

1) From the Talmudical Academy website (www.talmudicalacademy.org) select the “parent resources” tab. Then select the “PTA Signup” link.

2) If this is the first time you are using the system then you should enter your information in the registration form below.

Once you have registered, you can use the same email and password to log into your account to make changes or view your details.

If you do not have an email address please see step 3. If you have one continue on to step 4.

3) If you do not have an email address please type in your “firstname.last name” as your email address. Please note: Your itinerary will not be emailed to you but you can print it from the screen.

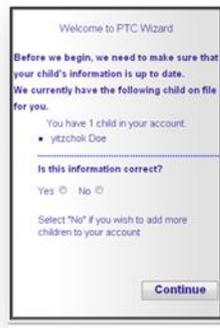
4) You must add at least one child to your account. The system will pre-fill your last name for your child, but you can change the last name for your child if necessary. Then click the “add a child” button.

5) You will then be prompted to confirm that your children settings are correct.

To add another child select no and click continue.

Then proceed to step 6.

If your child's information is accurate, and you are not adding another one, you should select Yes and click Continue. Then proceed to step 7.



6) To add more children:



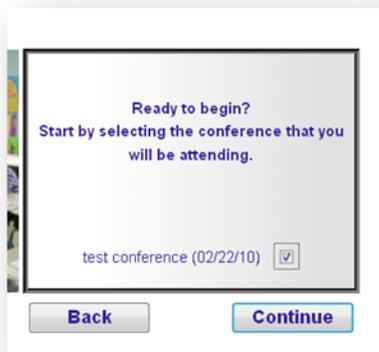
After **each child** is added you will return to step 5 to confirm that your settings are correct.

When you have finished adding your children select the “yes” option in step 5. Then proceed to step 7.

7) Step 1:

After you confirm your child(ren)'s information, you will be brought to step 1 of the wizard.

Step 1 will display a list of available conferences and you should select the conferences you wish to attend and then click Continue.



8) Step 2:

After you confirm the conference you selected, you will see a list of teachers and teams that are available at the conference. Select the teachers and/or teams with whom you wish to make an appointment. **You may select multiple teachers and team.**



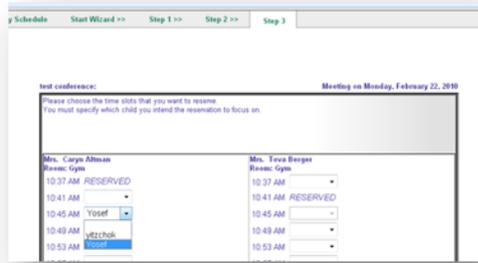
Once you click the Continue button, you will be asked to confirm your choices of teachers/teams. Click the Continue button if you are happy with your selections, or click the Back button to edit them.

9) Step 3:

After you confirm your teacher selections, you will see a side by side schedule with all the teachers/teams you requested.

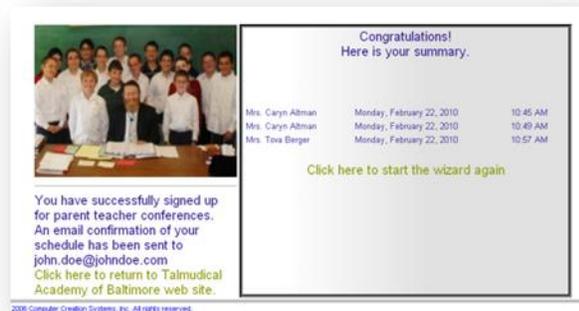
If you have one child in your account then a checkbox will appear next to each available time slot.

If you have more than one child in your account, then a drop down menu will appear next to each available time slot. Either check the times you wish to reserve or specify the child for each time slot you wish to reserve, then click Continue.



10) My Schedule:

You are finished. An email with your schedule is automatically sent. You can always reprint or re-email your schedule by selecting the My Schedule link in the PTC Wizard section. You can also cancel an appointment by checking the Cancel Appointment check box and clicking the Cancel button.



FAQ

I forgot my password – how can I sign in?

If you have already registered but can not remember your password, simply click the link on the sign in page that says “Forgot your password”. Then you can enter your email address into the field that says Email and click the Remind Me button. This will cause an email with your email to get sent to you. Wait a few minutes to see if you have received this email and then use the password to sign into your account.

Can I add more than one child to my account?

Yes, you can add as many children to your account as necessary. To do this, simply click on the My Account link at the top right corner of the page and then click the My Children link in the navigation menu. You will then see a list of your children that you added to your account. There is also a form on the right side of the page where you can add more children.

Why do some time slots say UNAVAILABLE?

The word UNAVAILABLE will appear next to any time slot during which the teacher or team will not be able to accept appointments. This time is either reserved as a break for the teacher, or UNAVAILABLE indicates that the teacher/team has a conflicting appointment on a different team or as an individual teacher.

Why do some time slots say RESERVED?

If you see the word reserved next to a time slot, another parent has already made a reservation with the teacher at that time. Reservations are on a first come, first served basis.

How can I get another copy of my schedule?

You can always get another copy of your schedule by logging into your account, clicking the PTC Wizard link on top and then selecting My Schedule.

You will see two links at the top right of that page. One link will print your schedule and the other will send a copy of your schedule to your email address.