Heloise Lorimer School Conference Manager

We are pleased to be using School Soft Conference Manager to schedule 3 way conferences. The Conference format will be 2 nights Oct. 25th & 26th 4:30-7:30PM. You will have an opportunity to sign up for these starting on Wednesday October 11th at 6:00PM. Conference bookings are on a first come - first serve basis, therefore we recommend you sign up early. You will need to pre-register for School Soft Conference manager if you do not already have an account. These conferences will be held at the School.

Step 1–Pre-Register at https://lorimer.schoolsoft.com anytime. *The sooner the better.*

You can set up a Parent Account by following the link above. Click the REGISTER NOW button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. **YOU DO NOT NEED TO REGISTER IF YOU ALREADY HAVE AN ACCOUNT FOR HELOISE LORIMER.**

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding appointments@schoolsoft.com to your address book.

Please Note: If you have an account at another RVS School you will need to register an account for Heloise Lorimer – it does not automatically transfer over.

You must complete Step 1 before moving on to Step 2.

Step 2–Conference Manager Opens to Parents–6:00 PM Wed. October 11th

You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to <https://lorimer.schoolsoft.com>.

Step 3 – Book your 3 way conference (1 time slot per family)- Select the teacher with whom you want to book interviews; all grades will have a 10minute time slot.

After booking your appointments, you can print off your schedule. You will also receive an email containing the teacher’s name, time and location of the conference. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments. You have the option of submitting comments or questions to the teacher as part of the booking process.

Important Dates:

Anytime – Pre-Registration begins

October 11th – Start scheduling your interviews at 6:00pm

October 24th – Conference Manager - Closes at 10:00pm

October 25th – 4:30-7:30pm Parent/Teacher/Student (3 way conferences)

October 26th – 4:30-7:30pm Parent/Teacher/ Student (3 way conferences)

October 27th – 9:00am – 11:00am KINDERGARTEN ONLY

If you have any questions or need assistance, please feel free to contact

the school. 403-945-4135. We are unable to book appointments for parents.