

Guide To Meet The Teacher for *Families of Multiple Students*

Below is a step-by-step guide for families with multiple students at Gaynor.

1. Sign In

The screenshot shows a web form for logging into the Stephen Gaynor School conference booking system. The form is titled "Meet the Teacher" and includes sections for "Your Details" and "Student's Details".

Stephen Gaynor School

Meet the Teacher

Welcome to the Stephen Gaynor School conference booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Prefix	First Name	Last Name
<input type="text" value=""/>	<input type="text" value="Ash"/>	<input type="text" value="Croce"/>

Email	Confirm Email
<input type="text" value="acroce@stephengaynor.org"/>	<input type="text" value="acroce@stephengaynor.org"/>

Student's Details

First Name	Last Name	Date of Birth		
<input type="text" value="1 Test"/>	<input type="text" value="Student"/>	<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="2020"/>

Sign into the system with the information for one of your children, this will bring you to a page where you can select that student's homeroom teacher.

Spring 2024 Conferences (EC, Lower and Intermediate Divisions)

Dear Families,

Conferences will take place in person on Friday, May 17th.

*Please note that Meet the Teacher will only be used for booking. Conferences will be held in person.

Click a date to continue

Friday, May 17th

Open for bookings



[I'm unable to attend](#)

2. Select Conference & Add More Students

Choose Teachers

Select the teachers you wish to see, then click below to continue.

1 Test Student



Morgan Conlon
Homeroom

[Add Another Child](#)



Continue to Book Appointments

[Back](#)

After selecting your first child's teacher there is an option to "Add another child". Click that link and add your next student. Repeat until all students have been added.

Choose Teachers

Add a Child ✕

First Name *

Last Name *

Date of Birth

Once you have added all of your students they will appear together on one screen. Click the “continue to book appointments” button.

Choose Teachers

Select the teachers you wish to see, then click below to continue.

1 Test Student

Morgan Conlon
Homeroom


2 Test Student

Sabrina Dougé
Homeroom




3 Test Student

Zoe Carril
Homeroom

[Add Another Child](#)

[Continue to Book Appointments](#)  [Back](#)

3. Schedule Conferences for Students

	Zoe Carril Homeroom 3 Test Student 	Morgan Conlon Homeroom 1 Test Student 	Sabrina Dougé Homeroom 2 Test Student 
7:30 am			+
8:00 am	+	+	+
8:30 am	+	+	+
9:00 am	+	+	+
9:30 am	+	+	+
10:00 am			+
10:30 am	+	+	+
11:00 am	+	+	+
11:30 am	+	+	+
12:00 pm			
12:30 pm			

You will now be able to conveniently schedule your conferences for multiple students at the same time.

Finished - Appointments Saved



Your appointments have been saved and an email will be sent confirming your appointments.



[Click here to view/print your appointments.](#)

	Zoe Carril Homeroom 3 Test Student	Morgan Conlon Homeroom 1 Test Student	Sabrina Dougé Homeroom 2 Test Student
	✓	✓	✓
7:30 am			
8:00 am	✓		
8:30 am		✓	
9:00 am			✓
9:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12:00 pm			
12:30 pm			
1:00 pm			

Once you've selected a time it will automatically be saved. You can then view your appointments to print for your own records.

 Print

 Amend Bookings

 Subscribe to Calendar

Dear Families,

Conferences will take place in person on Friday, May 17th.

*Please note that Meet the Teacher will only be used for booking. Conferences will be held in person.

Homeroom conferences for students in the EC, Lower, and Intermediate Divisions will be for a duration of 25 minutes.

If you have any questions or concerns please reach out to the following Educational Assistants:

-For the Purple, Pink, Silver and Green Clusters: Margaret Feliciano at mfeliciano@stephengaynor.org

-For the Red, Orange, Yellow, and Blue Clusters: Ash Croce acroce@stephengaynor.org

Thank you

	Teacher	Student	Subject
8:00 am	Zoe Carril	3 Test Student	Homeroom
8:30 am	Morgan Conlon	1 Test Student	Homeroom
9:00 am	Sabrina Dougé	2 Test Student	Homeroom