



2022-23 WCS Parent-Teacher Conferences

Thursday November 3rd 3:00pm to 7:00pm
Wednesday November 9th 3:00pm to 6:00pm

As always, the evening is meant for short updates,
no more than **15** minutes with one teacher.

Window for Conference Sign Ups

Opens: Monday, October 24th, 8:00am
Closes: Friday, November 4th, 8:00 am

Parent Login Link: <https://windcent.ptcwizard.com/parent/>

1. **Parents With Pre-existing Accounts:** Login and click on **ACCOUNT SETTINGS** to check that all your children are tied to your account. If a child is missing, click ADD and type the first and last name of each child attending school in the District. Click SAVE.
2. Next click **ADD A MEETING**, choose a conference and choose the conference day
3. Click on all the teachers to be seen that night (each child's teacher) then click **CONTINUE**
4. Choose the time slots and the child that matches each teacher.
5. Contact scronin@windhamsd.org for help

Note: The WCS link allows parents to view and book WCS teachers only. Each school has a separate link but the same parent login account will work with WCS, WMS, and WHS.

Video tutorial to set up Conference: <https://www.youtube.com/watch?v=uxq2ljySF48>

First Time Parents Registering with PTC Wizard:

Parents booking conferences at GBS <https://goldenbrook.ptcwizard.com/parent/>

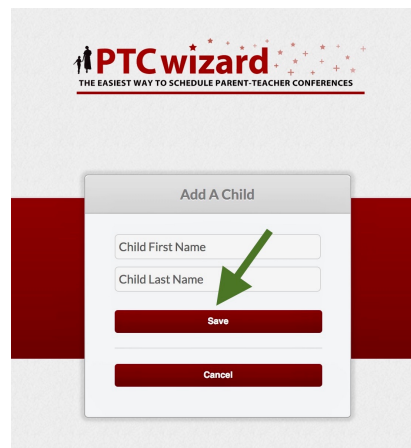
Click the **Create Account** button:

- Type in your first name, last name, email address and password

The image shows the 'Create Account' form on the PTC Wizard website. The form is titled 'Create Account' and has a header with the PTC Wizard logo and the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. The form contains four input fields: 'First Name', 'Last Name', 'Email', and 'Password'. A green arrow points to the 'Password' field. Below the input fields are two buttons: 'Register' and 'Cancel'.

- Once you click **Register**, you will be prompted to add a child, type child's first/last name

- hit **Save**

The image shows the 'Add A Child' form on the PTC Wizard website. The form is titled 'Add A Child' and has a header with the PTC Wizard logo and the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. The form contains two input fields: 'Child First Name' and 'Child Last Name'. A green arrow points to the 'Child Last Name' field. Below the input fields are two buttons: 'Save' and 'Cancel'.

To add more than one child, click on **Account Settings** after logging in (top right corner of the screen). A parent account will work for all four schools so add ALL your children in this one account. The LINK to each school changes. Each school's link holds that school's teaching staff.

Once signed in, give your consent to receive letters from PTC Wizard via email (schedules, notifications about appointments booked or canceled etc).

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