

Windsong Heights School Conference Manager

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

Step 1 – Please set up an account on School Conference Manager at <https://windsong.schoolsoft.com>. You will need to have an account in order to book your conferences. You can set up a Parent Account by following the link above. **New users may begin the registration process now**. Please 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.

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

Step 2 – Conference Manager Booking Opens to Parents – **Feb 24, 2021 @ 6AM**

Book your Parent-Teacher interviews by going directly to <https://windsong.schoolsoft.com>. Select the teachers with whom you want to book interviews. You will see each teacher's schedule. After booking your appointments, 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 – Register, if you are new to Windsong or a first-time user, with Conference Manager

Feb 24 - Start scheduling your interviews at 6:00 AM

Mar 17 - Parent Teacher Interviews

Mar 18 - Parent Teacher Interviews

Thank you and If you have any questions or need assistance, please feel free to contact the school at 403-945-4149.