

Heloise Lorimer School Conference Manager

We are pleased to be using the Internet to schedule Parent-Teacher Interviews. The process for booking interviews is broken into the following steps:

Step 1 – Pre-Register at <https://lorimer.schoolsoft.com> anytime. The sooner the better.

You can set up a Parent Account by following the link above. 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.

Please note that in order to enhance functionality and security, the Conference Manager requires you to use Internet Explorer 7 (or above), Firefox 3 (or above) or Safari 4 (or above). If you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link. This is a one-time process and only takes a couple of minutes.

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.

You must complete Step 1 before moving on to Step 2.

Step 2 – Conference Manager Opens to Parents – Oct 15.18 6:00 am

You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to <https://lorimer.schoolsoft.com>.

Step 3 – Book your Parent-Teacher interviews - 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. You have the option of submitting comments or questions to the teacher as part of the booking process.

Important Dates:

Anytime – Pre-Registration begins

Oct 15/18 – Start scheduling your interviews at 4:00pm

Oct 23.18 – Conference Manager - Closes at 5:00pm

Oct 24.18– 4:30-7:30pm Parent/Teacher/Student Interviews

Oct 25.18 – 4:30-7:30pm Parent/Teacher/ Student Interviews

Oct 25.17 – Additional Kindergarten Time Blocks, 9:00-12:00am & 1:00-3:30pm

If you have any questions or need assistance, please feel free to contact the school.