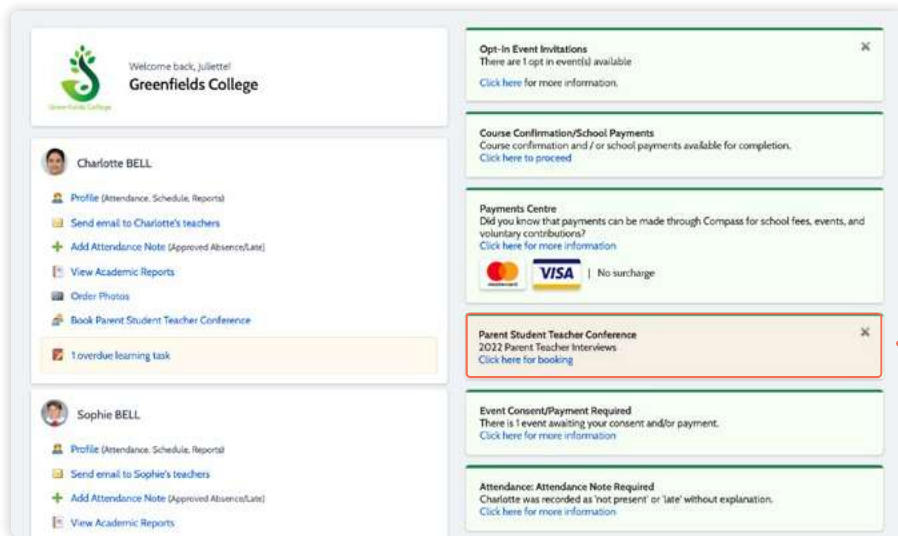
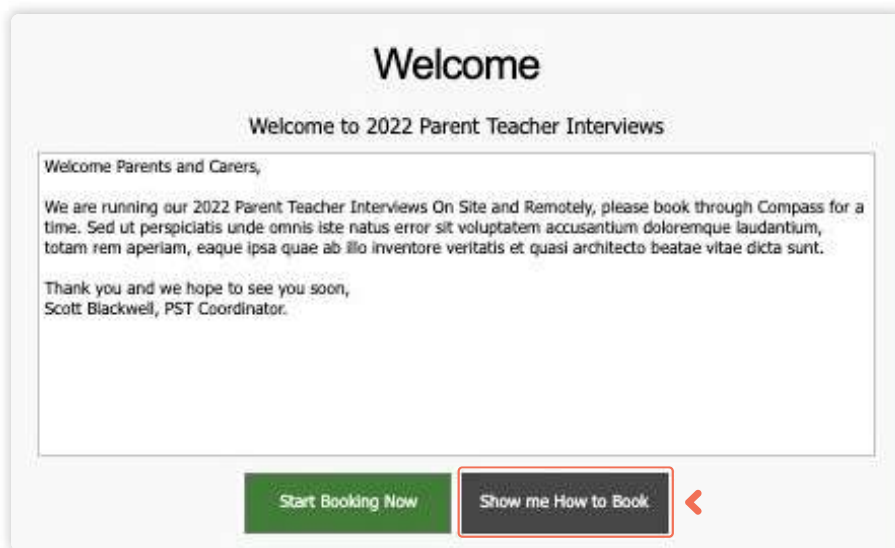


# How To: Book a Teacher Conference



When a parent teacher conference cycle becomes available, an alert will appear on your dashboard prompting you to make a booking.

[Click the alert.](#)



This will take you to the conference cycle and you will see the [Welcome message](#) from the school that will include details about the conference.

Click the ['Show me how to book'](#) option for guided instructions on how to secure your conference booking.