



## Student Pickup Schedule for Belongings March 23<sup>rd</sup> to March 27<sup>th</sup>, 2020 – Conference Manager

We are pleased to be using the Conference Manager to schedule Student Belongings Pickups using the Internet.

The link for the Conference Manager is:

<https://wisdom.schoolsoft.com/login.jsf>

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. If you have **never registered** in the Conference Manager use the link above and click the “Register Now” button.

### Can't remember your password?

If you already have a Parent Account, click on the link above, select “Forgot your password” and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

### Step 1 - Conference Manager Opens to Parents – Wednesday, March 18, 2020 at 12:00 pm.

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

### Step 2 – Book your Pickup Time

Select the day and time you wish to pick up your child's school belongings. You will receive an email confirming your booking. There is one time slot per family. You can log into the system at any time to view your booking, print, cancel or re-schedule appointment. **Please only book one appointment per family.**

If you do not have Internet access, you are welcome to contact the office and we will schedule your pickup time on your behalf.

### Important Dates:

**March 18<sup>th</sup>, 2020 – Start scheduling your pickup times 12:00 pm.**

**March 23<sup>rd</sup> to March 27<sup>th</sup>, 2020 bookings accepted for pickup of student belongings.  
Open from 9:00 am to 3:00 pm.**

If you have any questions or need assistance, please feel free to contact the school.