

## PTCFast Guide for Parents

PTCFast.com provides a set of online tools that allow a teacher or a school to set up one or many different parent-teacher conferences.

We define a “**conference**” as the appointment schedule for a single teacher/class. A conference has one or more **Time Blocks**, which can be on one or more days. Each Time Block has one or more Time Slots, each of which would be an appointment.

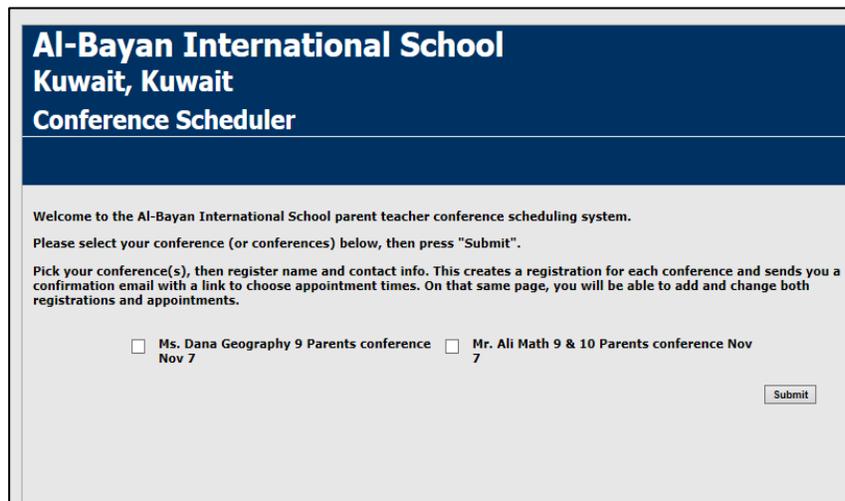
### Parents Login:

Parents receive the access link via email, text message or by sent letter, the access link is:

[https://www.ptcfast.com/schools/Al\\_Bayan\\_International\\_School\\_1](https://www.ptcfast.com/schools/Al_Bayan_International_School_1)

### Parents Registration:

- Open the Internet browser.
- Enter the link:  
[https://www.ptcfast.com/schools/Al\\_Bayan\\_International\\_School\\_1](https://www.ptcfast.com/schools/Al_Bayan_International_School_1)
- Parents will see the available conferences:



**Al-Bayan International School**  
**Kuwait, Kuwait**  
**Conference Scheduler**

Welcome to the Al-Bayan International School parent teacher conference scheduling system.  
Please select your conference (or conferences) below, then press "Submit".

Pick your conference(s), then register name and contact info. This creates a registration for each conference and sends you a confirmation email with a link to choose appointment times. On that same page, you will be able to add and change both registrations and appointments.

Ms. Dana Geography 9 Parents conference Nov 7     Mr. Ali Math 9 & 10 Parents conference Nov 7

- Select one or more conferences and click **“Submit”**.
- If parents selected more than one conference, they will be asked if this is for one student or for more than one student, preferably a parent should register students one by one.

**Al-Bayan International School  
Kuwait, Kuwait  
Conference Scheduler**

[Return to the list of conferences](#)

You have selected 2 conferences.

These are all for one student.  
 These are for more than one student.  
 Return me to the conference list to re-choose my conferences

- Select **“These are all for one student”**.
- Complete the information in **“Sign up Screen”**.
- A confirmation email will be sent to the parent and a screen will show up mentioning that to the parent.

**Student Sign up for**

In PTFast, you first register with name and contact information. We then create a registration and send you a confirmation email with a link to choose your appointment time. You can also add and change both registrations and appointments. ([Learn about Our Privacy Policy.](#))

Student's first name

Student's last name  
 -- enter whatever best identifies the student to the teacher.

Your name  
 -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Your email address  
 -- where should we send your confirmation information?

Confirm email address

Phone  
 --optional

## Student Sign up ali adel for

Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.

Note: Email sometimes does not get delivered immediately, please allow up to 15 minutes. You might also check your Spam folder.

Thank you for registering for your parent-teacher conference. Please click on the link below to complete the process and pick your specific date and time:

**School:** Al-Bayan International School - Kuwait, Kuwait (Free Demo account - limit 5 parents)  
**Conference:** Ms. Dana Geography 9 Parents conference Nov 7  
**Student Name:** ali adel  
**Date/Time:** Not selected  
**Access Link:** [L45014952224](#)

[Click here to select conference time.](#)

The deadline for registering is end of day before each conference day .

(Note: at this link you can also edit, add and delete other appointments)

If for any reason you have a problem with the link above, you may click on [www.ptcfast.com/parentaccess.php](http://www.ptcfast.com/parentaccess.php), and enter this code: L45014952224

Thank you,

- The email contains an access link, parent should click the access link to register the time block of the conference.
- All selected conferences will be shown, select suitable times and click:
  - **Confirm selections and exit Button:** to confirm registration and exit.
  - **Register for additional classes Button:** to confirm registration and register for other classes, which will give you an option to:
    - Register other conferences for **same student**.
    - Register conferences **for another student**.
- When done with registration, click button **“Confirm selections and exit”**.
- Parents will receive a confirmation email with timing for all conferences and an access link for each conference included in the email. Parent can use the access link of each conference to edit or delete the appointment for that conference.

Al-Bayan International School  
Mr. Ali Math 9 & 10 Parents  
conference Nov 7  
Room 12  
For: ali adel  
Wed, Nov 7 (20 min appts)

<input checked="" type="checkbox"/> 12:00 PM	ali adel	<input type="checkbox"/> 12:00 PM	Available
<input type="checkbox"/> 12:30 PM	Available	<input checked="" type="checkbox"/> 12:30 PM	ali adel
<input type="checkbox"/> 1:00 PM	Available	<input type="checkbox"/> 1:00 PM	Available
<input type="checkbox"/> 1:30 PM	Available	<input type="checkbox"/> 1:30 PM	Available
<input type="checkbox"/> 2:00 PM	Available	<input type="checkbox"/> 2:00 PM	Available
<input type="checkbox"/> 2:30 PM	Available	<input type="checkbox"/> 2:30 PM	Available
<input type="checkbox"/> 3:00 PM	Avail		
<input type="checkbox"/> 3:30 PM	Avail		

Register for additional classes

Thu, Nov 8 (20 min appts)

Register another conference at Al-Bayan International School for ali adel

Add a different student at Al-Bayan International School

<input type="checkbox"/> 1:30 PM	Available	<input type="checkbox"/> 1:30 PM	Available
<input type="checkbox"/> 2:00 PM	Available	<input type="checkbox"/> 2:00 PM	Available
<input type="checkbox"/> 2:30 PM	Available	<input type="checkbox"/> 2:30 PM	Available
<input type="checkbox"/> 3:00 PM	Available	<input type="checkbox"/> 3:00 PM	Available
<input type="checkbox"/> 3:30 PM	Available	<input type="checkbox"/> 3:30 PM	Available

Register for Additional Classes Confirm Selections and Exit

This is to confirm that you are signed up for the appointment(s) listed below.

**School:** Al-Bayan International School - Kuwait, Kuwait (Free Demo account - limit 5 parents)

**Conference:** Mr. Ali Math 9 & 10 Parents conference Nov 7

**Student Name:** ali adel

**Date/Time:** Wed, Nov 7 at 12:00 PM (20 minutes)

**Location:** Room 12

**Access Link:** [BWL014952225](#)

**Conference:** Ms. Dana Geography 9 Parents conference Nov 7

**Student Name:** ali adel

**Date/Time:** Wed, Nov 7 at 12:30 PM (20 minutes)

**Location:** Room 11

**Access Link:** [L45014952224](#)

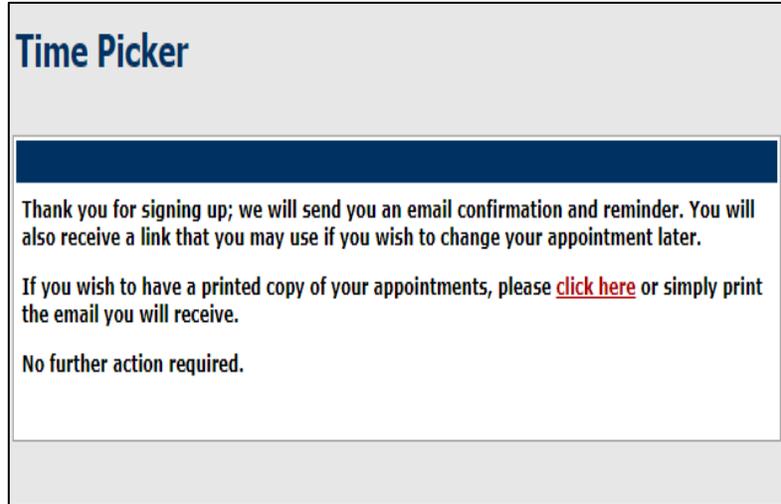
**Conference:** Ms. Dana Geography 9 Parents conference Nov 7

**Student Name:** sami adel

**Date/Time:** Wed, Nov 7 at 1:00 PM (20 minutes)

**Location:** Room 11

A screen will show up enabling parent to print the schedule and mentioning that a confirmation email been sent.



**Registering for a conference is available until a day before the start of the conference.**



**AL-BAYAN**  
INTERNATIONAL SCHOOL  
مدرسة البيان الدولية