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Principal: Darrell Lonsberry

Assistant Principal: Cristy Leonard

## 3-Way Conferences 2025

Tuesday, April 1, 2025 4pm-6:30pm

Thursday, April 3, 2025 4pm-6:30pm

**No phone call or email bookings please – we ask that all appointment bookings be made using this online system.**

### Book Online at Conference Manager

<https://westbrook.schoolsoft.com/login.jsf>

Booking opens on Monday, March 17<sup>th</sup> and will close at 2:30pm, Thursday, April 3<sup>rd</sup>.

**If you have not previously used Conference Manager, you will need to set up an account:**

1. Go to <https://westbrook.schoolsoft.com/login.jsf>
2. Click the REGISTER NOW button
3. Complete the registration form
4. Check your email for the confirmation email
5. Follow the link in the email.

\* You may need to add [appointments@schoolsoft.com](mailto:appointments@schoolsoft.com) to your email address book to prevent it from being blocked. If you have any issues, it is also a good idea to check your spam folders for a confirmation email.

Feel free to email Linda Kowalski ([lkowalski@rockyview.ab.ca](mailto:lkowalski@rockyview.ab.ca)) before March 17<sup>th</sup> if you are having difficulties with the Conference Manager website.