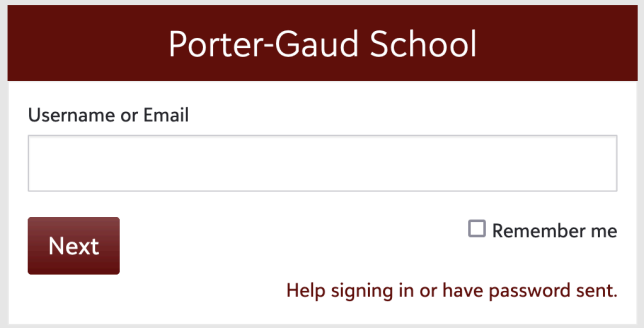
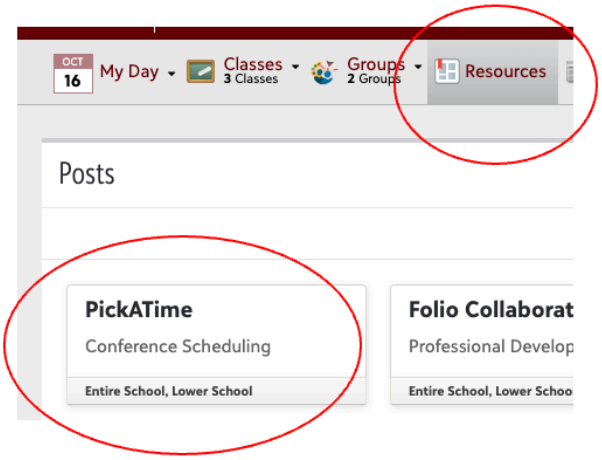
Parent/Guardian-Teacher Conference Sign Up Instructions

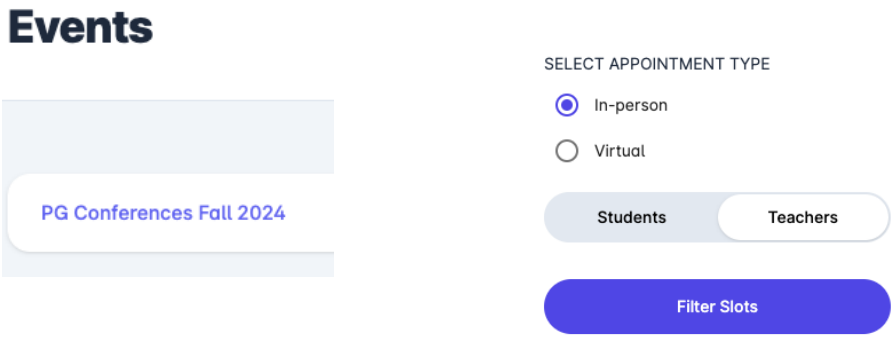
PickATime is a web-based application that Porter-Gaud is using to schedule parent/guardian-teacher conferences. The application allows parents and guardians to schedule appointments that meet their schedules, print appointments, and receive email reminders. If you need assistance, please email helpdesk@portergaud.edu. Below are the instructions on how to log in and use PickATime.

Log into MyPG, click on Resources, and find PickATime(Conference Scheduling).

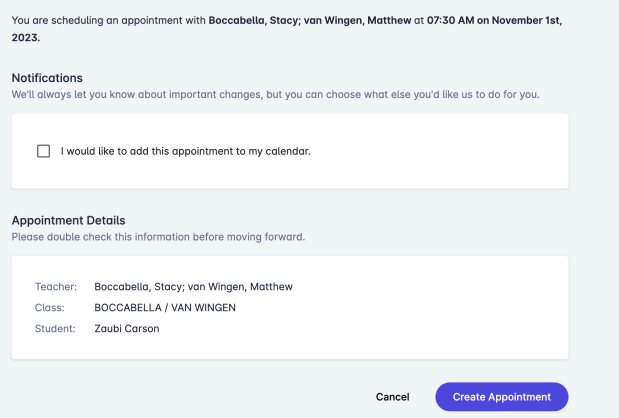


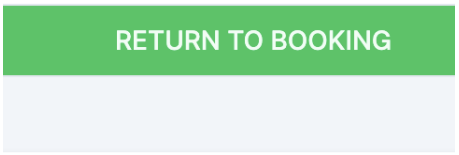


Next, select the event titled PG Conference days Spring 2026. Then, select your child(ren) and press Next Step. Lower School teachers are scheduling 20-minute time slots with no breaks. The Middle and Upper School teachers are scheduling 15-minute time slots with five-minute breaks. Select the teachers or student appointment type. Please know that only the Upper School is offering virtual options. You will see their availability and time slots on the right.

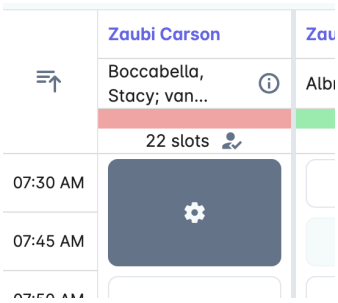


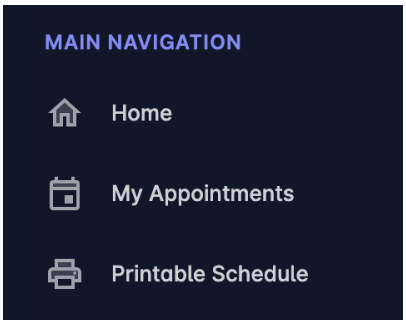
After clicking on the appointment time, it will ask you to confirm the appointment. Click Create Appointment and Return to Booking to schedule more appointments.





You will now see that the time slot you selected is scheduled for you and unavailable. At any point, you can view your current appointments and print a copy from the navigation on the left. Please note that your appointments will also be automatically emailed to you.





You can cancel or reschedule your appointments up to 48 hours before the conference time. Please email helpdesk@portergaud.edu or call 843-402-4700 if you run into issues or have questions.