

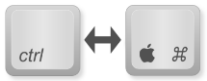

# School Appointments - Parent Instructions

1. Go to our school appointments web site: http://wchs.schoolappointments.com/

2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.

3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.

4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.




5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

6. Appointments can also be made by calling our school office at 780.352.2295