

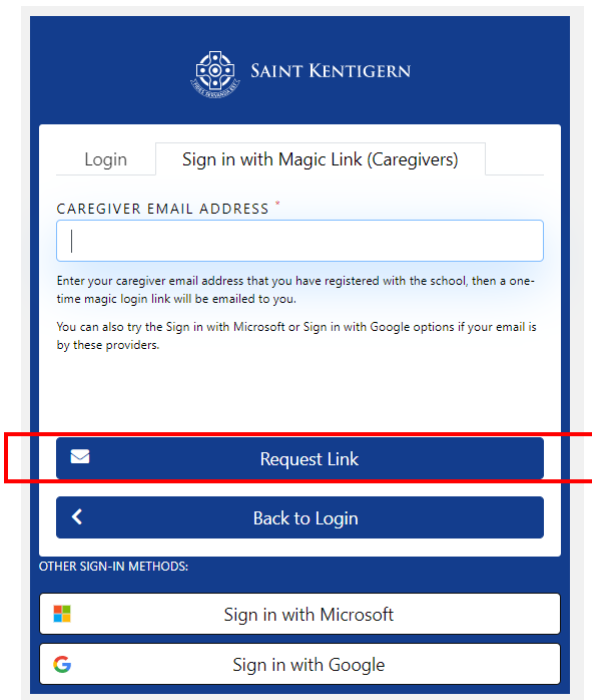
Saint Kentigern College Subject Learning Conferences: Caregiver Login & Booking Instructions

Other Email Providers

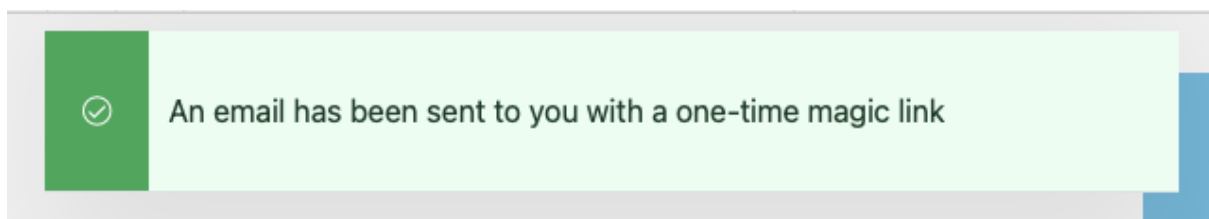
Step One: Sign in with Magic Link (Caregivers) to Request Link.

Your email address that you have registered with the College will be displayed in the caregiver email address box.

1. Click 'Request Link'




Once you have completed this you will see a pop-up which shows an email has been sent



Step Two: Go to your Email Inbox

1. Open email from notifications@saintkentigern.ibdn.co (do not reply to email). Please check your Spam Folder in case your email as redirected this email.
2. Click 'Login'

SchoolBridge Magic Link for Sarah Smith from Saint Kentigern College at 26/05/2022 9:49am



SAINT KENTIGERN


Hi **Sarah Smith**
Here is your one-time magic link. Just click this to login to your dashboard.

[LOGIN](#)

https://login.bridge.school.nz/link/saintkentigern/545918068b644fca70350eb38d045534?_l=57b2b646e504b63134f4895978cb91d9e12adab8ec7aad865f2306d80ab08eee53d7f9ae42d40e0094cfc7308cfe4

If you did not request this, please ignore it and delete this email.
This was requested from the school website at **Thursday, 26th, May, 2022** and is only valid for 72 hours. Yc
Browser: Chrome 101.0.4951.64 (Mac OS X)
IP Address: 114.23.255.6

Saint Kentigern College
SCHOOLBRIDGE by [Inbox Design](#)
F2/81 Girven Road
Mt Maunganui 3116
New Zealand
www.schoolbridge.co.nz



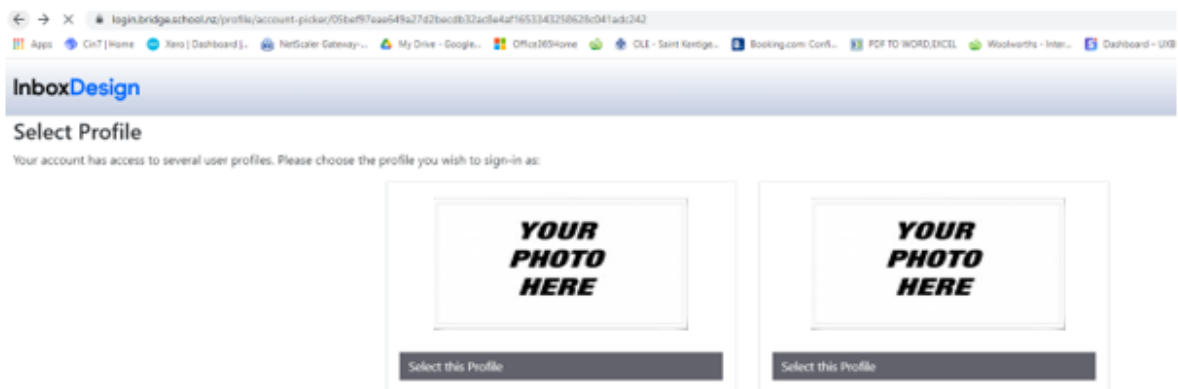
SchoolBridge
by InboxDesign

il may contain information which is confidential and/or subject to legal privilege. If you are not the recipient, please immediately notify the sender and delete the email.

Please Note: The link to login is only valid for 72 hours. After this time, if you wish to login again you will need to request another “Magic Link” via the process above.

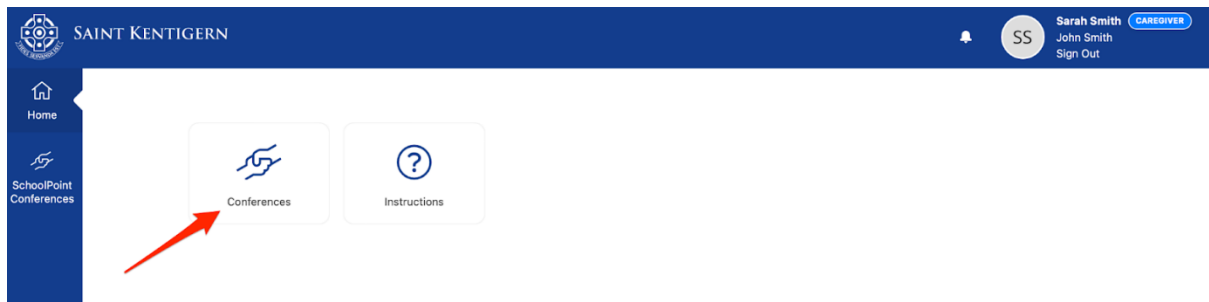
Step Three: Select Your Child Page

- A list of your children will be displayed. Select your child that you wish to book conference time for.
- **Please Note:** You will need to come back to this page to book conference times for your other children if required



Step Four: Book your Conference Times

Click on the 'Conferences' button



- Click on the 'Book Time' button

My Conferences Home

Subject Learning Conferences June 14 - M-Z

Interviews for Year 7 will be in the Elizabeth Macfarlan Centre (EMC) - Year 8 to 10 students will be in the Goodfellow Quad rooms and Macky Quad rooms.

Tuesday 14 June from 1.30 - 6:30pm for parent/caregivers of students with a last name M-Z.

For Years 8 to 10 each interview is 6 minutes long. If you wish to have a longer discussion, please contact the teacher directly to arrange a meeting at a later date. For Year 7 twelve minutes has been allowed for each interview.

Our teachers are only able to accommodate one interview per student. If parents wish to come at separate times, please contact the teacher to arrange a meeting at a later date.

Try to avoid back-to-back bookings so you have time to move between interviews. Learning Conferences are across the campus, whilst Y8-10 rooms are in close proximity you will need to factor time to walk between buildings into your bookings.

You will be provided a Microsoft online link with each booking that we will only need if we can not meet face-to-face due, to any changes to Covid-19 restrictions. We will communicate with you the day before the event to confirm a Physical or online conference - Please assume Physical.

Date: Tuesday, 14th June **Book Time**

- Select an open booking slot for each of the subject teachers that you would like to see.
- Please leave a gap in between your conference bookings as you will need to allow ‘travel time’ to move to your next conference.
- Once you have selected all your conference times click the ‘**Summary**’ button

My Conferences Summary

Please select your appointment time for John Smith.

Our teachers are only able to accommodate one interview per student. If parents wish to come at separate times, please contact the teacher to arrange a meeting at a later date.
Tuesday 14 June from 1.30 - 6:30pm for parent/caregivers of students with a last name M-Z.

It is recommended that you leave spaces between appointments.

Tuesday 14th June

	1:30 pm	1:36 pm	1:42 pm	1:48 pm	1:54 pm	2:00 pm	2:06 pm	2:12 pm	2:18 pm	2:24 pm	2:30 pm	2:36 pm	2:42 pm	2:48 pm
Paul Bennett						Booked								

Step Five: Final Check & Adding Comments to Subject Teacher

On this page you can:

- View all your selected conference times
- Add Notes for the Subject Teacher. This function is helpful if you would like to ask specific questions during your conference. The teacher will be able to see this when you make the booking.
- Make changes to your bookings
- Print your bookings (at the bottom of the page)

My Conferences Home

Subject Learning Conferences June 14 - M-Z

Interviews for Year 7 will be in the Elizabeth Macfarlan Centre (EMC) - Year 8 to 10 students will be in the Goodfellow Quad rooms and Macky Quad rooms.

Tuesday 14 June from 1.30 - 6:30pm for parent/caregivers of students with a last name M-Z.

For Years 8 to 10 each interview is 6 minutes long. If you wish to have a longer discussion, please contact the teacher directly to arrange a meeting at a later date. For Year 7 twelve minutes has been allowed for each interview.

Our teachers are only able to accommodate one interview per student. If parents wish to come at separate times, please contact the teacher to arrange a meeting at a later date.

Try to avoid back-to-back bookings so you have time to move between interviews. Learning Conferences are across the campus, whilst Y8-10 rooms are in close proximity you will need to factor time to walk between buildings into your bookings.

You will be provided a Microsoft online link with each booking that we will only need if we can not meet face-to-face due, to any changes to Covid-19 restrictions. We will communicate with you the day before the event to confirm a Physical or online conference - Please assume Physical.

Your appointment times for John Smith are: Print

2:00pm Tuesday 14th, June <small>Save to your Calendar</small>	Room: 25	PMB Paul Bennett <small>Booked by Sarah Smith (Caregiver)</small>	View Booking Update Cancel
---	----------	--	---

Add an note about your booking:
Add a note about your booking for the school to see...

Save Note

View Your Bookings Print

Step Six: Booking Conference Times for Additional Children

If you have multiple children at Saint Kentigern College, you will need to book in conference times for them as well.

- Go back to the **'Select your Child Page'** You can either go back through your browser by clicking the 'back' button until you reach this. Or you can login again.
- Take note of your current bookings to ensure that you do not double book yourself or don't give yourself enough time to travel to the next booking.