

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

- To get started visit [www.jdbyytt.org/jdbyPTC](http://www.jdbyytt.org/jdbyPTC)
- Log in with your username and password.
  - Your username is the mother's first name followed by the last name without a space (i.e. estherklein)
  - Your password is JDBYptc
- When you log in with your credentials, your children and children's teachers will be linked.
- Please consent to receive emails from PTC Wizard (They will email the schedules and any notifications).

**Now you are ready to schedule your conferences.**

**Please follow the steps below:**

- Click the Add/Edit Meeting button.
- In the left corner you will see a teacher's button. Click on it.
- You will then see all your daughter's teachers listed. If you would like to schedule a conference with administration, support staff or an additional staff member, please click "show more teachers".
- Click and highlight your daughters' teachers that you would like to meet with.
- **Important: There are two conference days, November 21 and November 28. Please make sure you have selected the conference day of your choice from the of the screen.**
- Choose the times available for each teacher (the teachers are listed on top of the column)
- Choose all the meetings and then click Agenda in the top right corner.
- If your schedule looks correct, click Confirm this Agenda.
- Your conferences have been set, and a confirmation email will be sent.