

Schedule a meeting time with your guidance counselor

- 1) Browse to <https://pickatime.com/client?ven=11614659&event=348092>
- 2) Click on Login/Create Account



**Welcome to the Bishop Fenwick High School Parent/Teacher/Guidance Counselor Conference Scheduling System!**


You will need to login to schedule an appointment.

**NEW VISITOR:** Simply click "Login/Create Account" and answer the questions there.

**ALREADY REGISTERED:** Enter both your email and password and click "Login/Create Account".

Email Address

Password



- 3) Fill out all the information on the next screen and hit OK. Note: Please use your school email account.

**Required fields must be filled in.**

**Bishop Fenwick High School requires the following information**

Email address \*

Confirm Email address \*

Your email address is also your login ID. Please double check that it is correct.

First Name \*

Last Name \*

Password at least 6 characters \*

Confirm Password \*

Required information is indicated by \*

Click OK to register

- 4) On the next screen enter your Student ID and Birthday mm/dd/yyyy and hit add.

### Counselor Meetings

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**

\*

- 5) On the next screen pick a day from the calendar that you would like to meet with your Counselor. Available days are in blue.

### Counselor Meetings

[Click here to select another date:](#)

The calendar shows the month of April 2020. The days of the week are labeled: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. Available days are highlighted in blue: 5, 6, 7, 8, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30. Unavailable days are in white: 1, 2, 3, 4, 9, 10, 11, 12.

- 6) Next, pick a time that you would like to have a Zoom meeting with your counselor. The time should NOT interfere with your class schedule.

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
- McLaughlin, Mary Lou, Zoom - McLaughlin

Apr 2020  
Fri 17

- 9:00 AM
- 9:15 AM
- 9:30 AM
- 9:45 AM
- 10:00 AM
- 10:15 AM
- 10:30 AM
- 10:45 AM
- 11:00 AM
- 11:15 AM
- 11:30 AM

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**

\*

- 7) On the next screen click the Create Appointment button to schedule your appointment

You are scheduling an appointment with **McLaughlin, Mary Lou** at **10:00 AM on April 17, 2020** for the **Counselor Meetings** event.

Add this appointment to your calendar

 [Create Appointment](#) [Return](#)

- 8) Your appointment is now scheduled. You can print a confirmation or have it emailed to you by clicking the email schedule button.

### **Appointment confirmed for April 17, 2020.**

Appointment for **Counselor Meetings**

#### Appointment Details

Date: **April 17, 2020**

Time: **10:15 AM**

Duration: **15**

Event: **Counselor Meetings**

Resource: **McLaughlin, Mary Lou**

Room: **Zoom**

 [Print](#)

[Email Schedule](#)

[Return](#)

- 9) Your Guidance counselor will reach out to you directly with a Zoom link. Please check your email regularly.