



Dear Parents,

As mentioned in the Shawnigan Parent News, we are once again hosting a Parent Open House for all parents of students in grades 8 to 12. The dates are November 4th and 5th, from 11:00 a.m. on the 4th to 12:00 noon on the 5th. The primary purpose of this event is to provide an opportunity for parents to meet with teachers and advisors to discuss their child's progress thus far. Thursday morning, parents of grade 11 and 12 students are invited to attend an important presentation by members of the University Guidance Department. In addition, there will be an opportunity for parents to socialize with other parents on the evening of the 4th.

The schedule of events and directions for how to sign up for teacher interviews will be posted on the School intranet or Internet website. Please go to either of these locations in order to view the schedule and sign up for interviews. **It is important that you complete this process before 7:30 am on Monday, November 2nd.** After this date a call to Cindy MacPherson is required to add or change appointments.

You will be able to start making interview appointments at 8:00 am on Tuesday, October 20th, using the information that will be emailed to your shortly.

If you have any questions about the schedule, please contact Jo-Anne Kingstone at jokingstone@shawnigan.ca. If your questions are to do with the interview sign up process, please contact Cindy MacPherson at (250) 743-6238 or academics@shawnigan.ca.

We look forward to hosting you on November 4th and 5th.

Best regards,

Jo-Anne Kingstone
Deputy Head



Parent Open House

Wednesday, November 4th – Thursday, November 5th

Wednesday, November 4th

11:00 a.m. – 1:00 p.m.	Arrival and package pick up for parents in the Main Building - Library Lunch available in the Ritz
1:10 p.m.	Headmaster's welcome in the Chapel
1:30 – 5:30 p.m.	Interviews as scheduled Various locations
5:30 – 6:30 p.m.	Reception for parents in student Houses
6:00 – 7:00 p.m.	Dinner in Marion Hall (optional)
7:30 p.m.	Shawnigan Parent Association Annual General Meeting Upper Hall Refreshments to follow

Thursday, November 5th

8:00 – 9:30 a.m.	University Guidance Presentation for Grade 11 and 12 Parents
8:00 – 11:30 a.m.	Interviews as scheduled Various locations
10:00 a.m.	Chapel (optional)
12:00 noon	Departure for mid-term break

Our priority is to accommodate Parent / Teacher Interviews. We may not be able to accommodate optional activities into individual schedules.

Please read the directions before starting.

Don't be overwhelmed when you initially login.

If you've previously registered, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account.

Register (new users) <https://www.pickatime.com/client?ven=11601805>

1. Enter your email* address and push "Login/Create Account".
2. Please enter your name and answer the questions upon log-in. If you need to change your answer to these questions at a later time go to **Edit Profile/Change Password** at the top of the screen after you log-in.
3. For each of your children enter their ID* and birthdate*

Sign In

If you've registered last year, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account.

Scheduling

Due to travel time on campus, back to back appointments should be avoided, unless in the same building.

- When scheduling your meeting times on November 5th please take into consideration if you have signed up for the following:
 - 8:00 – 9:30 a.m. - University presentation for Grade 11 & 12 parents
 - 10:00 – 10:30 a.m. – Chapel
1. Select a date: November 4, 2009 or November 5, 2009. (NOTE: you can schedule appointments on both days.)
 - Once you are on the scheduling page for that date, take a moment to review the set up. Teachers are assigned a colour/pattern and their **un**available times are in white. **Click on a square to schedule** an appointment for a specific teacher in an available slot, the square will become black.
 2. You will be given a prompt of setting a time when you would like a reminder email delivered.
 3. Click "**Create Appointment**".

It is up to you which of your child's teachers you would like to visit, repeat until you have scheduled your desired appointments.

At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule.

If you want to make changes to your schedule, you can log in until Monday, November 3rd with the email address and password you used to create your account.

Click on the "**blue circle**" to the left of your name at the top of the screen to show your appointments. There will be links to "**change the time**", or "**cancel**" the appointment.

Please Note: if you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact the school.

"Logout" when you are done, which is located to the right of your name.

* If you do not receive an email confirming your email address, Student ID and birthday from the School please contact Cindy MacPherson at (250) 743-6238