



# Pilot Butte School

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**Tammy Sillers**  
Principal

**Educate...Empower...Excel**

**Fulvia Stadnyk**  
Vice Principal

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## PILOT BUTTE Conference Manager November 2018

We are pleased to be using the Internet to schedule Learning Conferences this year.

The process for booking conferences is broken into the following steps:

**Step 1** – Pre-Register at <https://pilotbutte.schoolsoft.com> (DO NOT include “www” in the url)

You can set up a Parent Account by following the link above. 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. **If you have forgotten your password from last year, please contact the school.**

Please note that in order to enhance functionality and security, the Conference Manager requires you to use Internet Explorer 7 (or above), Firefox 3 (or above) or Safari 4 (or above). If you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link. This is a one-time process and only takes a couple of minutes.

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding [appointments@schoolsoft.com](mailto:appointments@schoolsoft.com) to your address book.

**Step 2** – Conference Manager Opens to parents – November 1, 2018 at 6:00 p.m.

You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to <https://pilotbutte.schoolsoft.com>.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

**Step 3** – Book your Learning Conferences

Select the teachers with whom you want to book a conference. You will see each teacher’s schedule. After booking your times 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.

### Important Dates:

Anytime – Pre-Registration begins

November 1 – Start scheduling your conferences at 6:00 p.m.

November 16 – Conference Manager closes at noon and Report Cards will be sent home

November 20 and 22 – Learning Conferences – 4:00 to 8:00 p.m.

If you have any questions or need assistance, please feel free to contact the school.