



River East Collegiate

295 Sutton Ave. | Winnipeg, MB R2G 0T1 | Tel: 204.338.4611 | Fax: 204.338.9515
Principal: Ms. S. Dzuba | Vice-Principal: Mrs. A. Cieszceki | Vice-Principal: Mr. J. Zoppa
Email: rec@retsd.mb.ca | Web: www.rec.retsd.ca

Start of school year 2019/20:

Timetable change appointments will be available Monday August 26th, Tuesday August 27th, and Wednesday August 28th.

River East Collegiate will use our online system for booking Timetable Change Appointments. **Conference Manager will open on Monday, August 19th for making appointments.**

The system is convenient, secure, and easy to use. With this web-based booking system you can easily book appointments online without having to contact the school or send in a note with your child.

You will receive a confirmation email which will confirm your appointment time at the email address that you provide. You can also make online cancellations or changes to your bookings.

To book your appointments, all you require is an email address and access to the internet.

Details on how to schedule your conferences are here-

1. Open a browser window and click on this link: <https://retsd.schoolsoft.com/login.jsf>
2. If you already have an account, login with your email address and proceed to step five.
3. If you do not have an account set up, click on the "Parent" tab
4. Choose "add Parent" and fill in the information requested for you and your children
5. Select "Book Conference"
6. Choose the date you wish to book
7. Select a counsellor and click "NEXT"
8. Choose any time available time slot then click "SUBMIT"
9. Review your appointment time and log out.