# Fall Parent Teacher Interviews - November 19th & 20th

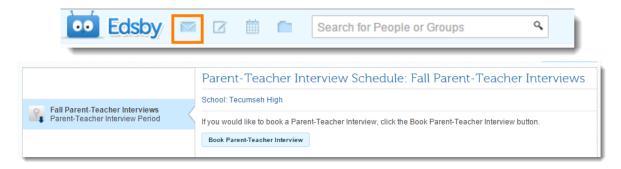
Booking times for interviews are open between:

# Tuesday, November 10<sup>th</sup> at 9:00 am until Tuesday, November 17<sup>th</sup> 3:00 pm

Log in: crestwood.edsby.com

#### **BOOKING APPOINTMENTS**

On November 10<sup>th</sup> at 9 am Parent-Interviews will be open for booking on Edsby. At that time you will receive a message in the navigation bar



- A. To book an appointment, click on any free slot.
- B. To change a time of an appointment, click **change**.
- C. To cancel an appointment, click unbook.

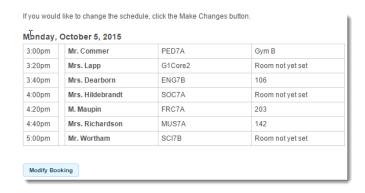


### FINALIZE YOUR BOOKING

Once you have completed your booking, click done. You will a view a summary of the schedule that is ready to print.

## PRINTING A SCHEDULE

To print the summary of your interview schedule, choose File > Print or Ctrl + P.



Questions? Contact Adam Anklewicz: 416.391.1441 ex 61 or adam.anklewicz@crestwood.on.ca