

Instructions for Scheduling Meet-and-Greets with Faculty Advisors

During the weekend, brief 15-minute meetings with faculty advisors will take place on Friday, October 22, from 1:00-3:30pm, and Saturday, October 23, from 9:00am-11:00am. College Advising appointments (class of 2022 families only) will also be scheduled throughout the weekend, these meetings are 20 minutes.

All appointments (faculty advisor and college advisor) will be scheduled using ***pickAtime***, an **online scheduler, which will be live from 12noon ET, Tuesday, October 12, until 12noon ET on Monday, October 18**. After the October 18 deadline, faculty advisors and college advisors *may* accept on-site scheduling. Check their schedule posted at their assigned location on Friday and Saturday.

How to log in to pickAtime:

1. Families that enrolled their student beginning in Fall 2020 or later: Create an account with your email and a password of your choosing.

Families that enrolled their student beginning in Fall 2019 or earlier: Use your log in from 2019's event or enter your email and select "Forgot Password"

2. Once you have logged in, to access the Family Weekend Scheduler, please enter the following information:
 - **Student Deerfield ID**
 - **Student Birthdate**
3. Available times will appear as colored blocks on the scheduler. Click on a block and follow the prompts to schedule your appointment. We suggest a minimum of 15 minutes between each meeting to account for walking distance and appointments running late.

[Schedule Faculty Advisor & College Advisor Meet-and-Greets](#) (link goes live 10/12, 12noon ET)

If you are having trouble logging on to the pickAtime site or scheduling meeting times, please contact Hannah White, Administrative Assistant to the Academic Affairs Office, at hwhite@deerfield.edu or (413) 774-1470, and she will be happy to assist you.