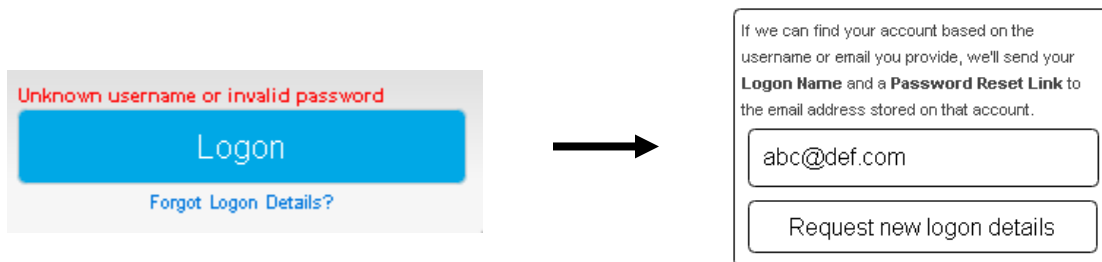


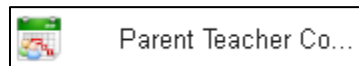
# Detailed instructions for booking conferences via the Parent Portal

1. Log on to the [Parent Portal](#) on the [FIS website](#) using the login details that have been sent to you. In case you have forgotten your password, fill in your logon name which is usually your email address, fill in any password and click on “Logon”. Now you have the “Forgot Logon Details” option and you can request a new password.



Alternatively, you could also contact [schoolbase@the-fis.de](mailto:schoolbase@the-fis.de) when you have problems logging in.

2. Once logged-in, click on the PTC icon:



3. Click on “Appt Req’d” if you would like to schedule a meeting with a teacher. Select a time slot from “ApptTime”.

## Parent Teacher Conferences

Evening	Venue	Date	Start	End
EY/ES PTC	FIS, Marie-Curie-Str. 2, 91052 Erlangen	10/11/2015	08:30	17:00

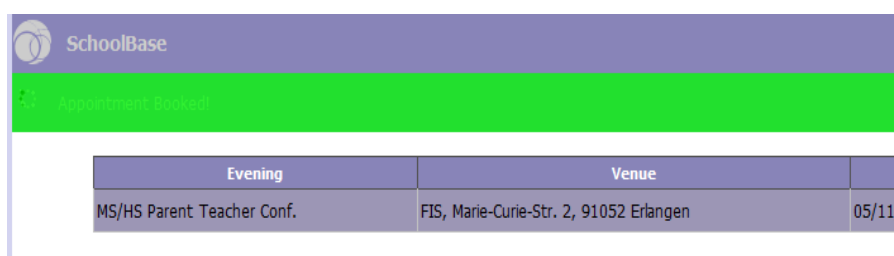
or

Evening	Venue	Date	Start	End
MS/HS PTC	FIS, Marie-Curie-Str. 2, 91052 Erlangen	11/11/2015	08:30	17:00

# Detailed instructions for booking conferences via the Parent Portal

Teacher	Subject	Appt Req'd	Appt Time
Mrs Michelle Ang	Counselor	<input checked="" type="checkbox"/>	09:00
Ms Mila Fischer	Physical Education	<input type="checkbox"/>	
Ms Nina Kaiser	German	<input type="checkbox"/>	
Ms Connie Panagakis	Music	<input type="checkbox"/>	
Dr. Andrea La Rose	Extended Essay	<input checked="" type="checkbox"/>	09:10
Mr Ian Armstrong	Biology	<input type="checkbox"/>	
Dr. Christian Hoffmann-Pickenhahn	Theory of Knowledge	<input type="checkbox"/>	
Ms Tammie Gilbert	English	<input type="checkbox"/>	
Mr Oliver Hartwright	Adv	<input checked="" type="checkbox"/>	09:20
Mr Harry Lock	Geography	<input type="checkbox"/>	
Mr J Heaney	Geography	<input type="checkbox"/>	
Mr S Yaprak	Mathematics	<input type="checkbox"/>	

The system saves your input after each selection of a time slot and a green bar will show up at the top of the page for 2 seconds. You can simply 'leave' the Parent Portal, once you have finished booking and all appointments come up in the overview.



- The school will check all bookings after the conference manager has closed and might have to modify some appointments. **You will get an email with your final appointment schedule (example given below) after the schedule has been closed.** This schedule will also show room numbers.

In FIS, Marie-Curie-Str. 2, 91052 Erlangen at 8:30AM			
Appointments for :			
Tutor: CaRi; SaTu			
10:50	Mr Sayer	Mathematics	253
11:00	Mr Landmann	Theory of Knowledge	253
11:10	Mr Armstrong	Biology	259

Please print only the confirmed schedule and bring it with you on the conference day.

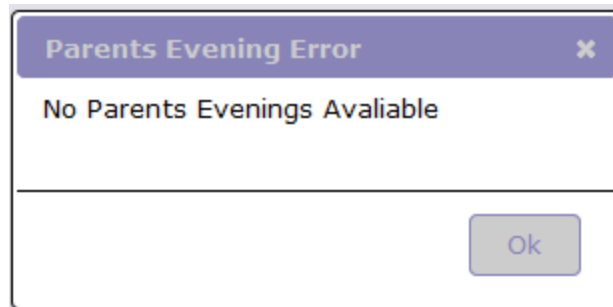
# Detailed instructions for booking conferences via the Parent Portal

**Please note:** For all MS/HS teachers and EY/ES specialist teachers:

Please only block one 10 minute slot for each teacher per child even if the teacher comes up twice in your overview. This rule applies to teachers who might teach your child in two different subjects or also function as your child's advisor in addition to being their subject teacher. Double bookings with a teacher will not be accepted in order to give as many parents as possible the opportunity to meet with teachers.

What to do if ...

1. The symbol for the parent teacher conference is not there?  
The booking has been switched off temporarily. Please try again in a couple of minutes.
2. I get this error message?



The booking hasn't been opened yet. Please try again once the official sign-up period has opened.

In case you have any specific questions or issues regarding Parent Teacher Conferences, please contact us at [ptc@the-fis.de](mailto:ptc@the-fis.de).