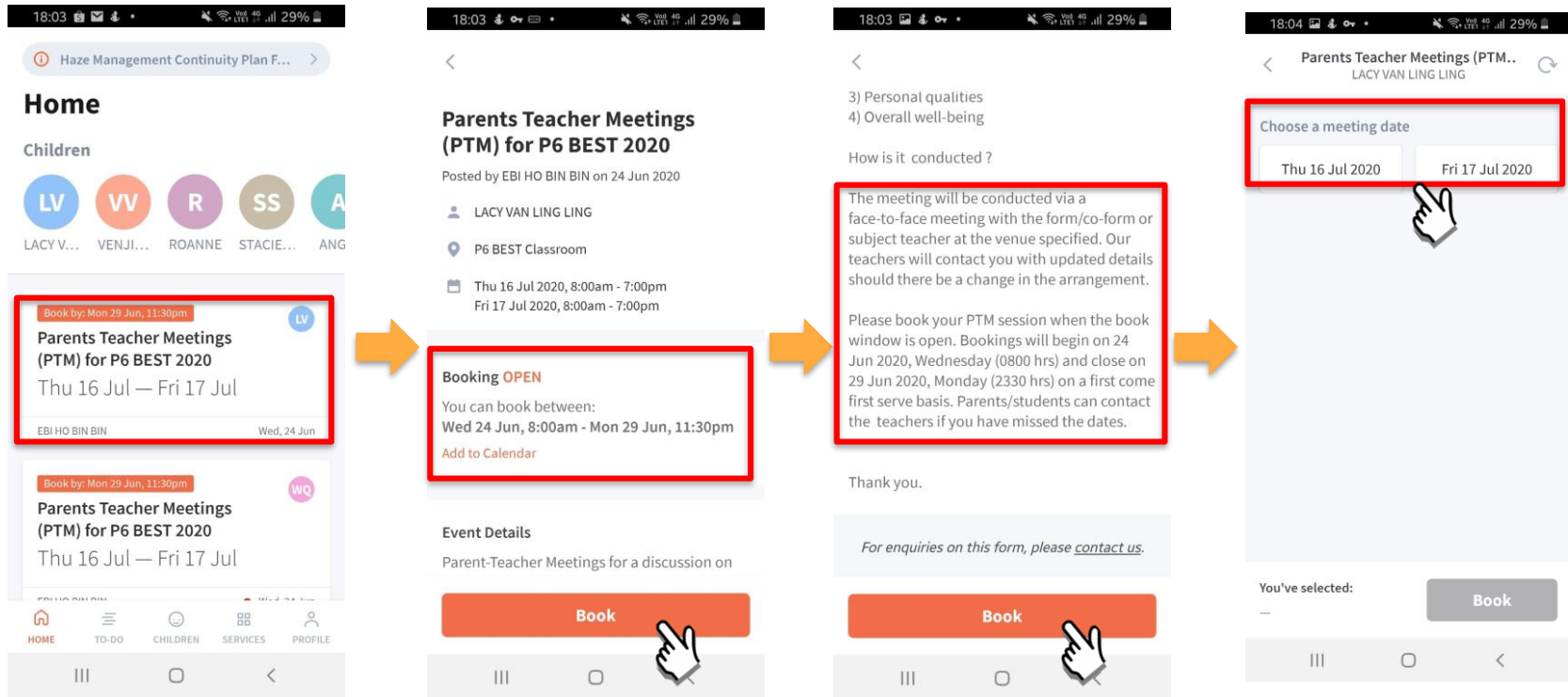# Parents Gateway

A quickstart guide for Parents (Meetings feature on Parents Gateway)

Meetings feature on Parents Gateway App (Booking open)

Meetings feature on PG App (Booking Open)

Please ensure that you have downloaded and installed the latest version of the Parents Gateway App.

Screen 1:
Haze Management Continuity Plan F...

Home

Children

LV — LACY V...
VV — VENJI...
R — ROANNE
SS — STACIE...
A — ANG...

Book by: Mon 29 Jun, 11:30pm   LV
Parents Teacher Meetings (PTM) for P6 BEST 2020
Thu 16 Jul — Fri 17 Jul
EBI HO BIN BIN   Wed, 24 Jun

Book by: Mon 29 Jun, 11:30pm   WQ
Parents Teacher Meetings (PTM) for P6 BEST 2020
Thu 16 Jul — Fri 17 Jul

HOME   TO-DO   CHILDREN   SERVICES   PROFILE

Screen 2:
Parents Teacher Meetings (PTM) for P6 BEST 2020
Posted by EBI HO BIN BIN on 24 Jun 2020

LACY VAN LING LING
P6 BEST Classroom
Thu 16 Jul 2020, 8:00am - 7:00pm
Fri 17 Jul 2020, 8:00am - 7:00pm

Booking OPEN
You can book between:
Wed 24 Jun, 8:00am - Mon 29 Jun, 11:30pm
Add to Calendar

Event Details
Parent-Teacher Meetings for a discussion on

Book

Screen 3:
3) Personal qualities
4) Overall well-being

How is it conducted ?

The meeting will be conducted via a face-to-face meeting with the form/co-form or subject teacher at the venue specified. Our teachers will contact you with updated details should there be a change in the arrangement.

Please book your PTM session when the book window is open. Bookings will begin on 24 Jun 2020, Wednesday (0800 hrs) and close on 29 Jun 2020, Monday (2330 hrs) on a first come first serve basis. Parents/students can contact the teachers if you have missed the dates.

Thank you.

For enquiries on this form, please contact us.

Book

Screen 4:
Parents Teacher Meetings (PTM..
LACY VAN LING LING

Choose a meeting date
Thu 16 Jul 2020   Fri 17 Jul 2020

You've selected:
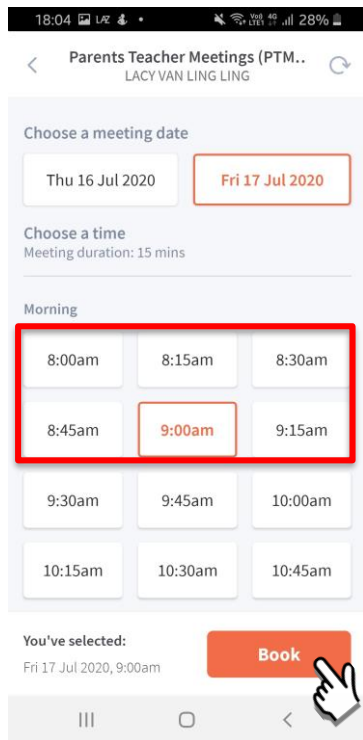—   **Book**

1. Tap on the message to open the meetings feature.

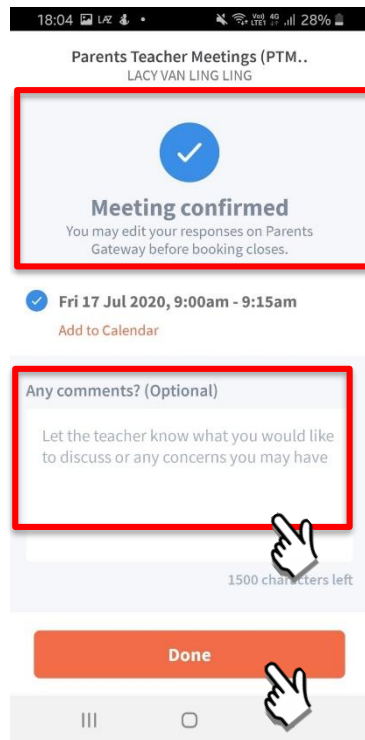2. Booking is open. Tap on BOOK to start.

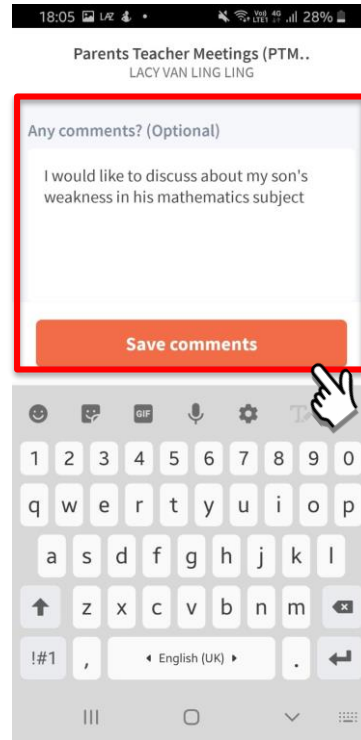3. Tap on BOOK to start.

4. Tap on the date that you are available.

Please ensure that you have downloaded and installed the latest version of the Parents Gateway App.

5.Choose the time. Tap on BOOK.

6. Meeting confirmation. Tap on box to leave **COMMENTS**.

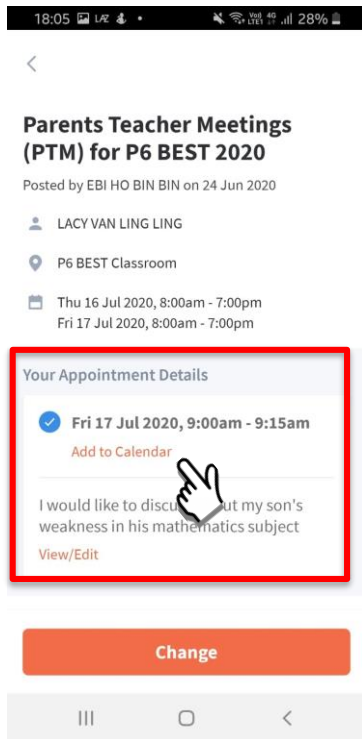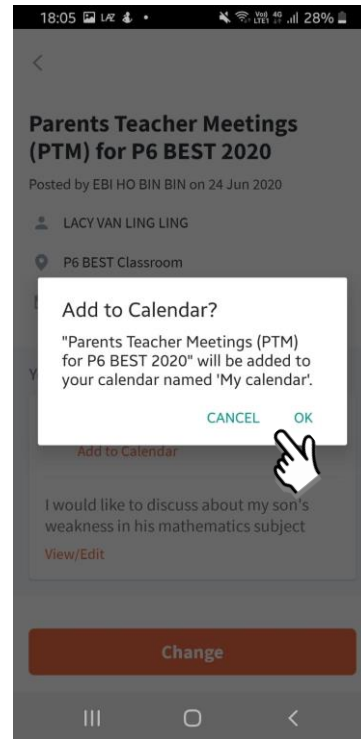7.After saving comments, tap on DONE.

Meetings feature on Parents Gateway App (Add to Calendar)

Meetings feature on PG App (Add to Calendar)

Please ensure that you have downloaded and installed the latest version of the Parents Gateway App.

1. Tap on Add to Calendar

2.Tap on OK or Cancel

Meetings feature on Parents Gateway App (Change Booking)

Meetings feature on PG App (Change Booking)

Please ensure that you have downloaded and installed the latest version of the Parents Gateway App.
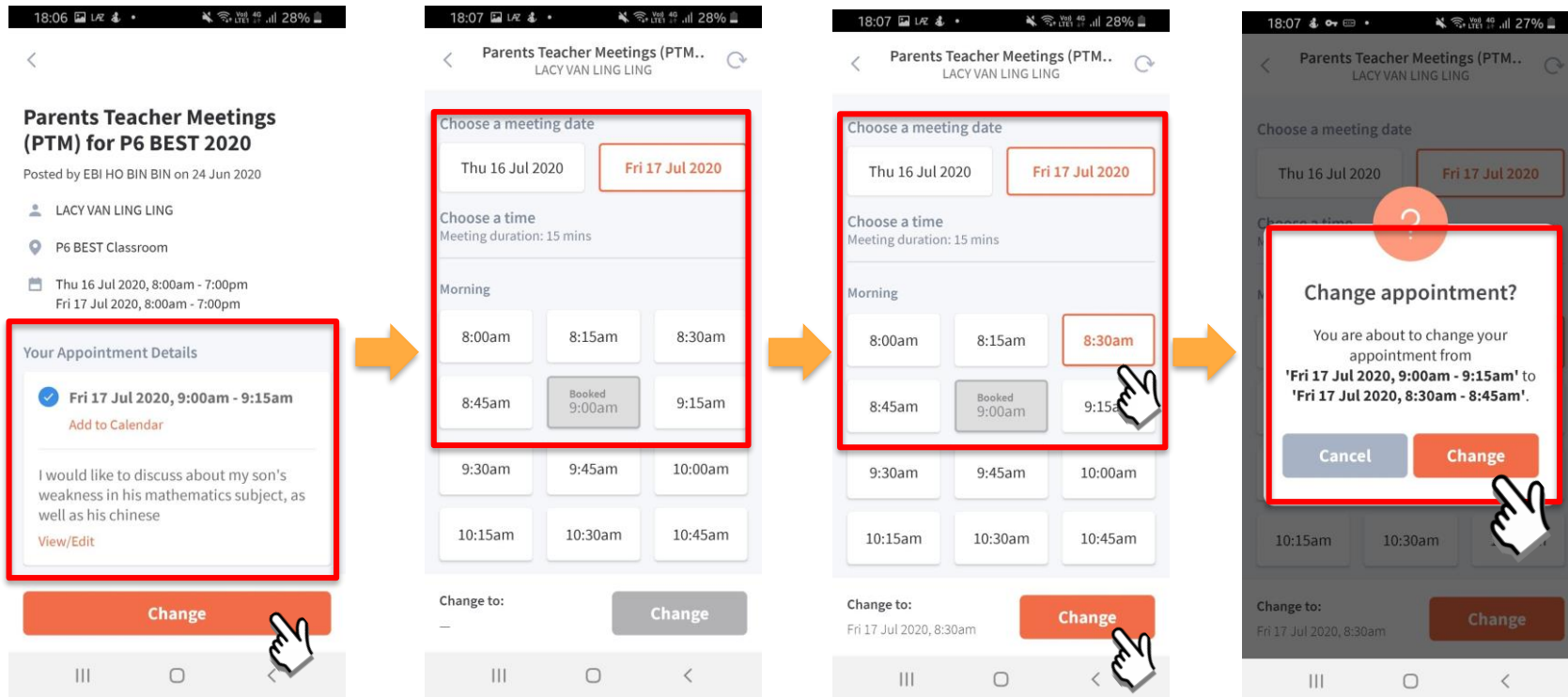
1. Tap on original message & press Change

2. Original booking shown

3. Select new date & time & press Change

4. Press Change to confirm new appointment

Please ensure that you have downloaded and installed the latest version of the Parents Gateway App.
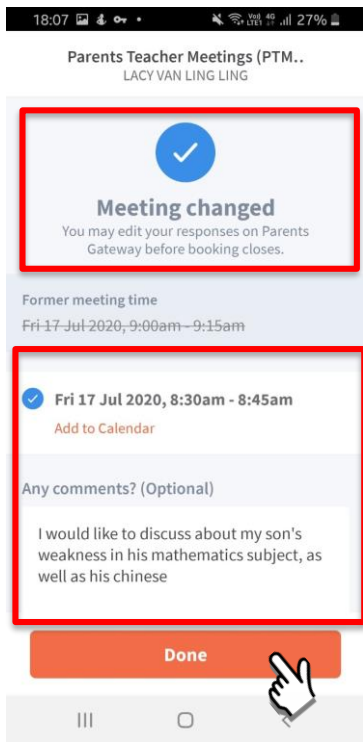
5. Meeting confirmation. Tap on box to leave/update **COMMENTS**.
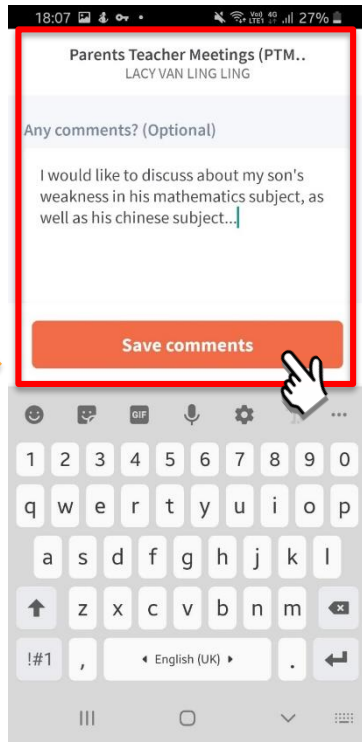
6. Update comments if required.
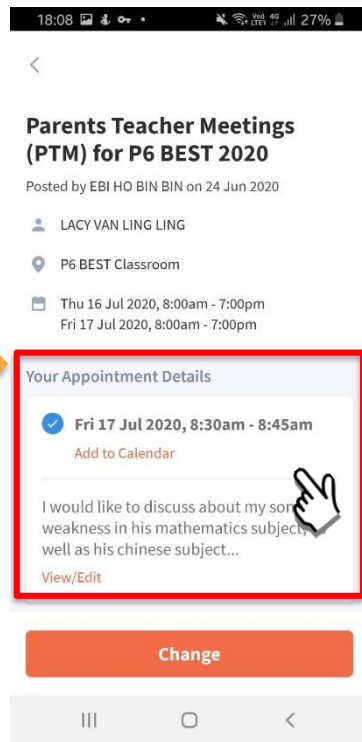
7. Appointment details will be updated.

Meetings feature on Parents Gateway App (Edit Comments)

Meetings feature on PG App (Editing Comments)

Please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.

1. Tap on **COMMENTS** to edit the comments.

2. Tap on comment box.

3. Enter new comments and click **SAVE.**

4. Updated comments will be reflected.

Thank You