



Transcona Collegiate

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Instructions for Parents Scheduling Student/Parent/Teacher Conferences

Please follow the steps below to register and book your conference appointments.

- 1) Go on to the following website: <https://retsd.schoolsoft.com>
- 2) Click on the “Register Now” button.
- 3) Complete the registration form.
- 4) Press Submit and then LOGIN on the home screen using your email and the password you created in step 3.
- 5) Choose the Transcona Collegiate from the drop down menu.
- 6) Select the appropriate conference session.
- 7) Choose the teachers you would like to meet with.
- 8) Choose a suitable meeting time.
- 9) Click exit to log out. You can log back in at any time to view your bookings, print the schedule, cancel or reschedule appointments.

There are several videos on the following website that will provide further support as you get started with this new Conference Manager system (<http://www.schoolsoft.com/tutorials/parents.html>). We have also placed more detailed instructions on our school website in the documents and forms section under letters home.

If you do not have internet/email access, you are welcome to contact the school office to book appointment times with your child’s teachers.