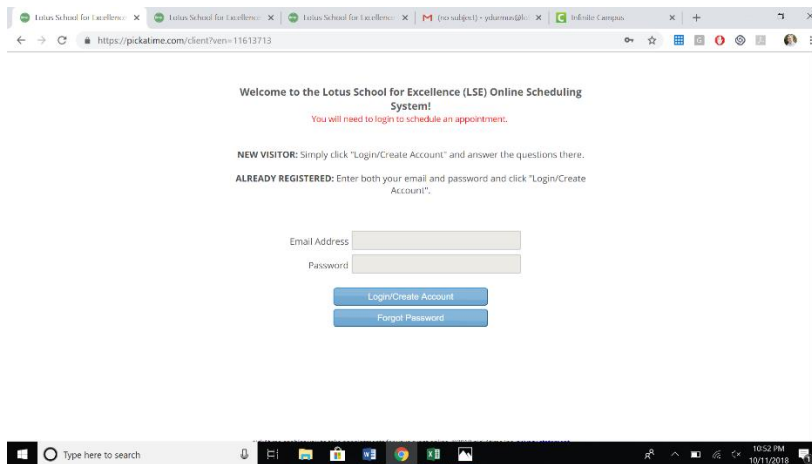


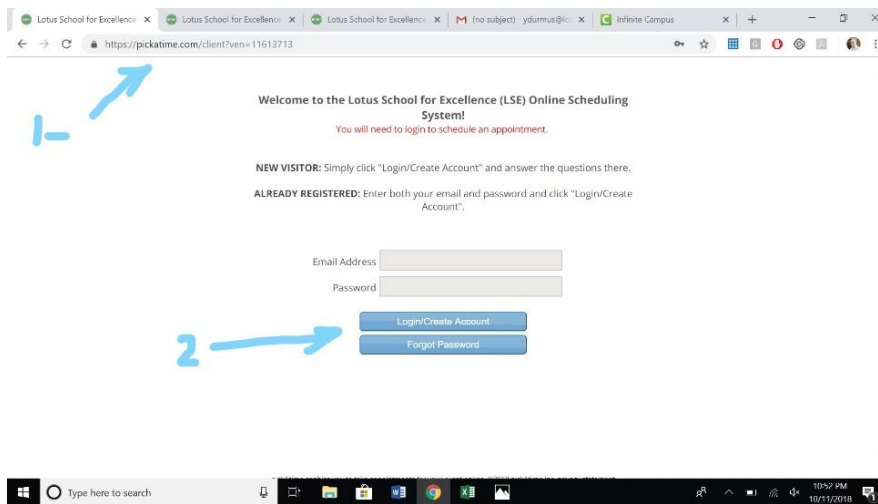
**Step 1-** Please visit the scheduling website at: <https://pickatime.com/client?ven=11613713>

Thursday, March 14, 2019 04:00 PM – 07:00 PM

Friday, March 15, 2019 08:00 AM – 11:00 AM

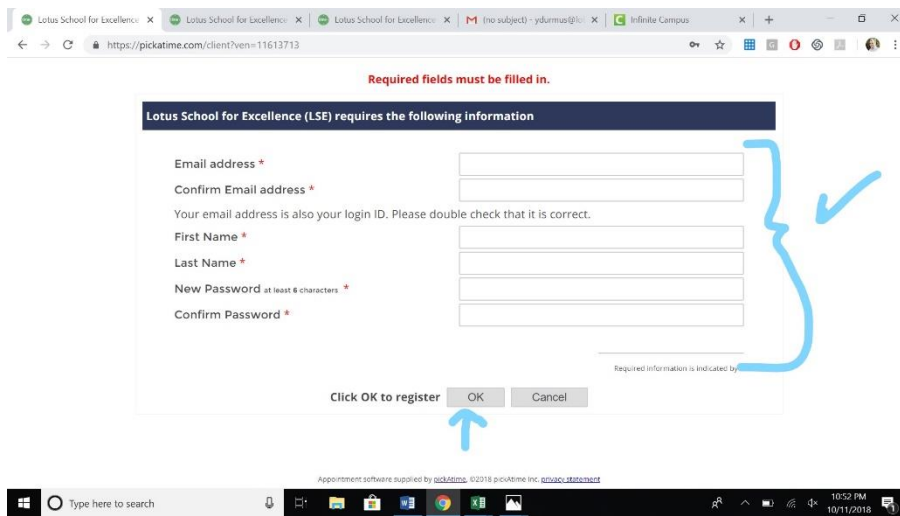


**Step 2-** Click on Login/Create Account (leave the “e-mail address” and “password” field blank)

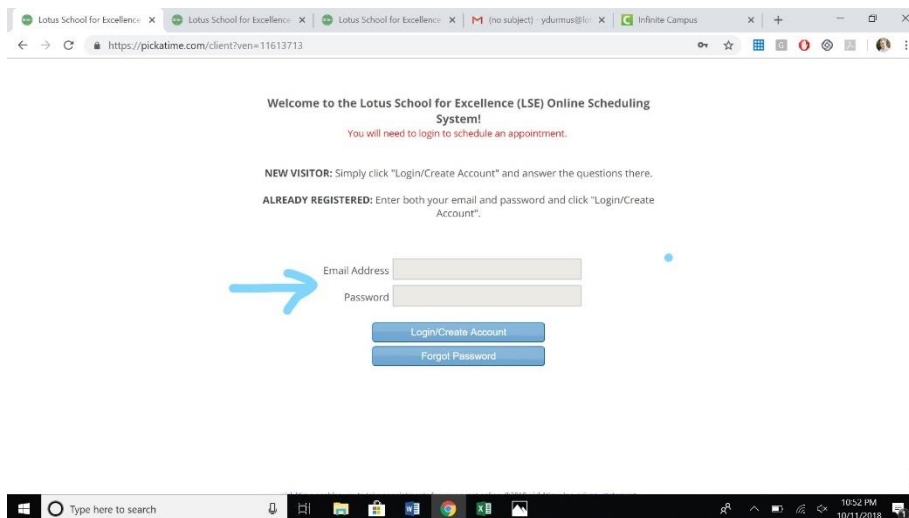


**Step 3-** Please complete all the required fields.

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

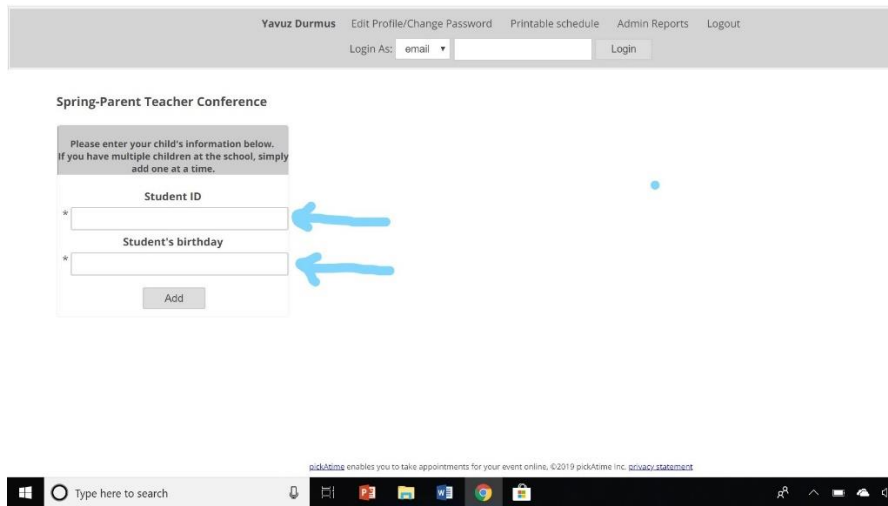


**Step 4-** Go back to the log in page at <https://pickatime.com/client?ven=11613713> and re-enter your user information that you just created, and then click on *login*.

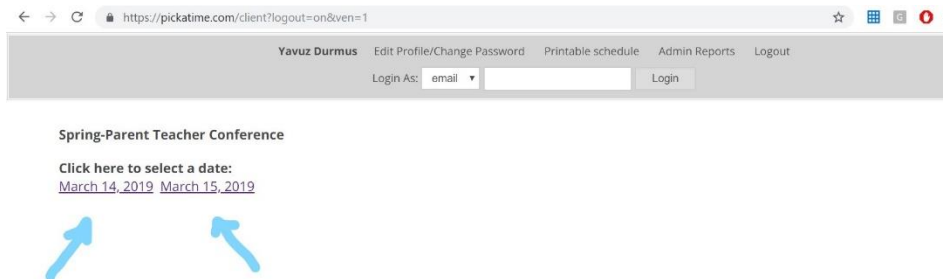


**Step 5-**

- Enter the student's ID Number
- Enter the student's Birth Date
- Click the *Add* button



**Step 6-** Now you will select which of the two dates you would like to schedule an appointment.



**Step 7-** You will notice your child's name and teachers' names that will be color coded, along with available slots for appointments.

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

Lotus School for Excellence x Lotus School for Excellence x Lotus School for Excellence x (no subject) - ydurmus@l... 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 [redacted]

- 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				
4:40 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

Appointment software supplied by pickATime. ©2018 pickATime Inc. [privacy statement](#)

Type here to search

11:00 PM 10/11/2018

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

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

https://pickatime.com/client?slot=64586460&ven=11613713&event=328744&service=0&classSlotID=64492819&studentID=25615397

You are scheduling an appointment with [redacted] at 04:10 PM on October 18, 2018 for the Fall Parent-Teacher Conference October 18 event.

Create Appointment Return

pickATime enables you to take appointments for your event online. ©2018 pickATime Inc. [privacy statement](#)

Type here to search

10:38 PM 10/11/2018

**Step 9-** If you have more than one student, please enter the other Student's ID number and date of birth, and follow steps 6, 7 and 8

The screenshot shows a web browser window with the URL <https://pickatime.com/client?ven=11613713>. The page is titled "SELECT EVENT" and shows the event "Fall Parent-Teacher Conference October 18 10/18/2018 LSE Classrooms". The date "October 18, 2018" is displayed. A legend on the left lists teachers: Demir, Osman - 226 (blue), Goode, Matthew - 235 (green), Romagnoli, Oscar - GYM (purple), Shearer, Samuel - 209 (orange), and Svoboda, William - 233 (yellow). A calendar grid shows time slots from 4:00 PM to 6:50 PM. A form on the right asks for "Student ID" and "Student's birthday" with an "Add" button. Blue arrows point to these fields.

For assistance, please contact Mr. Durmus at 303-360-0052 ext. 106 or e-mail him at: [ydurmus@lotusschool.org](mailto:ydurmus@lotusschool.org).