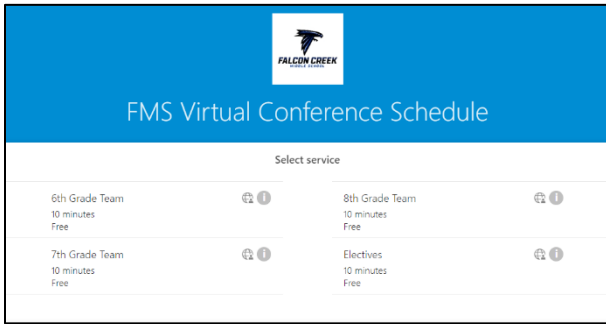
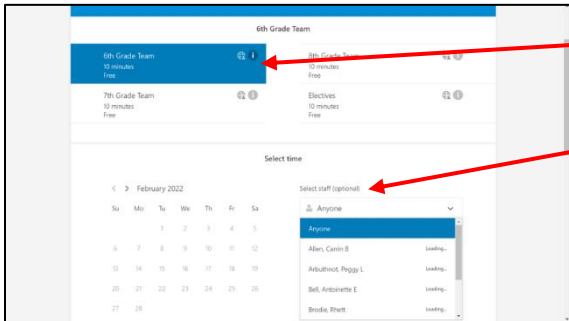


FMS VIRTUAL-SCHEDULED CONFERENCE DIRECTIONS

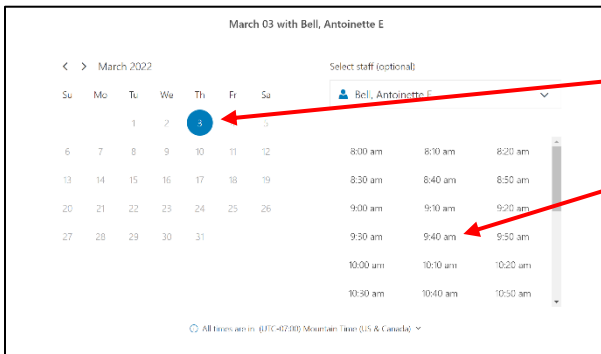


On March 3, 2022, FMS will hold *Virtual-Scheduled* online conferences from 8 am – 4 pm. Follow this [LINK](#) to access the conference sign-up page. This link will take you to the sign-up page to schedule a conference time with your student’s teacher(s). We encourage students to be present with you when you join these conferences.



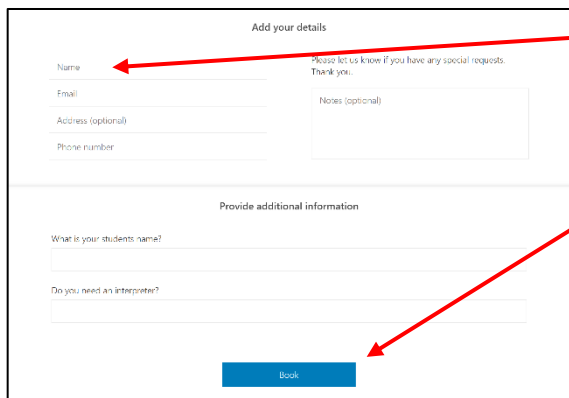
STEP 1: Select the *grade-level* or group of teachers you want to conference with.

STEP 2: Select the teacher name you wish to schedule with from the drop-down menu. While this section says ‘Optional’, you *must* choose a teacher name here.



STEP 3: Toggle the calendar to March 3rd and **select March 3rd** for our Virtual-Scheduled conferences.

STEP 4: Select the time conference time from the drop-down menu.

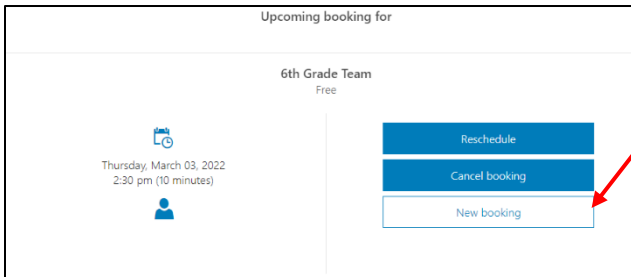


STEP 5: Scroll down on the page and ‘Add your details’ to reserve the conference time you have selected. In the **NAME** section, **please enter the student’s name here.**

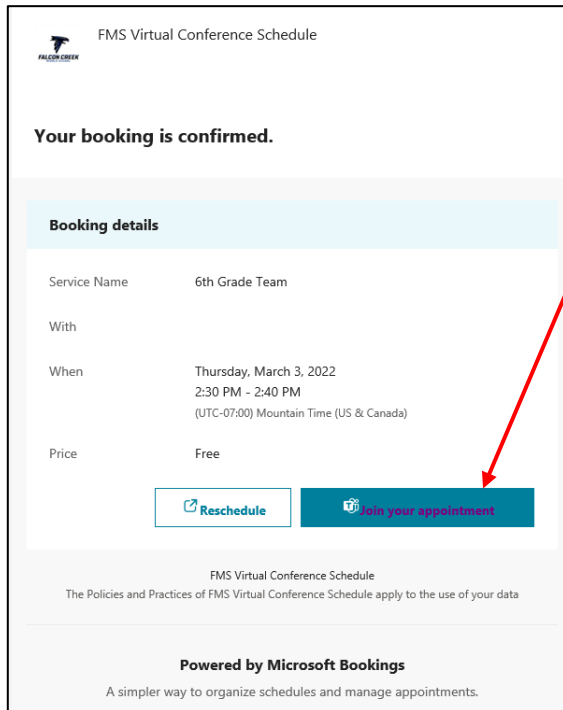
STEP 6: Click on the ‘Book’ button, then select ‘OK’

STEP 7: You will receive a confirmation email and a link to the virtual conferences.

FMS VIRTUAL-SCHEDULED CONFERENCE DIRECTIONS



STEP 7: Select 'New Booking' to schedule additional conferences with your student's teachers.



STEP 8: Save the *confirmation email* that you receive from FMS. When it is time to attend the scheduled conference, *click* on the 'Join your appointment' button.