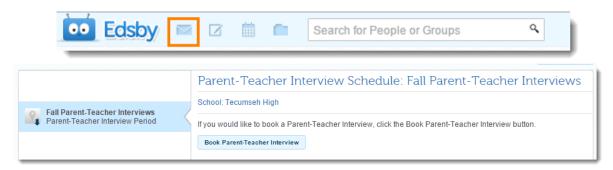


# FALL PARENT TEACHER INTERVIEWS - NOVEMBER 23<sup>RD</sup> & 24<sup>TH</sup>

### BOOKING APPOINTMENTS

- Visit crestwood.edsby.com to log in
- The availability to schedule appointments for the November 23<sup>rd</sup> & 24<sup>th</sup> interviews is:

  O Tuesday, November 14<sup>th</sup> at 9:00 am until Tuesday November 21<sup>st</sup> 3:00 pm
- When the scheduler is open you will receive a message in the navigation bar



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



#### FINALIZE YOUR BOOKING

- Once you have completed your booking, click **done**.
  - o After you have completed this step you will have 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 Matthew David: 416.391.1441 ex 4361 or matthew.david@crestwood.on.ca