

Teachers - you will receive a link to your conference page from your school's secretary as well as update emails directly from PTC Fast (like the one below). If you need to input "breaks" into your schedule, use the "Manage this Conference" link at the bottom of the email, and you will be taken to your live site (like you can see here on p.2 below)

From: PTCFast.com [<mailto:do-not-reply@ptcfast.com>]
Sent: Friday, March 16, 2018 12:39 AM
To: Clark Griswold <clarkgriswold@mooreschools.com>
Subject: PTCFast.com Signup Report for Griswold, Clark

Dear PTCFast.com User,

Below is the current schedule and list of signups for Griswold, Clark.

Mar 15, 2018, Block 1

03/15/18 4:30 PM -- Eddie, Cousin (parent: Edna; email: aunt_edna@yahoo.com)
03/15/18 4:45 PM -- -----
03/15/18 5:00 PM -- -----
03/15/18 5:15 PM -- Shirley, Frank (parent: Cortney; email: cortney@yahoo.com; phone: 4055556196)
03/15/18 5:30 PM -- -----
03/15/18 5:45 PM -- -----
03/15/18 6:00 PM -- -----

Mar 16, 2018, Block 1

03/16/18 8:00 AM -- -----
03/16/18 8:15 AM -- Sutton, Emily (parent: Mr. Sutton; email: weathergirl@yahoo.com; phone: 4055550730)
03/16/18 8:30 AM -- Gates, Bill (parent: Jennifer; email: BG@gmail.com; phone: 4055550333)
03/16/18 8:45 AM -- -----
03/16/18 9:00 AM -- -----
03/16/18 9:15 AM -- -----
03/16/18 9:30 AM -- -----
03/16/18 9:45 AM -- -----
03/16/18 10:00 AM -- -----
03/16/18 10:15 AM -- -----
03/16/18 10:30 AM -- Break ()

If you wish to make changes or print other reports, click on [Manage this Conference](#). (Note: you use this link to access your conference -- you do NOT login from the Login page.)

Thank you for using PTCFast.com.

PTCFast.Com - Conference Scheduler

Time Blocks

Emails

Reports/Deadlines

Logout

[Help/FAQ](#)
[Questions or Suggestions?](#)

Status

Time Blocks

Time Blocks

Oct 16, 2018
4:30 PM - 7:00
PM
15 minutes
5 Appts

Oct 18, 2018
8:00 AM -
11:15 AM
15 minutes
4 Appts

Emails

Selected

Reports/Deadlines

Selections made

Your Time Block(s) are listed below. Click on any of the links to change or add information.

- [Tips on setting up Time Blocks](#)

Tuesday, October 16, 2018 15 minute appointments		Thursday, October 18, 2018 15 minute appointments	
4:30 PM	unfilled <input type="checkbox"/> break	8:00 AM	unfilled
4:45 PM	unfilled	8:15 AM	unfilled
5:00 PM	unfilled <input type="checkbox"/> break	8:30 AM	nguyen
5:15 PM	unfilled <input type="checkbox"/> break	8:45 AM	unfilled <input type="checkbox"/> break
5:30 PM	Nguyen	9:00 AM	unfilled <input type="checkbox"/> break
5:45 PM	unfilled <input type="checkbox"/> break	9:15 AM	Williams
6:00 PM	Smith,	9:30 AM	unfilled <input type="checkbox"/> break
6:15 PM	McFarland	9:45 AM	unfilled <input type="checkbox"/> break
6:30 PM	Nguyen	10:00 AM	unfilled <input type="checkbox"/> break
6:45 PM	<input checked="" type="checkbox"/> break	10:15 AM	unfilled <input type="checkbox"/> break
		10:30 AM	unfilled <input type="checkbox"/> break
		10:45 AM	<input checked="" type="checkbox"/> break
		11:00 AM	<input checked="" type="checkbox"/> break

Note: parent and student data will be kept for 14 days after the last day of a conference.

Time Blocks Tips

What is a Time Block?

This refers to a sequence of appointments on a given day that run continuously between a start time (that you specify) and a finish time (that you also specify).

I need to insert breaks in my schedule (e.g., lunch break from 12:00 to 1:00).

There are two ways to do this:

You can create appointments with a student name of "break" or "lunch". In this example, if time slots are 20 minutes, you would create a student appt named "lunch" at 12:00, 12:20, and 12:40. Parents will not see the word "break" or "lunch", they will just see that the time is taken.

If I have created a block and change my mind, what do I do?

Click on Delete Block, which you will see above each time block.