Directions for Teachers to view their Conference Schedule

- Go to the home pickAtime page (www.pickatime.com)
- Select the Client Login button, and log in with your email address and password. You will then be asked to create a password for your account. If you have previously logged into pickAtime and have forgotten your password you can select the “Forgot Password” button and a new one will be emailed to you.
- Once you have logged in, check the circle for Per Event reports. Then you will see a pull-down of event names to the right of Event: Select the event name that refers to conferences (for example, “November 17 2016 Conferences”, this name will vary from school to school).
- There will also be a pull-down to the right of Report: Select Teachers’ Schedule, to view your schedule of appointments.

Each teacher will only have access to his/her own schedule. Administrators can view the entire schedule by following the same procedure.

Here is an example of the reporting page:

You can click on the Email the report button and the report will be emailed to you.

If you receive a message “You do not have access to any resource”, please contact your school administrator and let them know. This means that your email address was not set up with access to your schedule.