

PTCFast Directions For Parents-Guardians

1. Go to http://www.ptcfast.com/schools/Mason_City_Community_Schools



Mason City Community Schools
Conference Scheduler

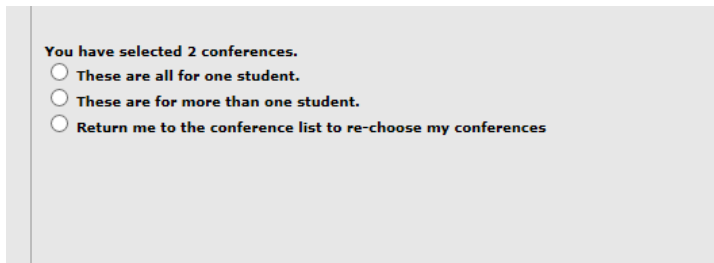
Welcome to the Mason City Community Schools parent teacher conference scheduling system. Please select your child's class/teacher below. If you have more than one child you may choose each of their teachers.

Pick your conference(s), then register name and contact info. This creates a registration for each conference and sends you a confirmation email with a link to choose appointment times. On that same page, you will be able to add and change both registrations and appointments.

Hoover June Conferences - Fisher Jefferson June Conferences - Younke

2. Place a check mark next to the box for EACH of your students, click Submit.
If you chose **more than one teacher on the previous screen (you have more than one student), proceed with steps A and B below. If you chose **just ONE teacher, go to step 3.**

A. The following screen will look as below. Click in the circle next to "These are for more than one student".



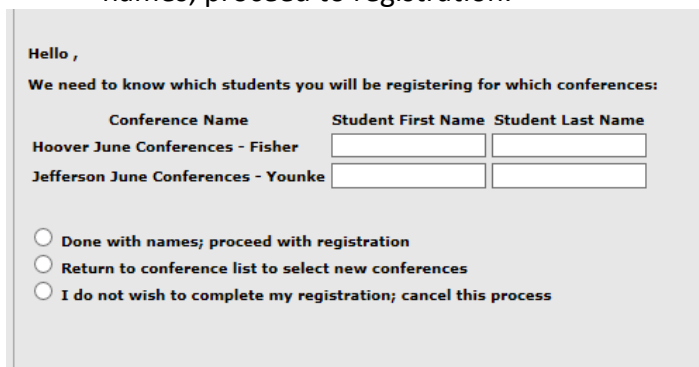
You have selected 2 conferences.

These are all for one student.

These are for more than one student.

Return me to the conference list to re-choose my conferences

B. Fill out your students' first and last names, then click in the circle next to "Done with names; proceed to registration".



Hello ,

We need to know which students you will be registering for which conferences:

Conference Name	Student First Name	Student Last Name
Hoover June Conferences - Fisher	<input type="text"/>	<input type="text"/>
Jefferson June Conferences - Younke	<input type="text"/>	<input type="text"/>

Done with names; proceed with registration

Return to conference list to select new conferences

I do not wish to complete my registration; cancel this process

3. Student Sign Up page – Type in your name (parent or guardian name), your email address (and confirm email address), phone number (optional), then click Submit button.

4. Check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press this link in the email that says "Click here to select conference time". It should open up the conference scheduler page.
5. Choose an available time slot for each student, then click the Confirm Selection button in the lower right.

You should now be taken to the final screen in the process, which says:

Thank you for signing up; we will send you an email confirmation and reminder. You will also receive a link that you may use if you wish to change your appointment later.

If you wish to have a printed copy of your appointments, please click here or simply print the email you will receive.

No further action is required.

If you do decide to change any conference time you signed up for, follow the directions in your confirmation email, which will appear similar to the one below.

PTCFast.com <do-not-reply@ptcfast.com> 3:35 PM (3 minutes ago) ☆
to me ▾

Dear [REDACTED]

This is to confirm that you are signed up for the conference(s) listed below.

School: Mason City Community Schools

Conference: Jefferson June Conferences - Younke

Student Name: Jon Doe

Date/Time: Mon, Jun 1 at 4:00 PM (15 minutes)

Location: Jefferson Elementary

Entry Code: [S5K03798393](#)

Conference: Hoover June Conferences - Fisher

Student Name: Jane Doe

Date/Time: Mon, Jun 1 at 4:15 PM (15 minutes)

Location: Hoover Elementary-Preschool classroom

Entry Code: [C1J03798394](#)

If you need to change the date or time of any conference, click on the entry code listed alongside the booking above.

If for any reason you have a problem with the links provided, you may also log in at <http://www.ptcfast.com/>