



3836 Old Clayburn Road, Abbotsford, BC V3G 2Z5 604.850.7131

[sandyhill.abbyschools.ca](http://sandyhill.abbyschools.ca)

Principal: Cathy Erickson

Vice Principal: Sharon Phillips

Online booking will be open until February 7<sup>th</sup> at 10:00am

**Early Dismissal – February 7<sup>th</sup> and 8<sup>th</sup> at 11:56am**

## School Appointments - Parent Instructions

1. Go to [sandyhill.schoolappointments.com](http://sandyhill.schoolappointments.com)
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments to make your bookings.

