



Balfour Collegiate



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October 1, 2025

Dear Families,

First semester 3-Way Conferences are quickly approaching and will be held on October 23, 2025. We will be using an online booking program to schedule October conferences. The following information has been provided by the software company to help with the online booking process.

Step 1 – Pre-Register at <https://reginapublic.schoolsoft.com> (DO NOT include “www” in the url). This can be done prior to October 13, 2025 when Conference Manager opens for bookings. You can set up a Parent Account by following the link above. Click the parent portal button and you will be redirected to a new page. 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. This is a one-time process and only takes a couple of minutes. If you completed this process previously there is not a need to register again. 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 Families – **October 13th at 8:00am**. 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://reginapublic.schoolsoft.com>. A link can also be found on the school website.

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 3-Way Conference

Select the PAW teacher with whom you want to book conferences. 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 of the conference and a meeting link (if required). 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.

Important Dates:

Anytime – Pre-Registration begins
October 13, 2025 – Conference Manager opens at 8:00am.
October 17, 2025 – Conference Manager closes at 6:00pm.
October 23, 2025 – 3-Way Conferences

Please note that families will be able to choose an in-person or virtual conference at time of booking. It is expected that students will attend regardless of format selected.

If you have any questions or need assistance, please feel free to contact the school at (306) 523-3200.

