


Click on this link to sign up for a conference:

https://www.ptcfast.com/schools/Blue_River_Elementary_2

The link will take you to the following page for you to fill out:



Blue River Elementary Stilwell, KS Conference Scheduler

[Return to the list of conferences](#)

Sign up for

In PTFast, you first register with name and contact information. We then create a registration and send you a confirmation email with a link to choose your appointment time. You can also add and change both registrations and appointments. ([Learn about Our Privacy Policy.](#))

Student's first name

Student's last name
 -- enter whatever best identifies the student to the teacher.

Your name
 -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Your email address
 -- where should we send your confirmation information?

Confirm email address

Phone
 --optional

-- Press here to begin signup process

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Fill out the above information and hit submit. Once you submit, you will receive the following message:

Blue River Elementary

Stilwell, KS

Conference Scheduler



Sign up Laura S S for

Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.

Note: Email sometimes does not get delivered immediately, please allow up to 15 minutes. You might also check your Spam folder.

You will receive the following email to the address you put into the previous page.

Stroud, Laura

From: PTCFast.com <do-not-reply@ptcfast.com>
Sent: Friday, September 10, 2021 9:05 AM
To: Stroud, Laura
Subject: Select Date/Time for Teacher Conference Now

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Dear Laura,

Thank you for registering for your parent-teacher conference. Please click on the link below to complete the process and pick your specific date and time:

School: Blue River Elementary - Stilwell, KS
Conference: Mr. Prater's Conferences
Student Name: Laura S S
Date/Time: *Not selected*
PTCFast sign-in link: [EQY025399716](#)

[Click here to select conference time.](#)

The deadline for registering is end of day 3 days before first conference day .

(Note: at this link you can also edit, add and delete other appointments)

If for any reason you have a problem with the link above, you may click on www.ptcfast.com/parentaccess.php, and enter this code: EQY025399716

Looking forward to seeing you at conferences!

Thank you,

Mr. Prater

**** Please check your SPAM folder if you do not receive the email within 30 minutes of submitting the information.**

Click the link in your email that states “Click here to select conference time”. The link will take you to the following screen:

For Istroud@bluevalleyk12.org

**Blue River Elementary
Mr. Prater's Conferences
B6
Laura S S**

Laura S S
Mr. Prater's Conferences
Tue, Sep 28 at 5:30 PM

[Register another conference at Blue River Elementary for Laura S S](#)

[Add a different student at Blue River Elementary](#)

[Display/Print Schedule](#)

To register appointments for another school, please follow the instructions provided by that school.

Edit Name

Booked: Tue, Sep 28 at 5:30 PM
Remove appointment

Tue, Sep 28 (30 min appts)

<input type="checkbox"/>	4:00 PM	Available
<input type="checkbox"/>	4:30 PM	Available
<input type="checkbox"/>	5:00 PM	Available
<input checked="" type="checkbox"/>	5:30 PM	Laura S S
<input type="checkbox"/>	6:30 PM	Available
<input type="checkbox"/>	7:00 PM	Available
<input type="checkbox"/>	7:30 PM	Available

Wed, Sep 29 (30 min appts)

<input type="checkbox"/>	4:00 PM	Available
<input type="checkbox"/>	4:30 PM	Available
<input type="checkbox"/>	5:00 PM	Available
<input type="checkbox"/>	5:30 PM	Available
<input type="checkbox"/>	6:30 PM	Available
<input type="checkbox"/>	7:00 PM	Available
<input type="checkbox"/>	7:30 PM	Available

Thu, Sep 30 (30 min appts)

<input type="checkbox"/>	8:30 AM	Available
<input type="checkbox"/>	9:00 AM	Available
<input type="checkbox"/>	9:30 AM	Available
<input type="checkbox"/>	10:00 AM	Available
<input type="checkbox"/>	10:30 AM	Available
<input type="checkbox"/>	11:00 AM	Available
<input type="checkbox"/>	11:30 AM	Available
<input type="checkbox"/>	12:30 PM	Available
<input type="checkbox"/>	1:00 PM	Available
<input type="checkbox"/>	1:30 PM	Available
<input type="checkbox"/>	2:00 PM	Available
<input type="checkbox"/>	2:30 PM	Available

Pick the time you want for your conference from those times available. Once you see the blue check mark by the time you want and your child's name listed after it, click the “confirm and exit” button at the bottom of the screen.

You should receive a confirmation email that looks like the following:

Stroud, Laura

From: PTCFast.com <do-not-reply@ptcfast.com>
Sent: Friday, September 10, 2021 9:08 AM
To: Stroud, Laura
Subject: Appointment Confirmation for Your Meeting

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender.

Dear Laura,

This is to confirm that you are signed up for the appointment(s) listed below.

School: Blue River Elementary -
Conference: Mr. Prater's Conferences
Student Name: Laura S S
Date/Time: Tue, Sep 28 at 5:30 PM (30 minutes)
Location: B6
PTCFast sign-in link: [EQY025399716](#)

If you need to change your date or time, click on the PTCFast sign-in link above.

Looking forward to seeing you at conferences!

Thank you,

Mr. Prater

Let us know if you have any questions or issues. We are able to manually add you to a conference if you are having difficulties.