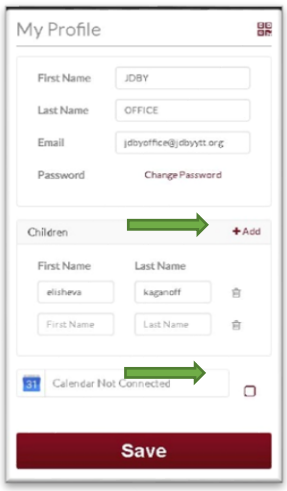
בס"ד

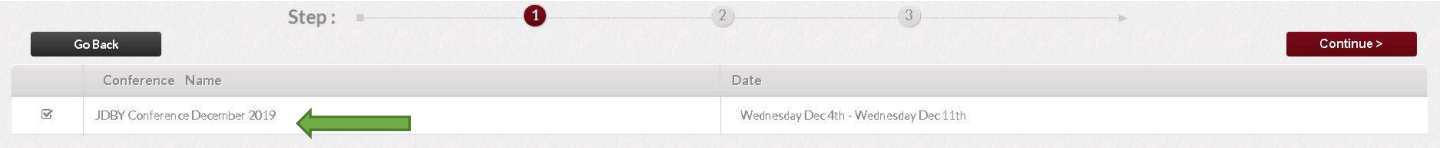
To register for JDBY conferences online, please follow the steps below:

- To get started visit www.jdbyytt.org/PTC
- Log in with your user name and password from last year or register a new account.
- To Register: Click *Create Account!* Fill out information and click submit.
- Fill out the information and click *Register*. Add one child **(you will have the option to add more children at a later point)** Click *Save*.
- Please consent to receive emails from PTC Wizard (They will email the schedules and any notifications).
- To add more than one child, Click *Account Settings* and add all your children.
- To sync your conference schedules with your google calendar click the check box next to the calendar.



Now you are ready to schedule your conferences.
Please follow the steps below:

- Click the *Add Meeting* button.
- Click JDBY Conferences.



- You will then see all the teachers listed.
- Once you have selected all the teachers with whom you would like to schedule meetings, click *Continue*. (The teachers are listed in alphabetical order, with the exception of the Kindergarten teachers which are listed at the end.)
  - Helpful Hint: To find names of teachers → or grade levels press control+f and search.
- Choose the times available for each teacher (the teachers are listed on top of the column)
- If you have more than one child, the system will ask you which child this is for, after you choose a time.
- Choose all the meetings and then click *Continue.*
- Your conferences have been set, and a confirmation email will be sent.

- **ONE MORE STEP:** IN THE COMMENT BOX, PLEASE TYPE THE BEST NUMBER FOR THE TEACHER TO REACH YOU FOR YOUR CONFERENCE.