

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

- To get started visit [www.jdbyytt.org/yttptc](http://www.jdbyytt.org/yttptc)
- 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 YTT Conferences.

- You will then see all the teachers listed. **Important: There are two conference days, December 7th and December 8th. Please make sure you have selected the conference day of your choice from the dropdown on the right.**

- Once you have selected all the teachers you would like to schedule meetings with, click [Continue](#). (The teachers are listed in alphabetical order, except for the Kindergarten 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.**