Parent Teacher Interviews

Online Booking Process

Book early as appointments fill up quickly. If there are no appointments left for the teacher you wish to meet, please contact that teacher by email to arrange an appointment for another day and time.

Directions for Parents/Guardians
Use this link to access Stelly's appointments on pickAtime:
https://pickatime.com/stellys-interviews/April_28_2022

Register (new users)
1. Enter your email address and push "**Login/Create Account**".
2. Fill in the required fields and register.

Sign In (already registered)
Once you are registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

Identify Student
You will be asked **two times** to enter your child's **usual first and last name**. Do not put any spaces between names. Include any hyphens, if applicable.

Scheduling
1. Select your meeting choice (In-person, virtual, or phone call)
2. Click on a coloured square to book that time.
   Each coloured square represents an available meeting time. The legend shows you which teacher corresponds to which colour, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at Stelly's, just your child's teachers.)
3. Enter your phone number, regardless of the type of appointment you are selecting.
4. Click **"Create Appointment"**.
5. Repeat the scheduling steps until you have a time with each teacher you'd like to meet.
6. Logout when you are finished.

- At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments.
  There will be links to change the time or cancel the appointment.

If you would like to make an appointment with a teacher with whom your child does not have a class, or for any booking assistance, please contact Stelly's at 250-652-4401.

Stelly's Secondary School

Parent Teacher Interviews

Frequently Asked Questions

How do I create an account on pickAtime?

Enter your email address and press the Login / Create Account button. On the next page you will be able to either register as a new parent in the system or enter in your password if you have already registered. Note that Parent data is deleted at the end of each school year; if you used the pickAtime scheduler in previous school years you will need to register again.

I can't remember my password. How can I sign in?

If you have forgotten your password -- on the Scheduling page, click on the Forgot Password button. You will receive an email shortly with a link where you can reset your password. If you do not receive this email, check your spam or junk email box. Or, you can email support@pickatime.com and request a new password.

I have requested a password be sent to me by e-mail, but the e-mail didn't arrive.

Requests for new passwords are processed immediately. If you do not receive the new password message, please check your spam or junk email box. If you still do not find it, you can email support@pickatime.com and ask for a password reset.

I'm entering in my student information, and I'm getting the message 'not able to find student with the values entered'

Specific to Stelly's: you will be asked two times to enter your child's usual first and last name. Do not put any spaces between names. Include any hyphens, if applicable. If you continue to have trouble, you can phone Stelly's at 250-652-4401 or email stellys@saanichschools.ca or email pickAtime support at support@pickatime.com.

I'm on the pickAtime website. How do I book my appointment from here?

Click on this link to pickAtime: https://pickatime.com/stellys-interviews/April_28_2022. This link is specific to the Stelly's Parent Teacher Interviews and is not accessible from the pickAtime website.

Stelly's Secondary School