

Step 1

Create Account

You can create an account with our company by filling out the form below on the www.teacherreacher.com website:

- Click the "SignUp" link in the upper right corner
- Select your school district
- Enter your first and last name
- Enter your email address
- Enter a password
- Enter the Captcha code
- Check your email account for an activation email from donotreply@teacherreacher.com

TeacherReacher® WHY TEACHERREACHER? SUPPORT ABOUT US CONTACT US LOGIN SIGN UP

Create a TeacherReacher Account

Notice: If you have used TeacherReacher® in the past your account is still active and you do not need to create a new account.

All parents wishing to meet with their child's teachers during Parent Teacher Conferences must fill out the form below in order to establish a TeacherReacher® account.

How to create a TeacherReacher® Account:

Fill out the form below and click the "Create Account". *If you Check your Email Account for an email with the subject "TeacherReacher - Activation Email".

Note: Depending on your Email service you may need to check the "Junk Mail" folder.

Open Email and click the "Activation Link" or paste the "Activation Link" into a web browser (like Internet Explorer or Mozilla Firefox).

After going to the web page sent in the email, you will be informed that your account has been activated.

Using your email address (as your username) and password, you will be able to log on to the TeacherReacher.com® and schedule meetings.

After logging on you can add children to the account. This can be done via the "Add Child" link.

***scheduling dates:** Check your schools. You may only sign up

Choose district

parent first name

parent last name

parent email

password

retype-password

Phone Number

please type what you see:

2 2 5 N N B

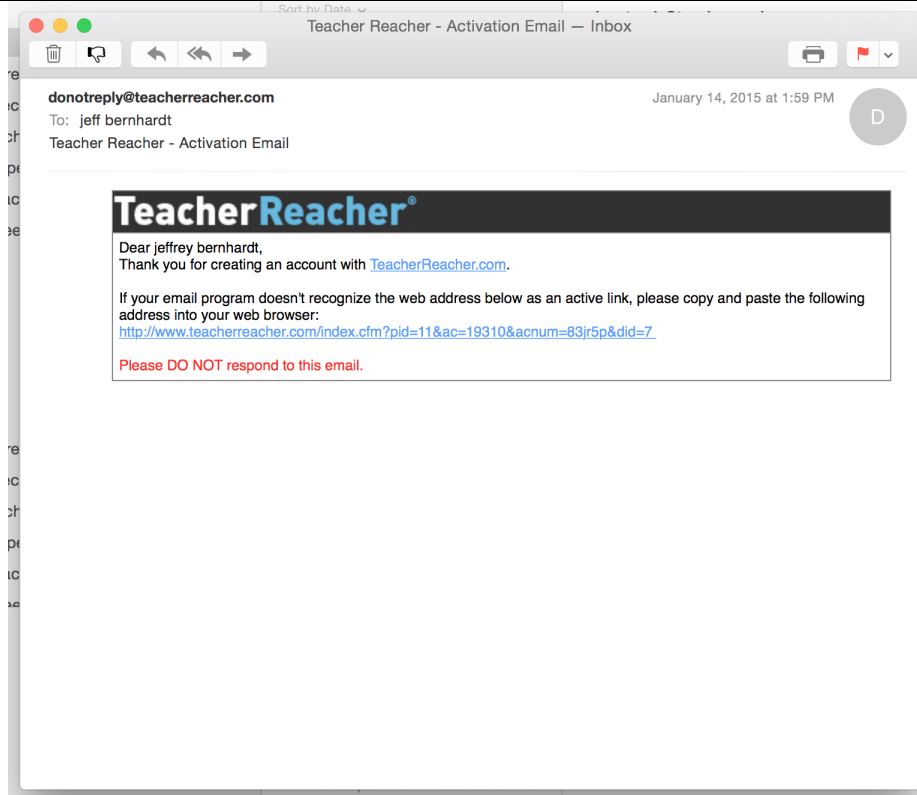
enter captcha

CREATE ACCOUNT

Step 2

Activate your Account

Check your email account for an email from admin@teacherreacher.com.
Open email and click link inside.



Step 3

Add Children

- Select the school
- Enter Child's Name (as registered in the school district)
- Enter the Child's birth date
- Click "Find Student"
- Select the correct student from the list below.
- Click "Add Student"
- Repeat.

TeacherReacher® [MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)

CURRENT CHILDREN

No Children Registered

SEARCH DATABASE

Choose School

Demo Middle School

First Name:

mary

Last Name:

bernhardt

Birth Date:

May

▼

28

▼

2009

▼

FIND STUDENT

Step 4

Choose Conference Type

Parent Teacher – Are the standard, one-day conference in which parents choose times to meet with teachers.

Events – Are conferences that held over several days. An example of this type of conference would be 11th Grade Guidance Meetings. In this situation the parent has a choice of several days in which to choose and appointment.

Seminars – Are meetings that have one start time and a limited number of seats. An example of this would be extra help sign up.

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PARENT TEACHER →



EVENTS →



SEMINARS →

Step 5

Schedule Appointments Part 1

Click on the "MAKE APPT." link under the **Conference** name.

Note: You can only make appointments when scheduling is open.

Click the Scheduling Dates link to see when scheduling will be open.

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Larry Parent's PTC Schedule

Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:50 - 3:00		Erbe	Julia Student	Closed	Closed
02/27/15 2:50 - 3:00		Dr. Danker	Julia Student		
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:30 - 2:40		Dr. Anderson	Julia Student	Closed	Closed

Demo Middle School Conference Dates

Date	Appointment Total	
Test Parent Teacher 1 01/09/15 Scheduling Closed	Type	Current / Max Appts.
	Core:	1 / 3
	Elec.:	1 / 2
Parent Teacher Demo 02/27/15 MAKE APPT.	Type	Current / Max Appts.
	Core:	1 / 4
	Elec.:	0 / 2

Step 6a – Sorted by Department

Schedule Appointments Part 2

- Click on an Academic Department.
- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

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MY ACCOUNT | CONFERENCE SCHEDULER | ADD CHILD | SUPPORT | LOGOUT

DEPT | ALPHA | MY TEACHERS

CORE

ART

Michael Depenna

Janice Learner

Jennifer Munz

Larry Sands

ENGLISH

ESL

MATH

MATHEMATICS

SCIENCE

SOC STUD

TECH

ELECTIVE

FAMCONS

HOME AND CAREERS

LOVE

Choose Time

☐ 1:00 PM - 1:10 PM

☐ 1:10 PM - 1:20 PM

☐ 1:20 PM - 1:30 PM

☐ 1:30 PM - 1:40 PM

☐ 1:40 PM - 1:50 PM

☐ 1:50 PM - 2:00 PM

☐ 2:00 PM - 2:10 PM

☐ 2:10 PM - 2:20 PM

☐ 2:20 PM - 2:30 PM

☐ 2:30 PM - 2:40 PM

☐ 2:40 PM - 2:50 PM

☒ 2:50 PM - 3:00 PM -
you have an appt. at this time

Suggested topics for conference

if desired you may suggest area of interest to you

☐ Grades

☐ Behavior

☐ Homework

☐ Tests

Enter specific questions

You have 100 characters left.

MAKE APPOINTMENT

Step 6b-Sorted Alphabetically

Schedule Appointments Part 2

- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

Teacher**Reacher**

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DEPTALPHAMY TEACHERS

Core

Dean Banks

Susanne Barris

Jon Barrow

Maria Beliz

David Bendo

Antonella Bernarg

Jeff Bernhardt

Olga Ciceros

Eric Cornillo

Jane Danker - already booked

Michael Depenna

Paul Derling

Allison Entelle

Louise Erbe

Lisa Fallon - already booked

Michael Fane

Kerri Free

Vincent Goodspeed

Choose Time

☐ 1:00 PM - 1:10 PM

☐ 1:10 PM - 1:20 PM

☐ 1:20 PM - 1:30 PM

☐ 1:30 PM - 1:40 PM

☐ 1:40 PM - 1:50 PM

☐ 1:50 PM - 2:00 PM

☐ 2:00 PM - 2:10 PM

☐ 2:10 PM - 2:20 PM

☐ 2:20 PM - 2:30 PM

☐ 2:30 PM - 2:40 PM

☐ 2:40 PM - 2:50 PM

☒ 2:50 PM - 3:00 PM -
you have an appt. at this time

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Enter specific questions

You have 100 characters left.

MAKE APPOINTMENT

Step 6c-Sorted According By the Students Teachers

Schedule Appointments Part 2

- Click on a teacher.
- Choose an available time.
- Click the “Submit” button.
- Go back to **Step 5** and repeat

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DEPTALPHAMY TEACHERS

Core
Lisa Fallon - *already booked*
Craig Lander
Meghan Miso
Gretchen Okios
Elective
Doreen Betio
Danielle Trinaz
Brian Willeman

Choose Time

☐ 1:00 PM - 1:10 PM
☐ 1:10 PM - 1:20 PM
☐ 1:20 PM - 1:30 PM
☐ 1:30 PM - 1:40 PM
☐ 1:40 PM - 1:50 PM
☐ 1:50 PM - 2:00 PM

☐ 2:00 PM - 2:10 PM
☐ 2:10 PM - 2:20 PM
☐ 2:20 PM - 2:30 PM
☐ 2:30 PM - 2:40 PM
☐ 2:40 PM - 2:50 PM
☒ 2:50 PM - 3:00 PM -
you have an appt. at this time

Suggested topics for conference

If desired you may suggest area of interest to you

☐ Grades☐ Behavior
☐ Homework☐ Tests

Enter specific questions

You have 100 characters left.