

Using SchoolSoft School Conference Manager

Booking Parent/Student/Teacher (PST) Conferences Online

Parents of BVHS students can use SchoolSoft to book their PST Conferences. This very intuitive and easy to use software can be accessed by typing the following URL into the address bar of the Internet browser:

<https://bowvalley.schoolsoft.ca>

Follow the instructions below depending upon whether your student is new to BVHS, or whether you have used the School Conference Manager for a sibling at BVHS before.

First-Time User at BVHS:

1. Click on the blue REGISTER NOW button to view the Registration page.
2. Complete the ***Parent/Guardian Information*** section. Ensure that your email address is correct, and that you make a note of your ***Username*** and ***Password***.
3. Complete the ***Student Information*** section.
4. At the bottom of the page, click inside the "Yes" circle to indicate that you accept the Terms and Conditions of the software.
5. Click on the blue SUBMIT button.
6. You may now sign in and book your PST conference as per the instructions on the right hand side of this page (if the conference manager is currently open of course)!

Used SchoolSoft at BVHS Previously:

If you forgot your Username or Password, simply click on the blue ***Forgot your username or password?*** link on the LOGIN page and follow the instructions.

1. Enter your ***Username*** and your ***Password*** as previously set up then click on the blue LOGIN button.
2. When the Welcome page is displayed, click on the blue BOOK A CONFERENCE button to proceed.

If your e-mail address/phone has changed since the last time you used SchoolSoft, make sure to update it (under the MY PROFILE tab).

NOTE: If you have had another student come to BVHS since the last time you used SchoolSoft, you will need to add the student within the ***Student Information*** section under the MY PROFILE tab.

PST conferences are held four times a year; around the middle of October, the first week of December, the first week of March and lastly, the first week of May. The School Conference Manager will be open to book PST conferences approximately one to two weeks prior to the commencement of each session.

Should you encounter problems when booking your conference, please feel free to contact the office at (403) 932-9005.