

Sign Up Now For Parent / Guardian Conferences!

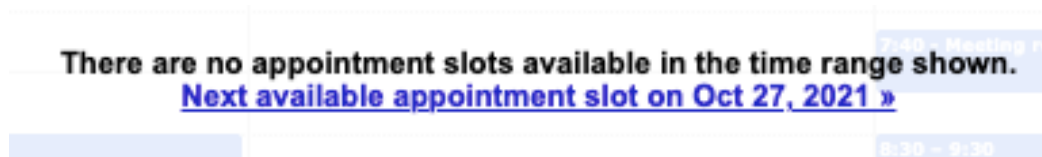
Our parent / guardian conferences will be Wednesday, October 27, and Thursday, October 28, from 11:30 - 3:00.

They will be held virtually this year, on Google Meets. We would like your child to attend all conferences with you.

When you are ready to sign up, go to the [OGMS website](#), and click on the link, [Schedule Parent / Guardian / Teacher Conferences Click Here](#) - this will take you to our [Teacher Websites and Staff Information page](#).

Find the teacher you'd like to schedule a conference with, and click on the link to the right, "Click here to schedule a conference with _____."

This will take you to Google Calendar, and you'll see an alert like this:



Click on "Next available appointment slot on Oct 27, 2021," which will take you to that day, where you'll see any available appointment slots - in grey:

(Your child's	(Your child's	11:44 - First Lu	(Your child's
(Your child's	(Your child's	12:18p - Secon	(Your child's
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(Your child's	(Your child's	(Your child's name)	
(Your child's	(Your child's name)	(Your child's	
(Your child's name)	(Your child's name)	(Your child's	
(Your child's name) Parent	(Your child's	(Your child's	

Click on the slot you'd like to take, and enter your child's name in the **What** section (red, below) - the Google Meet link you'll need is in the **Description** section (green, below).

The screenshot shows a 'Book an appointment' dialog box. The 'What' field contains the text '(Your child's name) Parent Conference with' and is circled in red. The 'Description' field contains the URL 'https://meet.google.com/icj-xywx-xdy' and is circled in green. Other fields include 'When' (Wed, October 27, 11:40am - 11:50am), 'Who', and 'Where'. A 'Save' button and a 'Cancel' button are at the bottom. A tip on the right says: 'Tip: You can customize the details of the event after you save it.'

On the day of the conference, open up that appointment in Google Calendar, copy and paste the URL, and then "Ask to join" the Meet. You'll see this screen until the teacher admits you to the conference:



Asking to join...

You'll join the call when someone lets you
in

