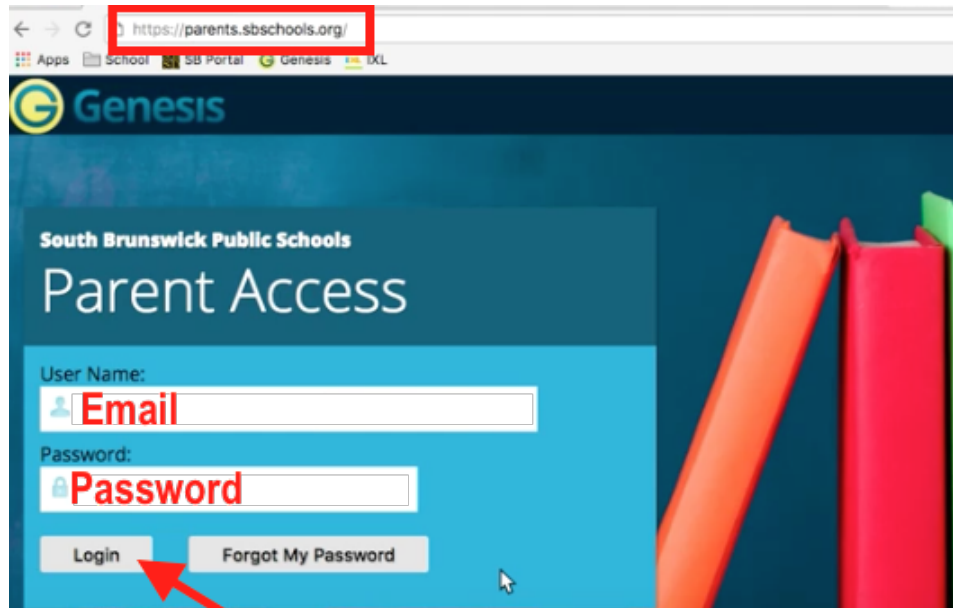
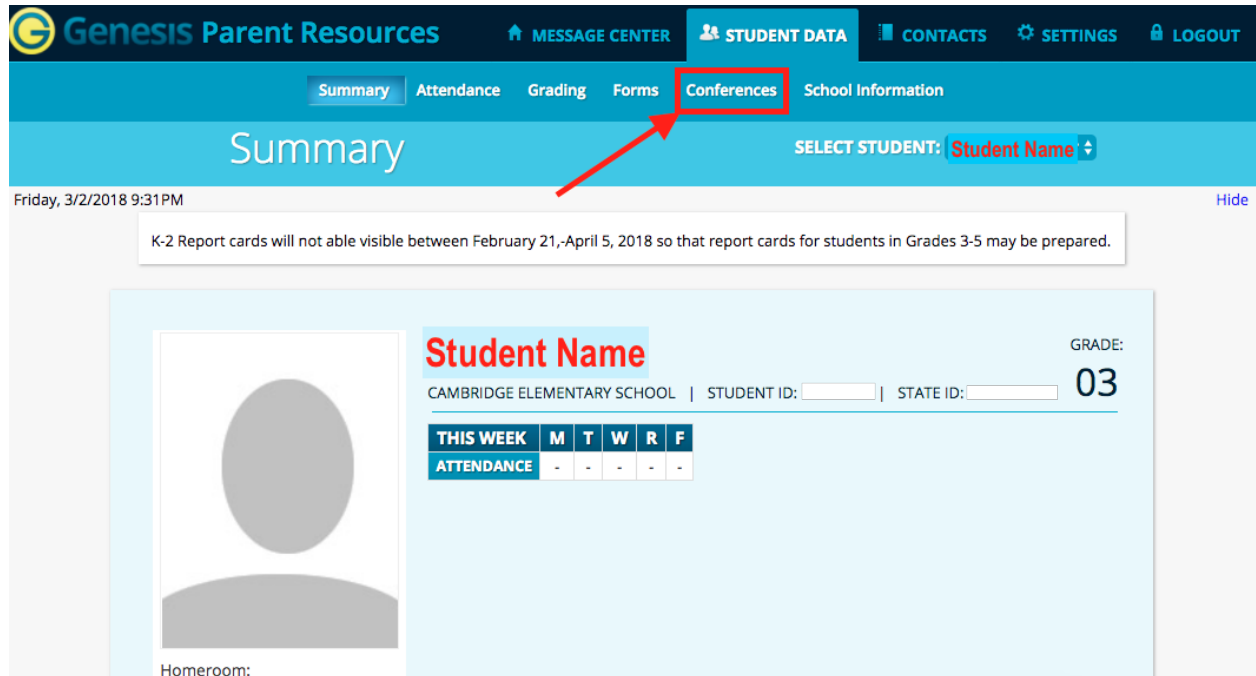


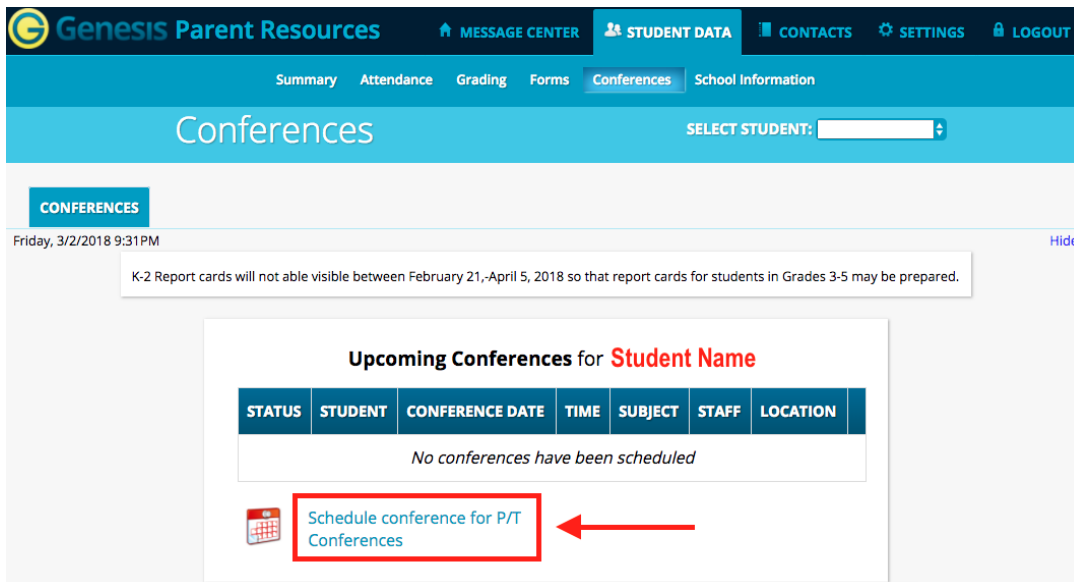
How-To Sign Up for Parent/Teacher Conferences in Genesis



1. Visit parents.sbschools.org
2. Login using your email and case sensitive password
3. Select Log-in



4. Select the "Conferences" tab



5. Select “Schedule a conference for P/T Conferences”

****Note:** This link will only be available for a specific window of time designated by your child’s school. Be sure to check any notifications that come home from school regarding parent conference sign-ups.

P/T Conferences

0 out of 1 Possible Conferences have been Scheduled

Teacher Name

Tuesday 03/20 Wednesday 03/21 Thursday 03/22 Friday 03/23

Start: 7:00AM End: 7:10AM Reserve	Start: 7:00AM End: 7:10AM Reserve		
Start: 7:15AM End: 7:25AM Reserve	Start: 7:15AM End: 7:25AM Reserve		
Start: 7:30AM End: 7:40AM Reserve	Start: 7:30AM End: 7:40AM Reserve		
Start: 7:45AM End: 7:55AM Reserve	Start: 7:45AM End: 7:55AM Reserve		
Start: 2:20PM End: 2:35PM Reserve			
Start: 2:40PM End: 2:55PM Reserve			

Light Green = Available
Red = Unavailable

6. Select the time you wish to schedule a conference by choosing the “Reserve” button.

Light Green = Available Time Slot
Red = Reserved for another student

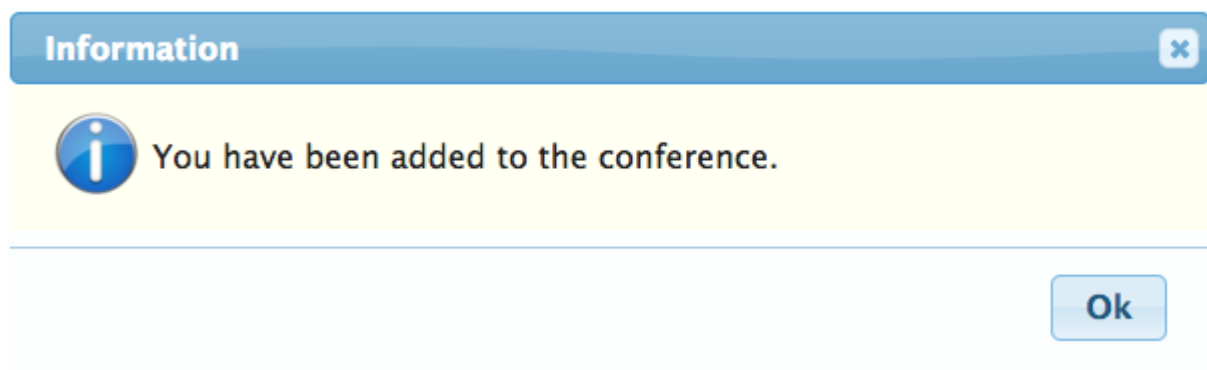
****Note:** Time slots are filled on a **first come first serve basis.**

*You have scheduled **1** conferences, which is the maximum number that can be scheduled.*

In order to add a conference with another teacher, you must cancel at least one of your scheduled conferences.

[Close Window](#)

7. A pop-up window will appear. This is informing you that there is a maximum of 1 conference that can be scheduled per child at the elementary level. Select "Close Window."



8. A second pop-up window will appear confirming your selection. Click "Ok."

1 out of 1 Possible Conferences have been Scheduled

Teacher Name

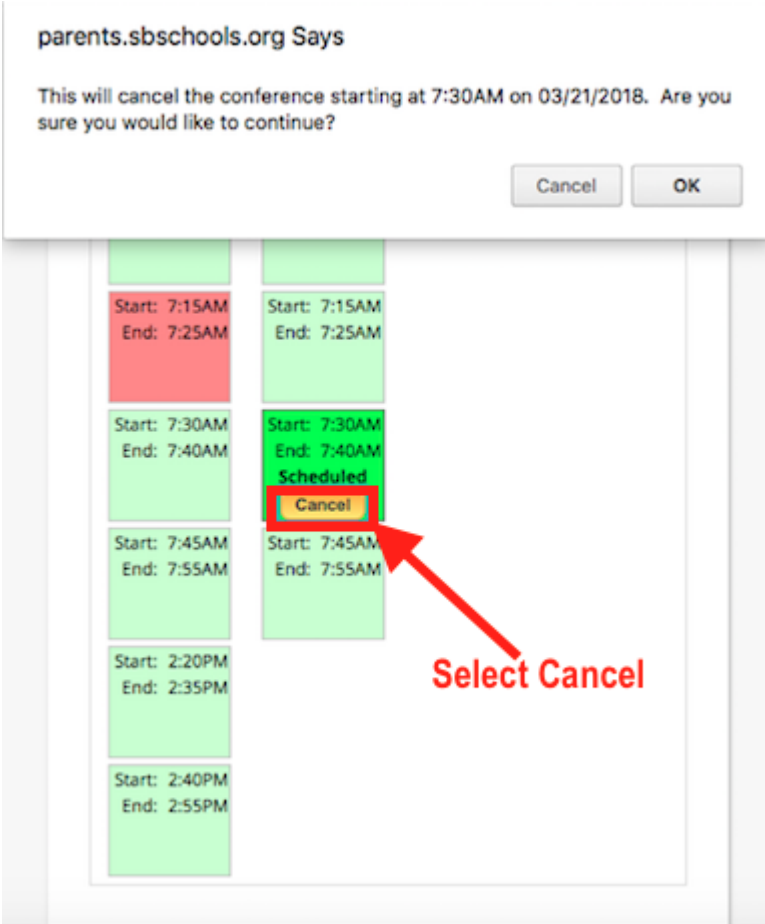
Tuesday 03/20	Wednesday 03/21	Thursday 03/22	Friday 03/23
Start: 7:00AM End: 7:10AM	Start: 7:00AM End: 7:10AM		
Start: 7:15AM End: 7:25AM	Start: 7:15AM End: 7:25AM		
Start: 7:30AM End: 7:40AM	Start: 7:30AM End: 7:40AM Scheduled <input type="button" value="Cancel"/>	Light Green = Available	
Start: 7:45AM End: 7:55AM	Start: 7:45AM End: 7:55AM	Red = Unavailable	
Start: 2:20PM End: 2:35PM		Bright Green = Scheduled	
Start: 2:40PM End: 2:55PM			

9. Your selected time slot will now be in **bright green**.

Need to Reschedule? Continue to next page.

How-To Cancel a Parent/Teacher Conference in Genesis

****Note:** Please be sure to check the memo from your child’s school with the deadline for signing up for conferences. At that point, the slots will be locked in and you will no longer be able to adjust your conference time selection. If you would like to reschedule your time slot PRIOR to this deadline, follow these steps...



elect Cancel under your scheduled time slot.

pop-up window will appear confirming you wish to cancel. Select “Ok.”

then, follow the steps on pages 2-4 of this document to choose a new conference time slot.