

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

- To get started visit www.jdbyytt.org/PTC
- Log in with your username and password.
 - NEW!
 - 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).
- To sync your conference schedules with your google calendar, click account settings in the top right corner and 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 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".
- **Important: There are two conference days, November 23 and November 30. 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.
- 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.