



St. Patrick Fine Arts Conference Manager Instructions

The process for booking appointments/interviews is broken into the following steps:

Step 1 – Register a new parent account:

(If you have previously registered with Conference Manager, you do not need to do this step. Just log in & choose your preferred time block.)

Register from the school website (<https://spfa.holyspirit.ab.ca/>) by clicking on the Conference Manager link (in the green bar). Click the REGISTER NOW button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future.

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding appointments@schoolsoft.ca to your address book.

Step 2 - Book your time slot:

Select the teacher with whom you want to book a time slot. After booking your appointments you can print off your schedule. You will also receive an email containing the teacher name, time and location of the conference. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments. You have the option of submitting comments or questions to the teacher as part of the booking process.

If you have any questions, please contact the school at 403-327-4386.

