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

- To get started visit 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). Please note: If the mother has two names, the username only uses the <u>first</u> and last name.

    - 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 a Meeting* button.

- Click on JDBY Conferences.

- 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".

- In the top right corner, you will see a drop down with the two dates of conferences. Click on your preferred conference day.

- Click your daughters' teachers with whom you would like to meet, then click continue.

- Choose the times available for each teacher (the teachers are listed on top of the column)

- Choose all the meetings and then click continue.

- Your conferences have been set, and a confirmation email will be sent.