PTC wizard
THE EASIEST WAY TO SCHEDULE PARENT TEACHER CONFERENCES.
A Computer Creation Systems Product
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www.ptcwizard.com

PARENT DOCUMENTATION

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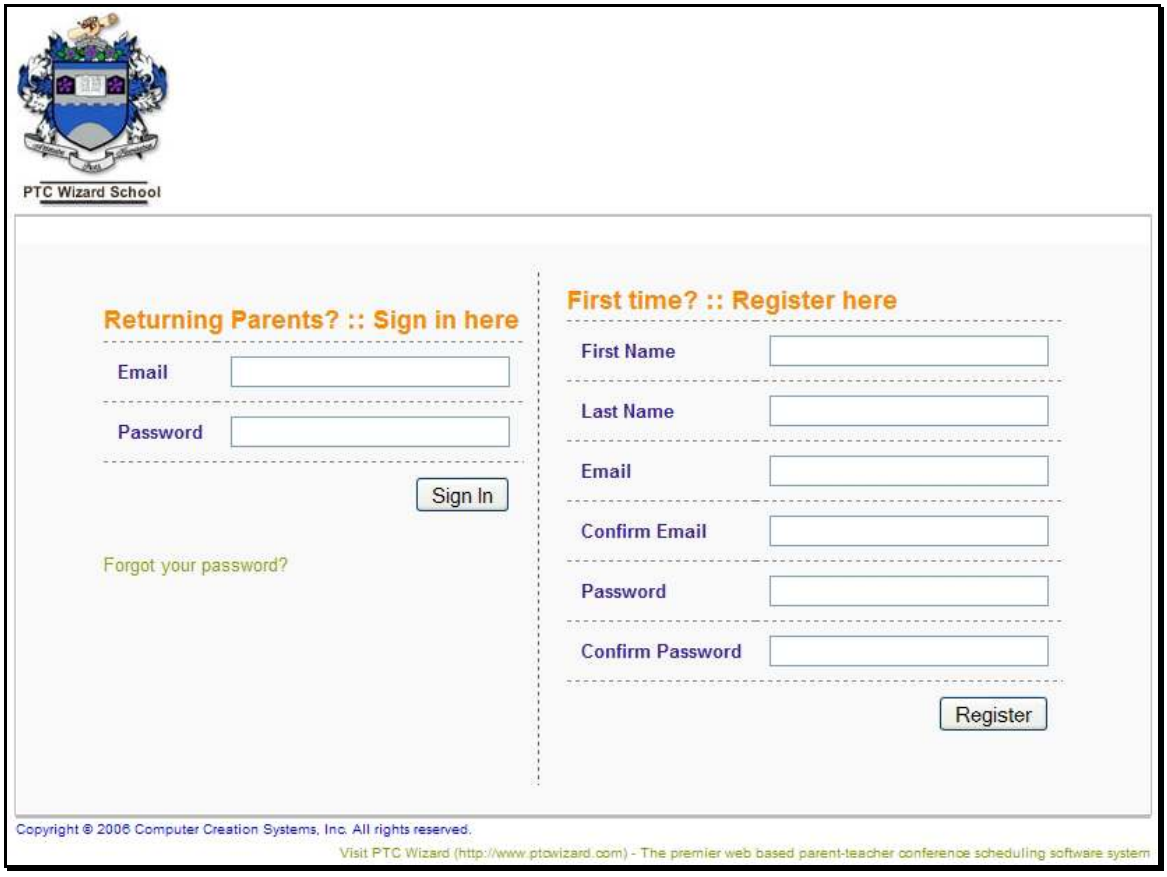
Registration/Sign In

As a parent, you must first sign in to your school's account by entering your email address and the password you selected when you registered the first time you used the system.
If this is the first time you are using the system then you should enter your information (first name, last name, email address, confirm email address, password, and confirm password) in the registration form to the right.

Once you have registered, you can use the same email and password to log into your school's PTC Wizard account. If you have children in different schools that are using PTC Wizard, then you only have to register once.



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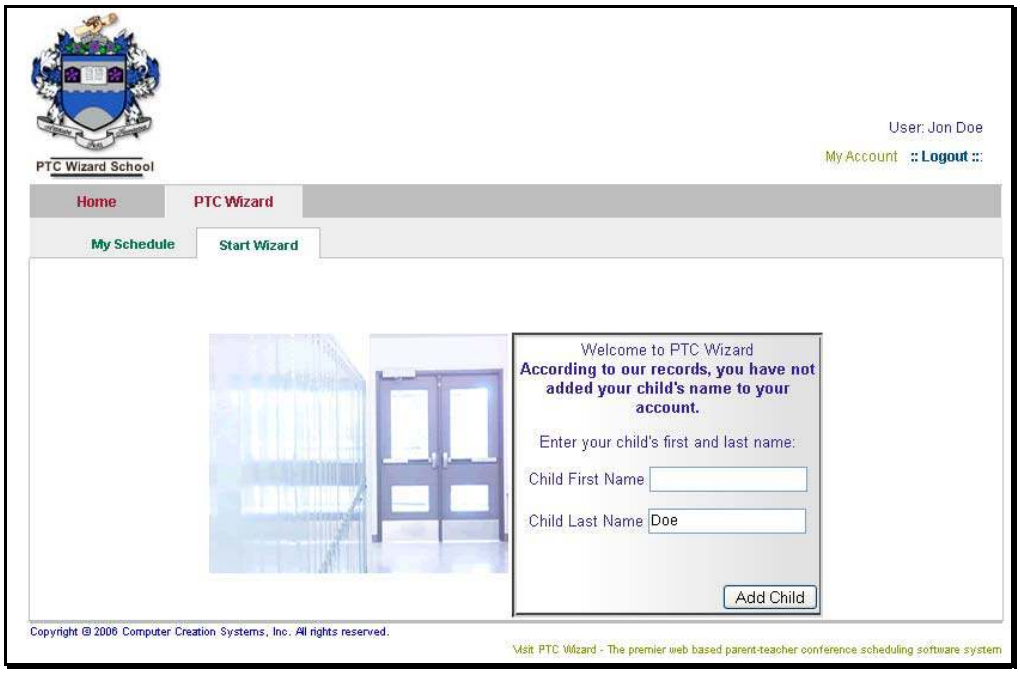
Adding Children:

You must add at least one child to your account. The system will pre-fill your last name for your child, but you can change the last name for your child if necessary.



After you add a child you will be brought to the My Children page. You can always return to this page by clicking the My Account link near the Logout link at the top right and then selecting the My Children section.

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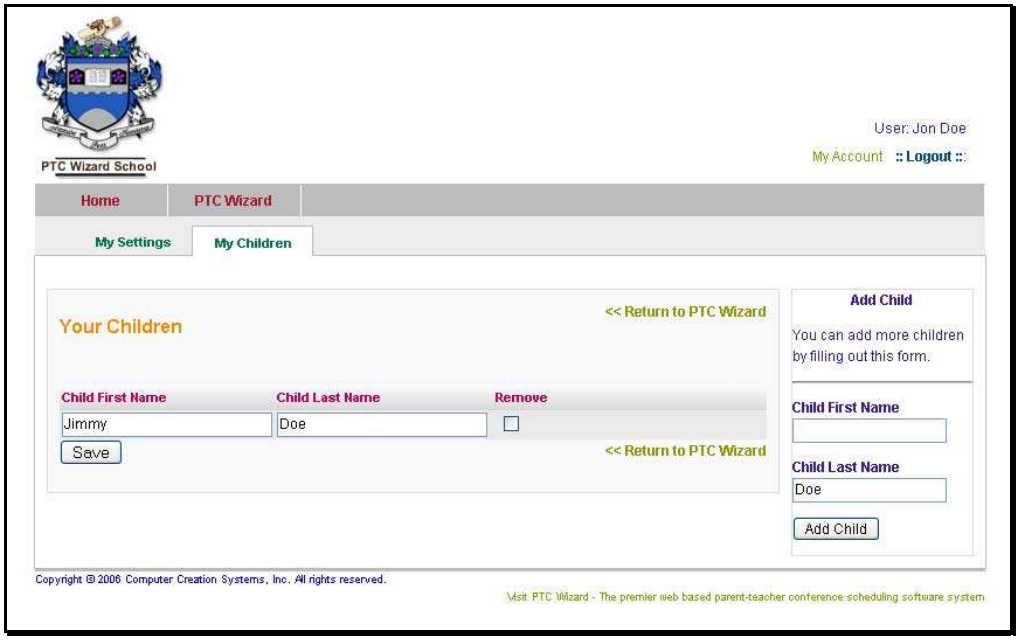
Updating Children

In the My Children section, you can update your child(ren)'s information, add more children, or remove children from your account.



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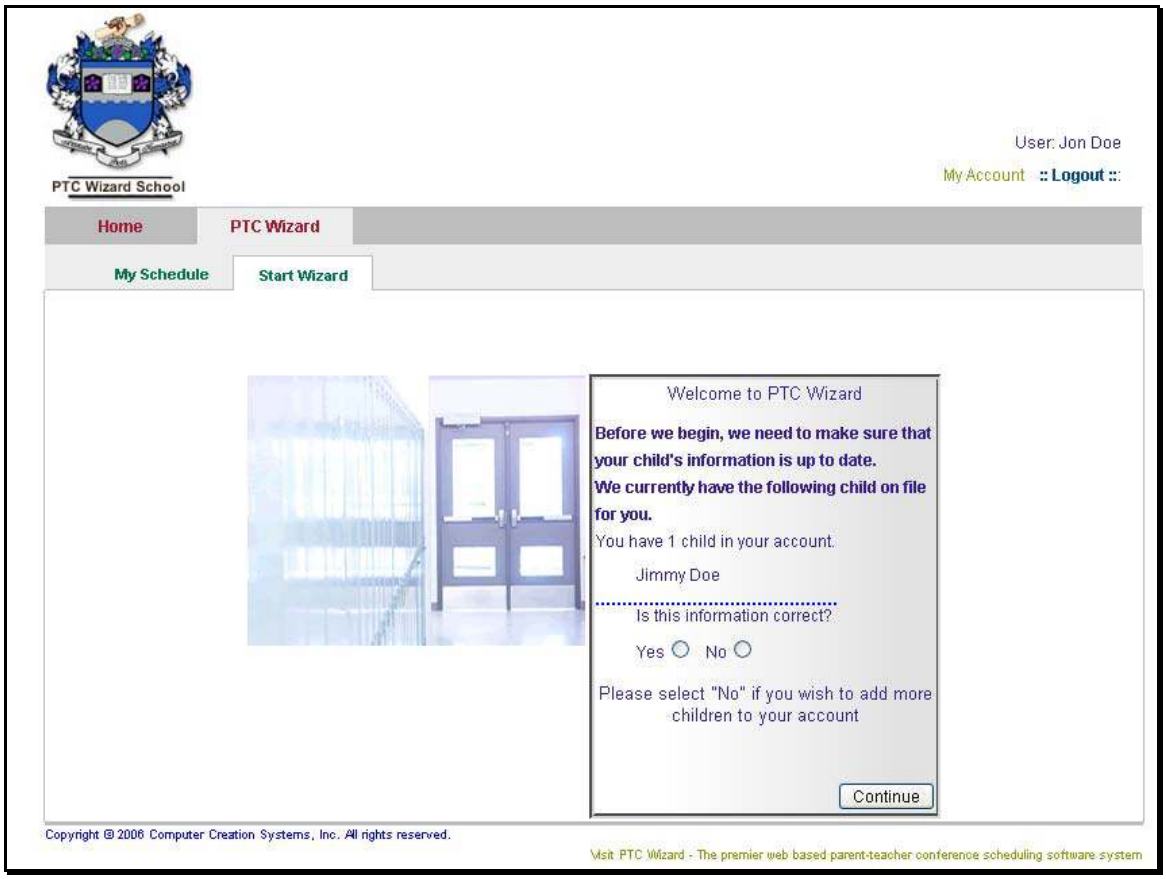
Start the Wizard:

After you have added children to your account, you should click the link that says Return to PTC Wizard. That will bring you to the Start Wizard page. There you will be prompted to confirm that your children settings are correct. If your child(ren)'s information is accurate then you should select Yes and click Continue.



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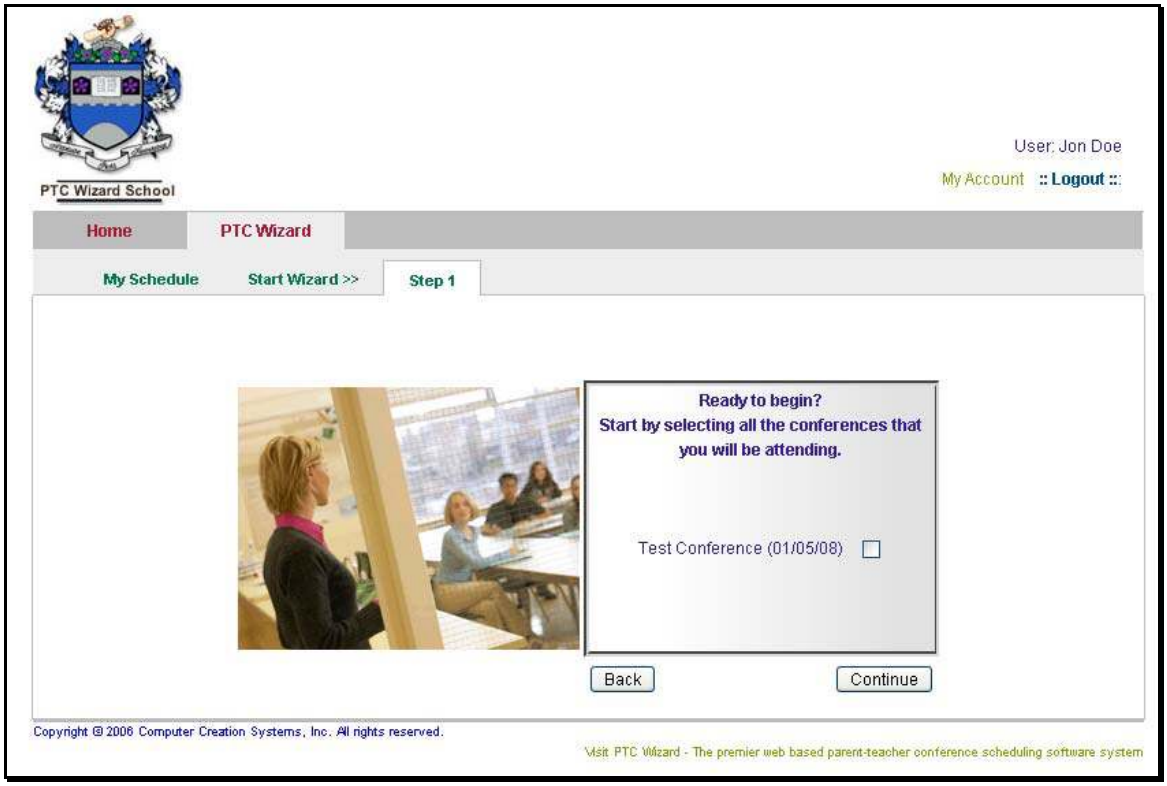
Step 1:

After you confirm your child(ren)'s information, you will be brought to step 1 of the wizard.
Step 1 will display a list of available conferences and you should select the conferences you wish to attend and then click Continue.



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Step 2:

After you confirm the conference you selected, you will see a list of teachers and teams that are available at the conference. Select the teachers and/or teams with whom you wish to make an appointment. You may select multiple teachers and teams.

Once you click the Continue button, you will be asked to confirm your choices of teachers/teams. Click the Continue button if you are happy with your selections, or click the Back button to edit them.

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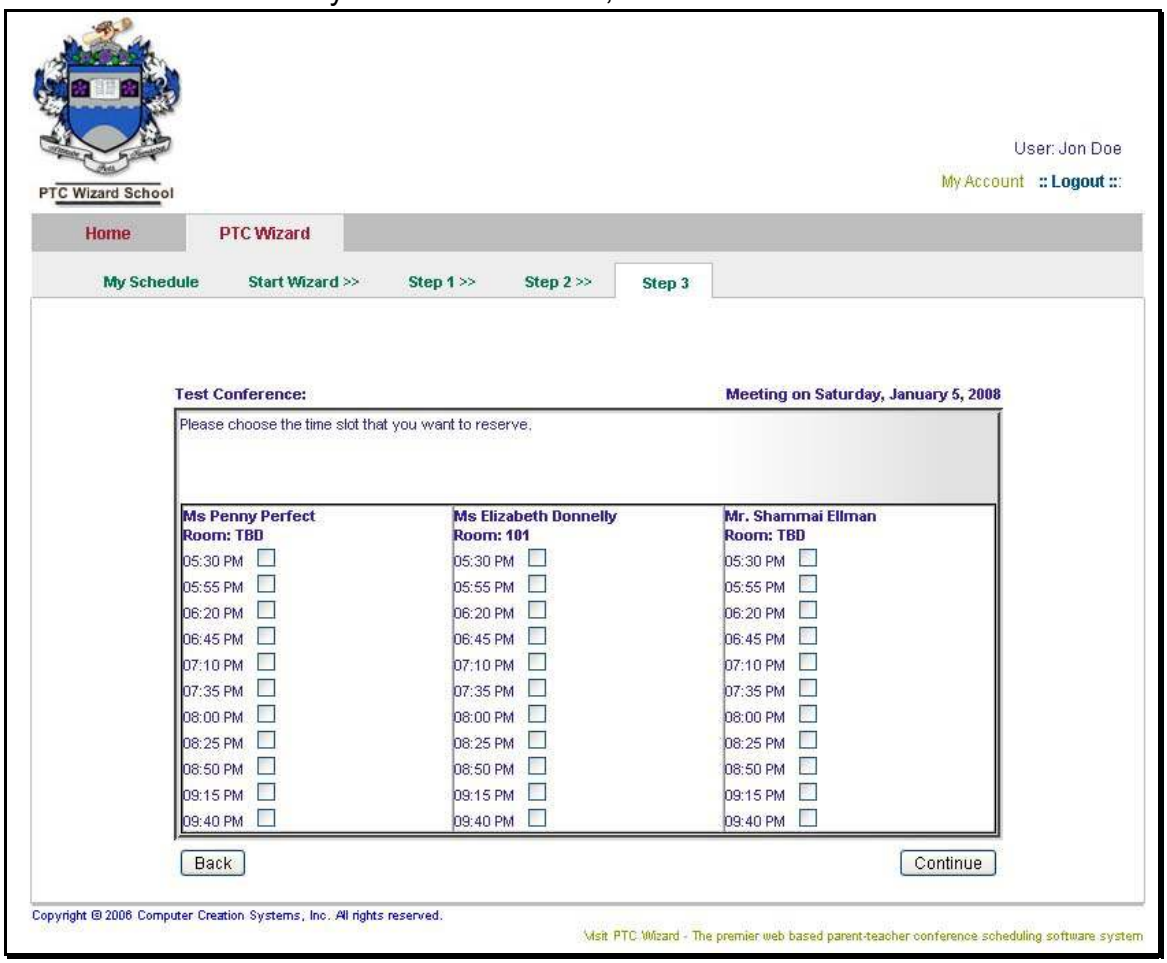
Step 3:

After you confirm your teacher selections, you will see a side by side schedule with all the teachers/teams you requested. If you have one child in your account then a checkbox will appear next to each available time slot. If you have more than one child in your account, then a drop down menu will appear next to each available time slot. Either check the times you wish to reserve or specify the child for each time slot you wish to reserve, then click Continue.



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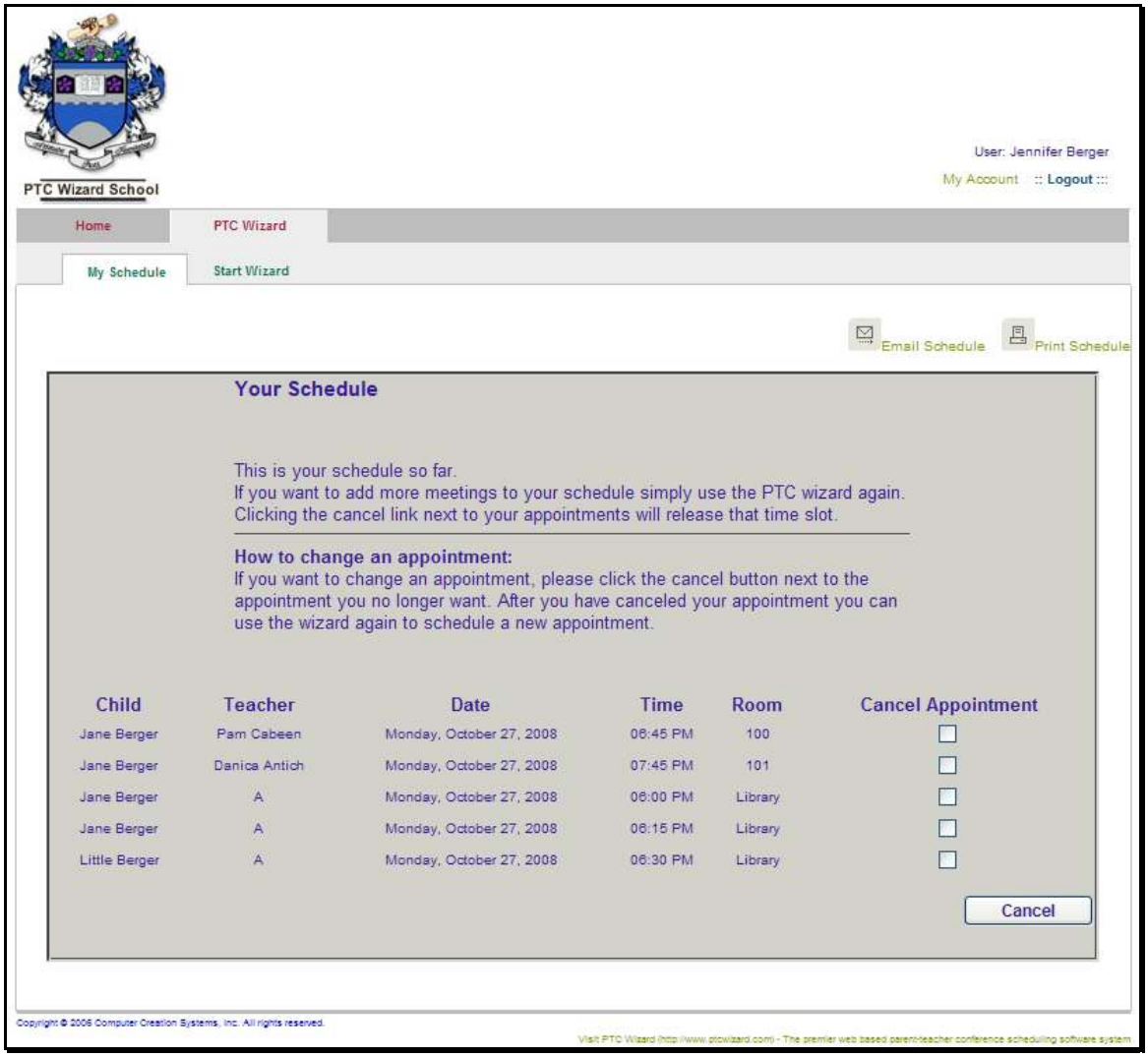
My Schedule:

You are finished. An email with your schedule is automatically sent. You can always reprint or re-email your schedule by selecting the My Schedule link in the PTC Wizard section. You can also cancel an appointment by checking the Cancel Appointment check box and clicking the Cancel button.



If you want to change your schedule or add more appointments, simply cancel the appointments you no longer wish to keep and start the wizard again.

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FAQ

I forgot my password – how can I sign in?

If you have already registered but can not remember your password, simply click the link on the sign in page that says “Forgot your password”. Then you can enter your email address into the field that says Email and click the Remind Me button. This will cause an email with your email to get sent to you. Wait a few minutes to see if you have received this email and then use the password to sign into your account.

Do I have to register as a new parent for each school in the district?

No. Once you register on your school’s PTC Wizard account, you are considered a returning parent for all other schools in the district. Simply sign in using your email and password on each school’s PTC Wizard web site and your schedule will be consolidated to reflect your appointments at all the schools in your district.

Why am I being asked for my child’s name?

Since many parents either have a different last name than their child or have more than one child, it is important to specify for which child the appointment is intended. This will ensure that the teacher is properly prepared to discuss your child prior to your meeting.

Can I add more than one child to my account?

Yes, you can add as many children to your account as necessary. To do this, simply click on the My Account link at the top right corner of the page and then click the My Children link in the navigation menu. You will then see a list of your children that you added to your account. There is also a form on the right side of the page where you can add more children.

Why do some time slots say UNAVAILABLE?

The word UNAVAILABLE will appear next to any time slot during which the teacher or team will not be able to accept appointments. This time is either reserved as a break for the teacher, or UNAVAILABLE indicates that the teacher/team has a conflicting appointment on a different team or as an individual teacher.

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Why do some time slots say RESERVED?

If you see the word reserved next to a time slot, another parent has already made a reservation with the teacher at that time. Reservations are on a first come, first served basis.

How can I get another copy of my schedule?

You can always get another copy of your schedule by logging into your account, clicking the PTC Wizard link on top and then selecting My Schedule.
You will see two links at the top right of that page. One link will print your schedule and the other will send a copy of your schedule to your email address.

All I am seeing is the PTC Wizard company web page - Where do I go to sign up for appointments?

Every school is assigned a unique web address. Visit your school's web site for more instructions and to find a link to their PTC Wizard scheduling system. Please do not try to make a reservation by signing up through the company web site. Those forms are sent to sales representatives who will not be able to assist you with your scheduling.

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