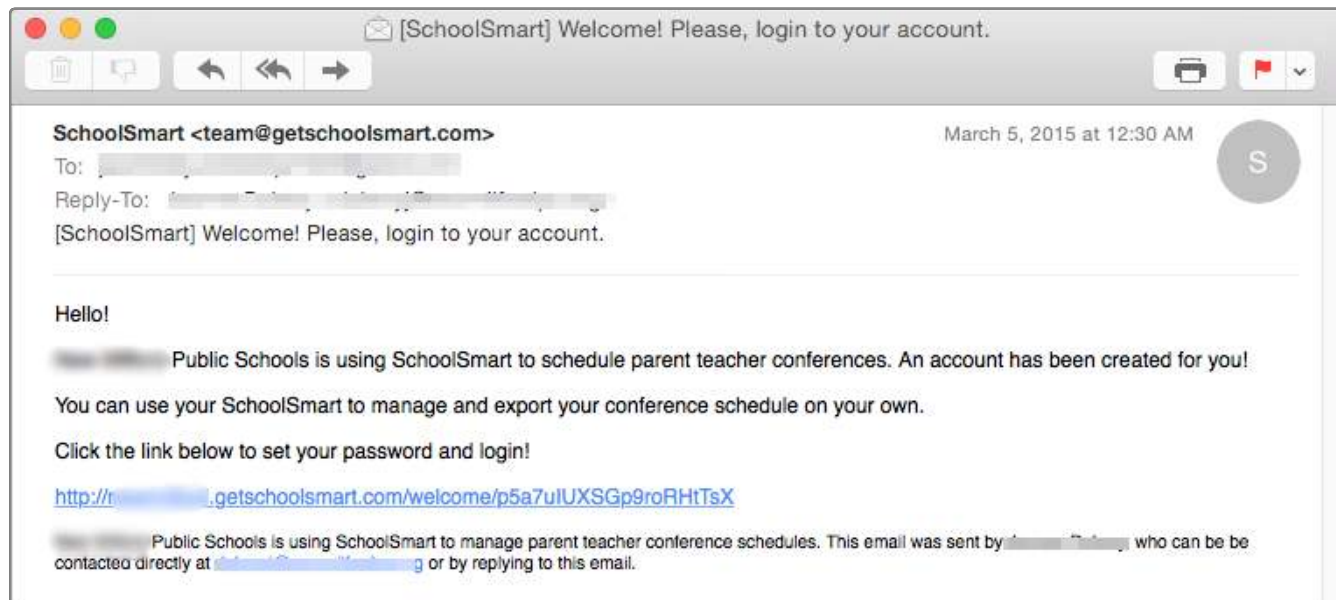


# GetSchoolSmart.com

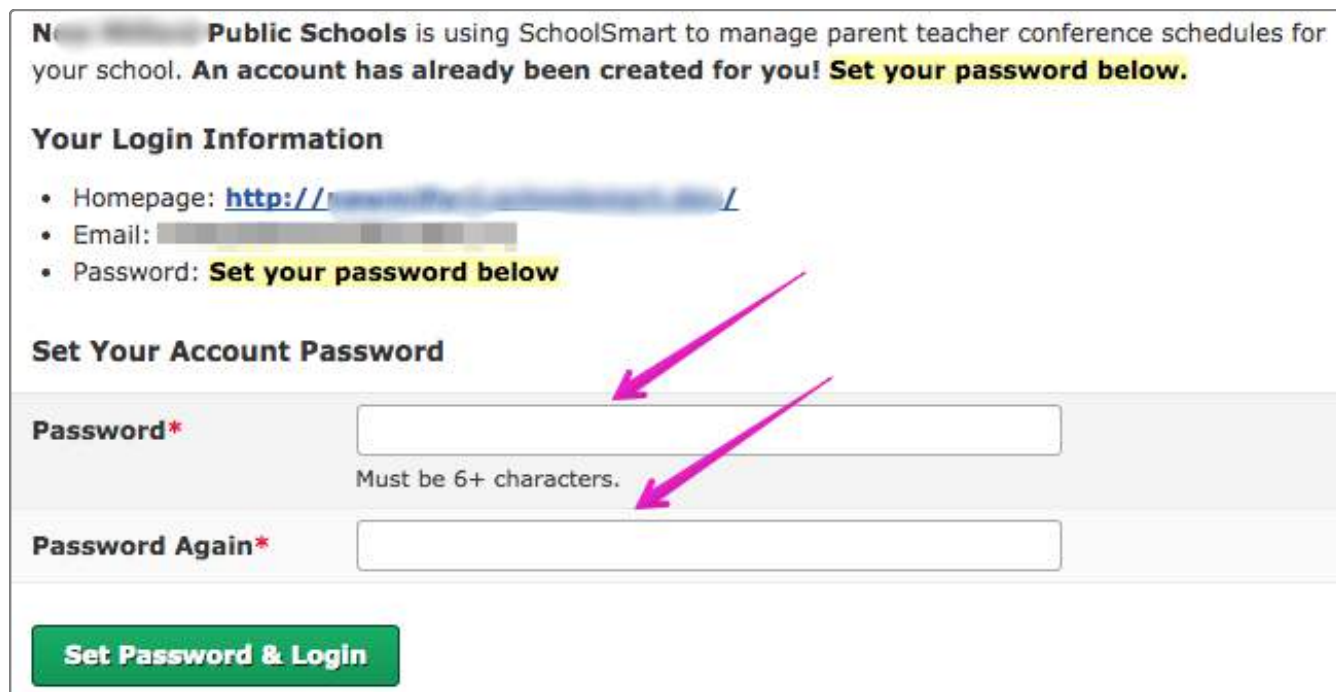
## A Basic How-To Guide For Staff

### Your First Time Here

If you received an email from SchoolSmart welcoming you to the site, an account has already been set up for you.



Click the link in that email to set your account password.



You are now logged in. You will be taken to your SchoolSmart profile where you may change your contact information.

To login again in the future, use the email address you received the welcome email at along with

this password.

## Blocking Slots

If you need to schedule a break or know you will need more time with a parent who has reserved a conference slot, you can prevent specific slots from being reserved by blocking them.

Monday <a href="#">Edit</a>		Mon, March 30	
Unpublish this Day   Make Private   Get Link		<b>CUSTOMER</b>	<b>PUBLISHED</b> <b>PUBLIC</b> <b>HIDDEN</b>
When	Where	Availability	
6:30 PM - 6:40 PM	1320	Available	<a href="#">Actions</a>
6:40 PM - 6:50 PM	1320	Available	<a href="#">Actions</a>
6:50 PM - 7:00 PM	1320	Available	<a href="#">Block</a> <a href="#">Delete</a>
7:00 PM - 7:10 PM	1320	Available	

## Annotations

A blocked slot can have an annotation applied. Annotated slots will appear in the schedule view and exports.

6:10 PM - 6:30 PM	23	<b>Ben S</b>	<a href="#">Actions</a>
6:30 PM - 6:50 PM	23	Blocked	<a href="#">Unblock</a> <a href="#">Annotation</a> <a href="#">Delete</a>
<p>Reserved for Mrs. P. She has no internet connection to make a reservation for herself.</p> <p><a href="#">Save</a></p>			
6:50 PM - 7:10 PM	23	Available	<a href="#">Actions</a>

This is typically used to reserve a slot for a parent who is unable to do so on their own.

## Canceling Reservations

In the event you need to cancel a conference reserved by a parent, click the **Cancel** button for that conference. The parent will receive an email notifying them of the cancelation.

6:50 PM - 7:00 PM	1320	Blocked	Actions
7:00 PM - 7:10 PM	1320	Ben S	Comments (0) Cancel
7:10 PM - 7:20 PM	1320	Available	Actions
7:20 PM - 7:30 PM	1320	Available	Actions

### Comments

A private comment thread is available on every conference slot. You, the parent the conference is for, and administrators can see this comment thread.

6:50 PM - 7:00 PM	1320	Blocked	Actions
7:00 PM - 7:10 PM	1320	Ben S	Actions
<p>Hello Mrs. S -</p> <p>Please remember to bring Ben's last assignment with you to the conference.</p> <p>Sat, March 7, 12:50 PM <span>Delete</span></p> <p>Your comment here...</p> <p>James M. Sat, March 7, 12:51 PM <span>Save</span></p>			
7:10 PM - 7:20 PM	1320	Available	Actions

You and the parent will be notified of new comments.

### Contacting Parents

You can email all of your students' parents in bulk using the bulk email tool.


[Account](#) | [Logout](#)

Published Days (1)	Days In Progress	Historical Days
<a href="#">View Your Schedule (1)</a>	<a href="#">Send Message to Parents</a>	

Paste a list of email addresses in *(one email address per line or comma-delimited)*.

## Notify Parents of Your Conference Schedule

Compose your email and click **Send Message** to send a bulk email to parents.

### Email Addresses\*

beth.s...@example.com, pa...@example.com,  
tammy...@example.com, ma...@example.com,  
nan...@example.com

Type or paste a list of addresses.

Tokens can be inserted into the email to help you point parents directly at your schedule. The tokens will be replaced with URLs when the email is sent.

**Message\***

Hello!

You can view the conferences for next Monday here:

`{{day:798ykUHsZXBj9Arr}}`

---

Email: [redacted]

URL: `{{user:aLLsxZ6gL9UHQe64tEzM}}`

**Send Message**

Token	Description
<code>URL for All Days</code>	A direct URL to all of your published, active conference days
<code>URL for "Monday"</code>	A direct URL to this conference day

Click **Send** to deliver the email.

## Viewing and Exporting Your Schedule

While logged into your SchoolSmart account, click the **View Your Schedule** link at the top of any page.

 **SchoolSmart** [Account](#) | [Logout](#)

<b>Published Days (4)</b>	Days In Progress	Historical Days (4)
<a href="#">View Your Schedule (4)</a>	<a href="#">Send Message to Parents</a>	

This will display a concise list of your upcoming, reserved conferences.

**Thursday Evening** 📅 Thu, March 19

6:10 PM - 6:30 PM in 23 for **Ben S** with **Parent O**

**Monday** 📅 Mon, March 23

1:50 PM - 2:10 PM in 23 for **Paul S** with **Parent O**

2:50 PM - 3:10 PM in 23 for **Abigail P** with **Richard P**

**Tuesday** 📅 Tue, March 24

1:50 PM - 2:10 PM in 23 for **Thomas P** with **Richard P**

This page is designed to work well on your phone or tablet, so you can take your schedule with you when you go to the school.

Blocked, annotated slots are also visible.

**Thursday Evening** 📅 Thu, March 19

6:10 PM - 6:30 PM in 23 for **Ben S** with **Parent O**

6:30 PM - 6:50 PM ! with annotation: Reserved for Mrs. P. She has no internet connection to make a reservation herself.

At the top of the page are links to export your schedule in a variety of formats.



[Account](#) | [Logout](#)

[Manage Your Schedule](#)

[Export as: text, pdf, or csv](#)

**Other Notes**

- You will receive email notifications of your reservations and cancellations.
- If you provide your cell phone # in your profile, SchoolSmart can send you SMS notifications for cancellations occurring within 2 hours of their start time.