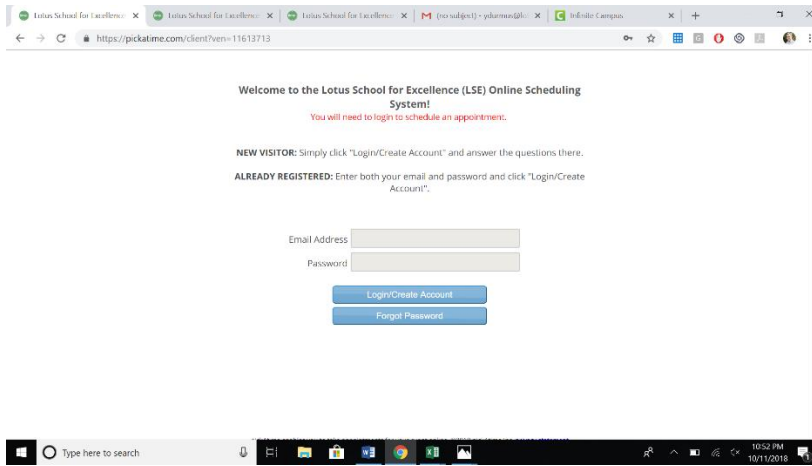
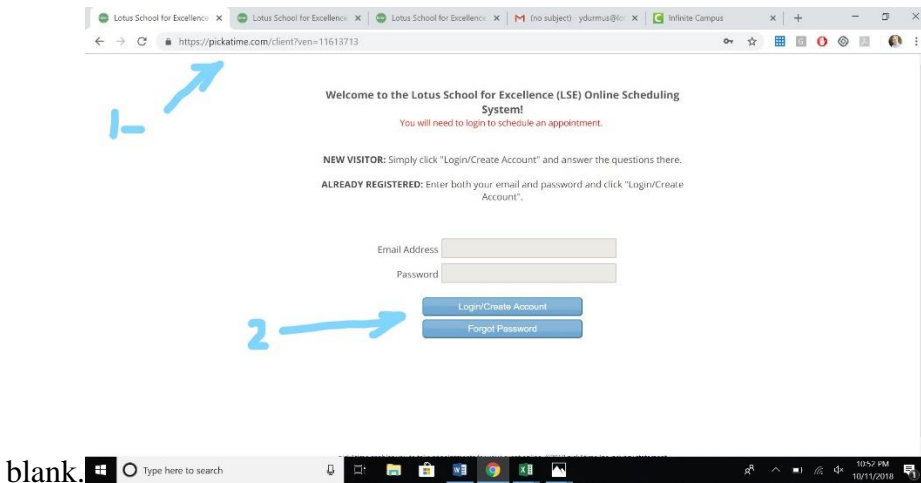


## Step 1- Visit <https://pickatime.com/client?ven=11613713>

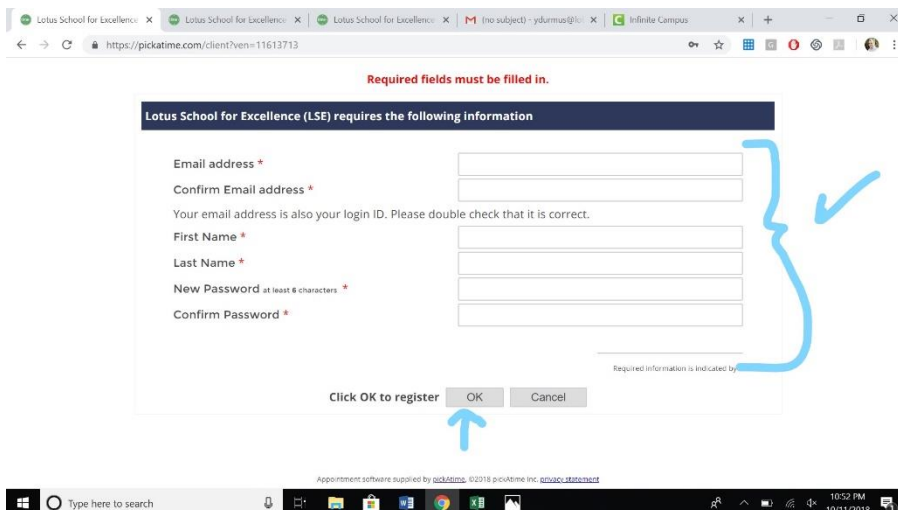


## Step 2- Click on Login/Create Account and leave the “e-mail address” and “password” field blank

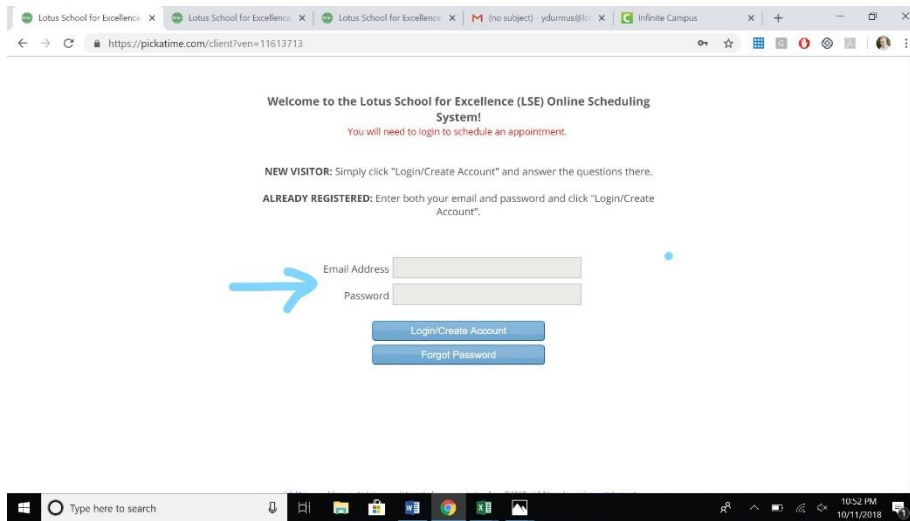


## Step 3- Enter all the required information.

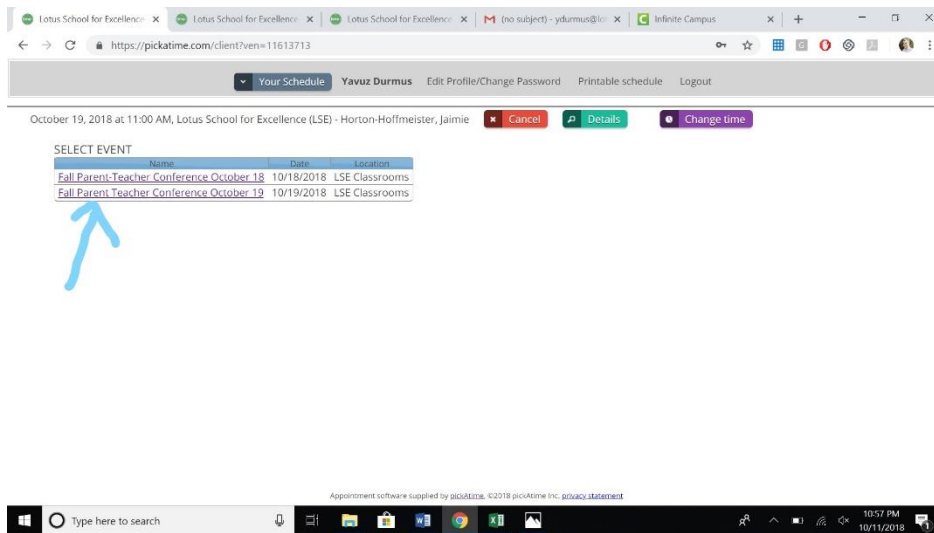
Check that your email address is typed correctly, since your e-mail address will be your username



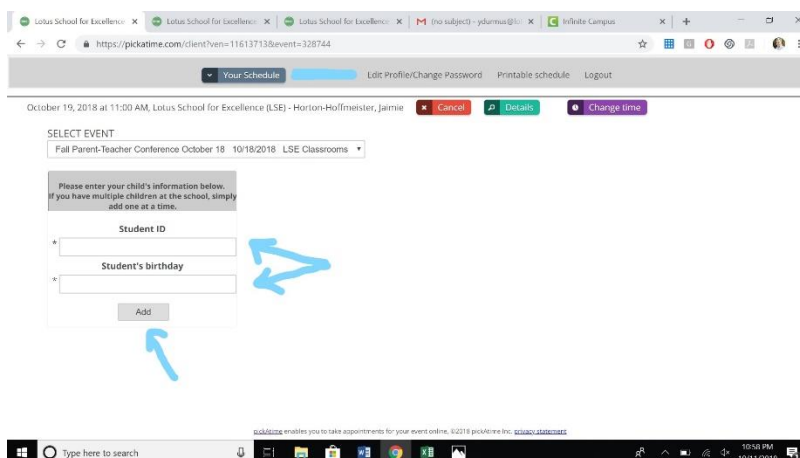
**Step 4-** Go back to the log in page at <https://pickatime.com/client?ven=11613713> and reenter your user information that you just created, and then click on login.



**Step 5-** Choose one parent teacher conference day for an appointment.

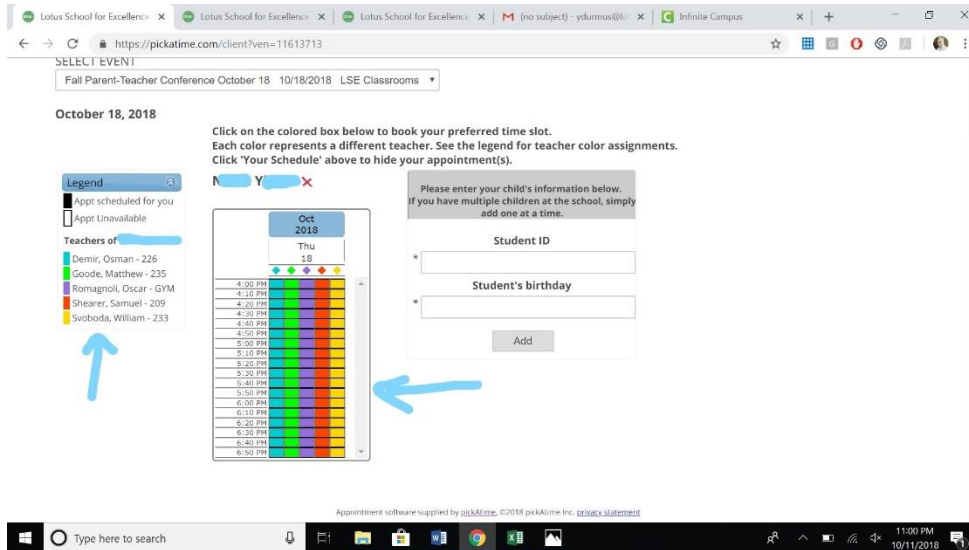


**Step 6-** Enter your child's student ID Number and Birth Date, and then click the add button

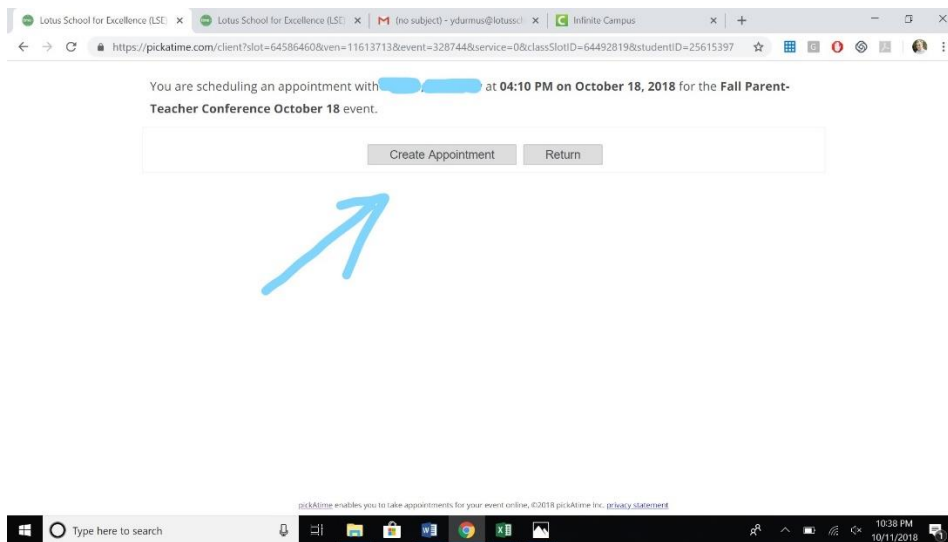


**Step 7-** You'll see your child's name and teachers' name color coded along with available slots for each of your child's teacher.

Next you will choose a desired time slot for the appointment.



**Step 8-** Confirm your appointment by clicking on create appointment on the next page.



**Step 9-** If you have more than one child, please enter the other child's ID and date of birth once more, and follow steps of 7 and 8

Lotus School for Excellence (LSE) x Lotus School for Excellence (LSE) x (no subject) - ydurmus@lotussc... x Infinite Campus x +

https://pickatime.com/client?ven=11613713

SELECT EVENT  
Fall Parent-Teacher Conference October 18 10/18/2018 LSE Classrooms

October 18, 2018

Click on the colored box below to book your preferred time slot.  
Each color represents a different teacher. See the legend for teacher color assignments.  
Click 'Your Schedule' above to hide your appointment(s).

Legend

- Appt scheduled for you
- Appt Unavailable
- Teachers of...
- Demir, Osman - 226
- Goode, Matthew - 235
- Romagnoli, Oscar - GYM
- Shearer, Samuel - 209
- Svoboda, William - 233

Oct 2018  
Thu 18

4:00 PM  
4:10 PM  
4:20 PM  
4:30 PM  
4:45 PM  
4:50 PM  
5:00 PM  
5:10 PM  
5:20 PM  
5:30 PM  
5:40 PM  
5:50 PM  
6:00 PM  
6:10 PM  
6:20 PM  
6:30 PM  
6:40 PM  
6:50 PM

Please enter your child's information below.  
If you have multiple children at the school, simply add one at a time.

Student ID  
\*

Student's birthday  
\*

Add

Please call Mr. Durmus at 303-360-0052 Ext 106 or e-mail to [ydurmus@lotusschool.org](mailto:ydurmus@lotusschool.org) if a technical assistance is needed.