



ST. BONIFACE DIOCESAN HIGH SCHOOL

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St. Boniface Diocesan High School Conference Manager

The process for booking interviews is broken into the following steps:

Step 1 – Pre-Register at <https://stboniface-man.schoolsoft.com> (**DO NOT** include “www” in the url)

You can set up a Parent Account by following the link above. Click the REGISTER NOW button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future.

Please note that in order to enhance functionality and security, the Conference Manager requires you to use Internet Explorer 7 (or above), Firefox 3 (or above) or Safari 4 (or above). If you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link. This is a one-time process and only takes a couple of minutes.

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding appointments@schoolsoft.com to your address book.

Step 2 – Conference Manager Opens to Parents – November 25th, 2021 at 7:00 am

You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to <https://stboniface-man.schoolsoft.com>.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Step 3 – Book your Parent-Teacher interviews

Select the teachers with whom you want to book interviews. You will see each teacher’s schedule. After booking your appointments you can print off your schedule. You will also receive an email containing the teacher name, time and location of the conference. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments. You have the option of submitting comments or questions to the teacher as part of the booking process.

We will be using Microsoft Teams as the video conferencing platform. The meeting link will be sent out with your confirmation email and prior to your conference. You will need to click on the link and the Conference Manager will directly link you to the virtual conference on Microsoft Teams. Please ensure you have your volume turned up and that your microphone and video are turned on.

Important Dates:

November 25th – Conference Manager opens at 7:00 am

November 30th – Conference Manager closes at 4:00 pm

December 1st – Virtual Parent-Teacher Conferences (5:00 pm- 8:30 pm)

If you have any questions or need assistance, please feel free to contact the school.