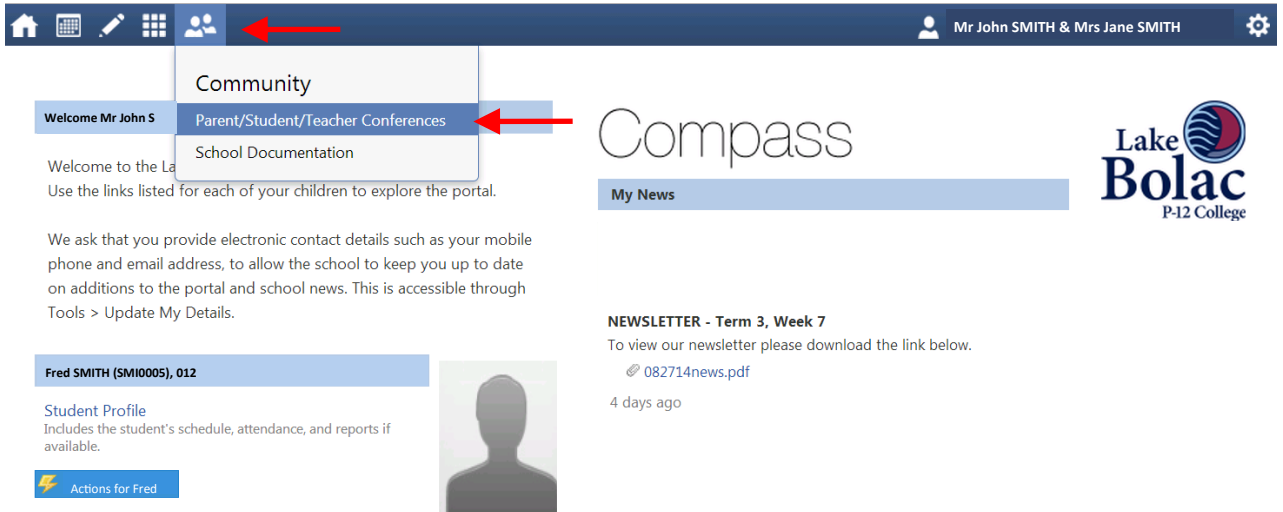
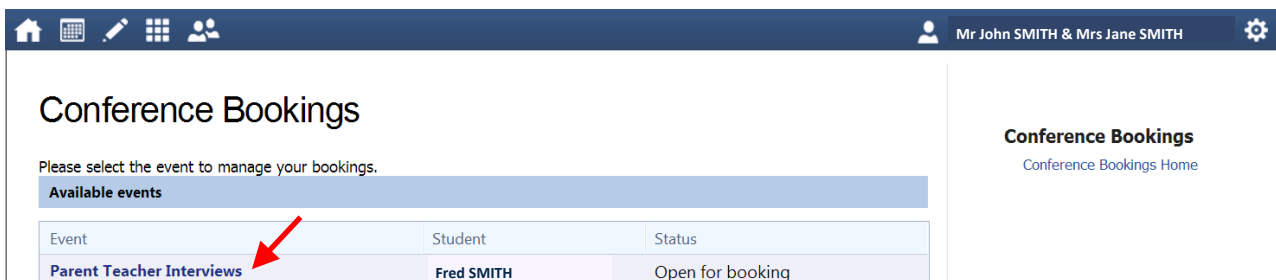


# Individual Learning Plan (ILP) Conference Booking Guide

1. On the Home Screen, click on **Community** at the top of the screen, then click on **Parent/Student/Teacher Conferences**.



2. The Conference Bookings will open and display the bookings that are available. Click on **ILP Conferences** for the child you want to book for.



3. You will now be able to commence booking. To make a booking, click on the time. A dropdown menu will appear with teacher names. Choose the teacher you want to see and your booking will be made. Once the booking is made, the time slot will go from green to orange. To print your booking, click on **Print All Bookings** on the right hand side.

