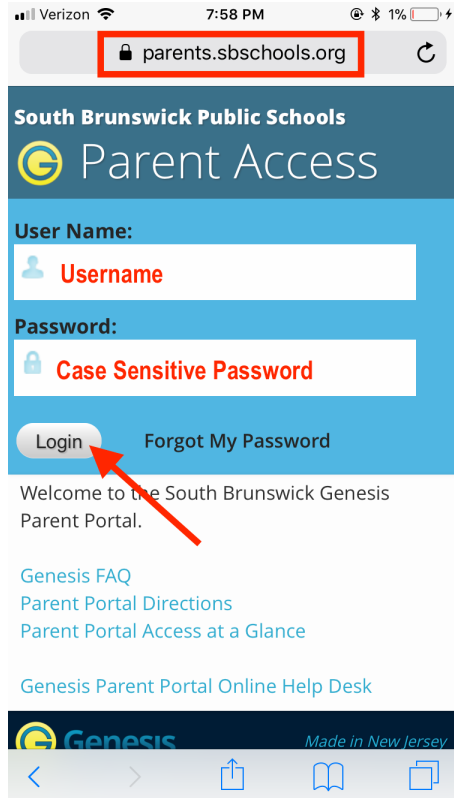
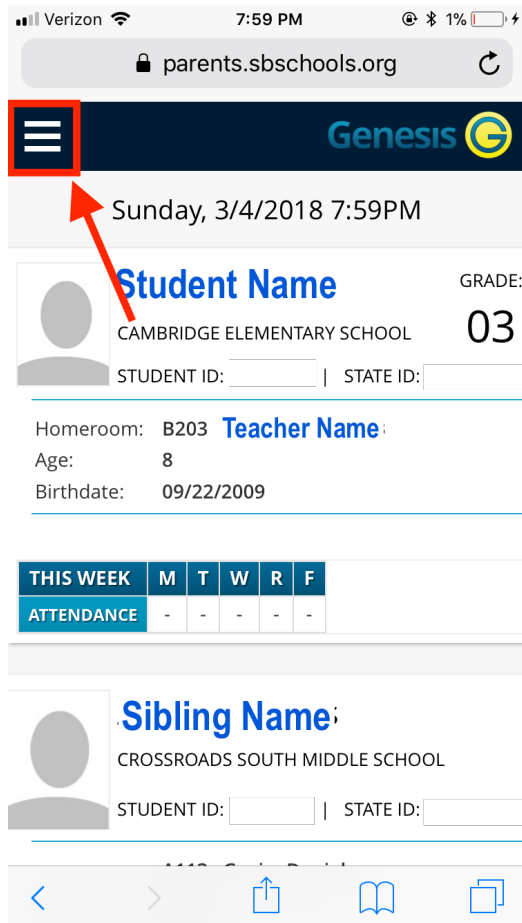


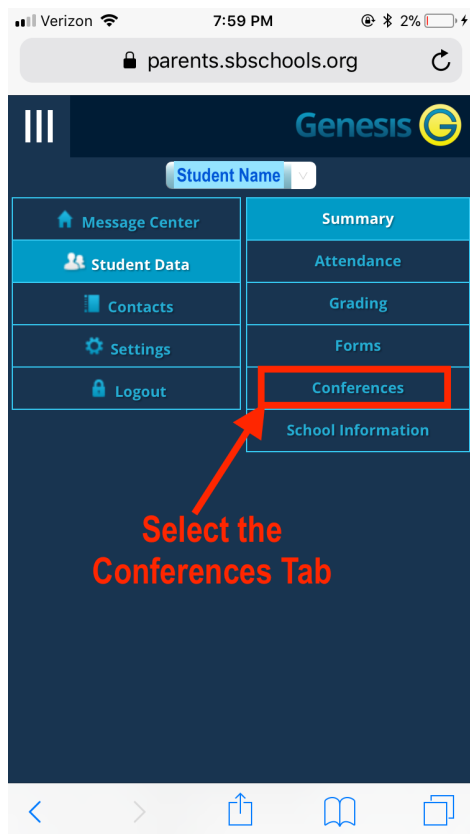
How-To Sign Up for Parent/Teacher Conferences in Genesis On the MOBILE site



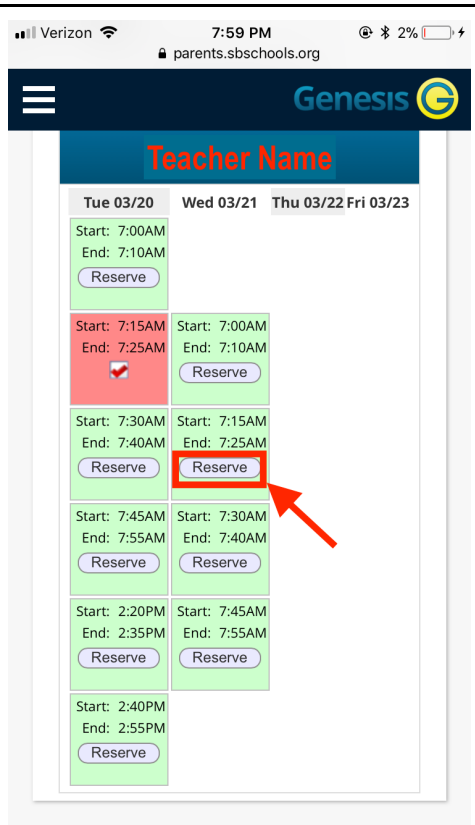
1. Visit parents.sbschools.org
2. Login using your email and case sensitive password
3. Select Log-in



4. Choose the menu button on the top left corner to view all of your tab options



5. Select the "Conferences" tab



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.**

Teacher Name

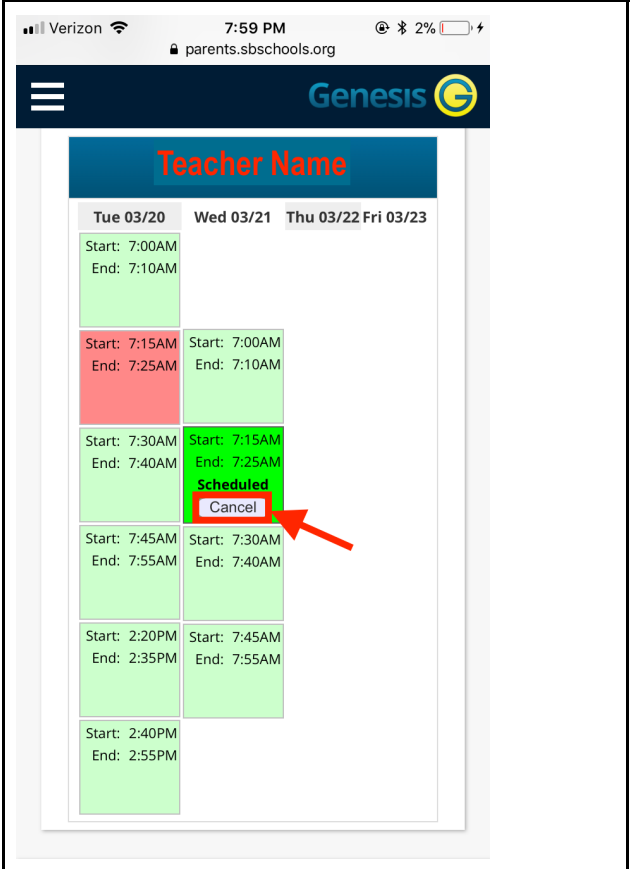
Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23
Start: 7:00AM End: 7:10AM			
Start: 7:15AM End: 7:25AM	Start: 7:00AM End: 7:10AM		
Start: 7:30AM End: 7:40AM	Start: 7:15AM End: 7:25AM Scheduled Cancel		
Start: 7:45AM End: 7:55AM	Start: 7:30AM End: 7:40AM		
Start: 2:20PM End: 2:35PM	Start: 7:45AM End: 7:55AM		
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...



The screenshot shows the Genesis app interface for a parent/teacher conference. The top status bar shows Verizon, 7:59 PM, and 2% battery. The app header includes the Genesis logo and a menu icon. Below the header, there is a section titled "Teacher Name" with a calendar view for the week of 03/20 to 03/23. The calendar shows various time slots for conferences. One slot on Wednesday, 03/21, from 7:15 AM to 7:25 AM, is highlighted in green and labeled "Scheduled". A red arrow points to a "Cancel" button located directly below this "Scheduled" slot.

Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23
Start: 7:00AM End: 7:10AM			
Start: 7:15AM End: 7:25AM	Start: 7:00AM End: 7:10AM		
Start: 7:30AM End: 7:40AM	Start: 7:15AM End: 7:25AM Scheduled Cancel		
Start: 7:45AM End: 7:55AM	Start: 7:30AM End: 7:40AM		
Start: 2:20PM End: 2:35PM	Start: 7:45AM End: 7:55AM		
Start: 2:40PM End: 2:55PM			

1. Select Cancel under your scheduled time slot.
2. Then, follow the steps on pages 1-3 of this document to choose a new conference time slot.