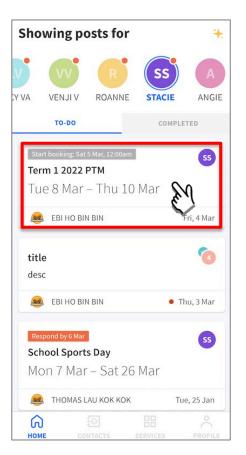
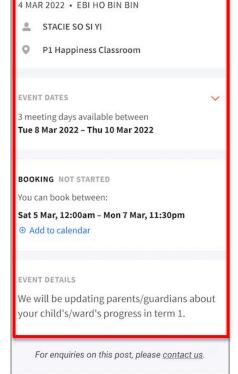
Meetings on Parents Gateway (Booking not started)

Meetings on Parents Gateway (Booking not started)

When there is a meeting scheduled for your child/ward, it will appear in your "TO-DO" tab

To find out more about the meeting, tap on the message





Term 1 2022 PTM

Booking not started

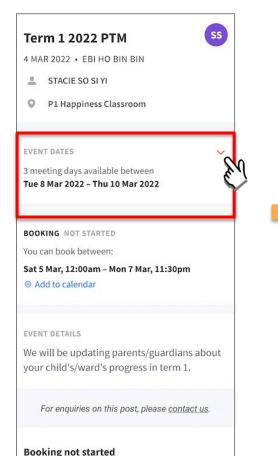
SS

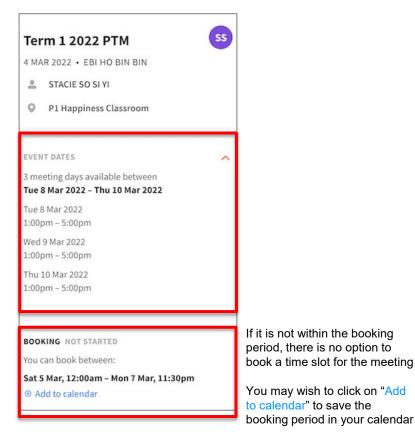
Here, you will find details of the meeting including who you are meeting, the location of the meeting, event dates, booking period and event details To view the exact dates and

click the down-arrow to expand

times of the meeting,

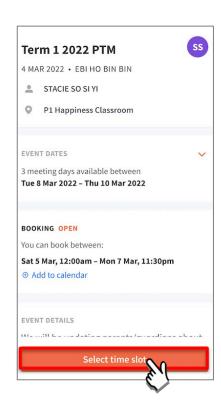
Meetings on Parents Gateway (Booking not started)



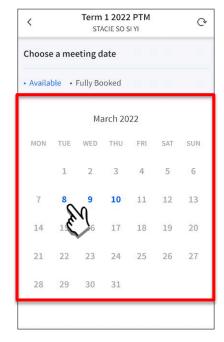


Meetings on Parents Gateway (Booking started)

Meetings on Parents Gateway (Booking started)







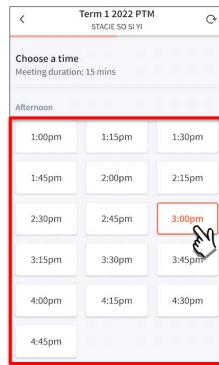
Select date from the calendar view to view the timeslots

Click on Select time slot to select date (if more than one date is available), and time for meeting

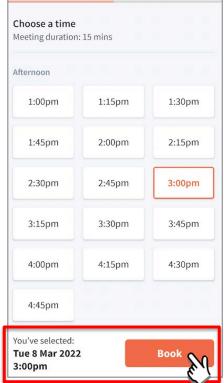
Select a time slot from

the available time slots

Meetings on Parents Gateway (Booking started)







Term 1 2022 PTM

STACIE SO SI YI

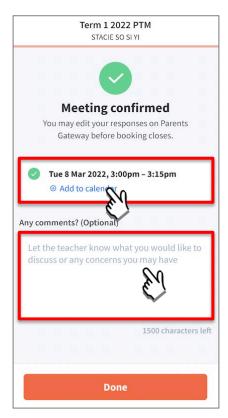
C

If the date and time are correct, click on Book to proceed with booking

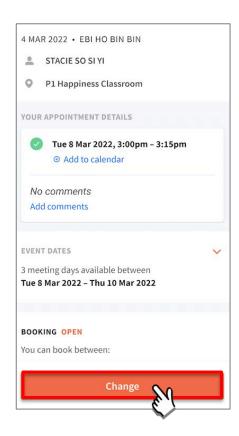
4:45pm

Meetings on Parents Gateway (Booking started)

Meeting has been confirmed. You may wish to click on Add to calendar to save the meeting date and time in your calendar



click on the textbox to leave a comment for the teacher



You may change the date and time of your meeting if it is still within the booking period by clicking on Change

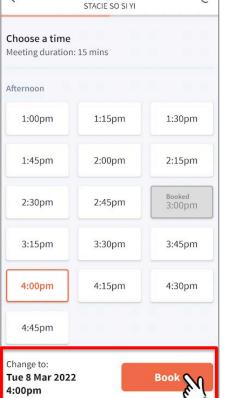
Choose a time Meeting duration: 15 mins Afternoon 1:00pm 1:15pm 1:30pm The original booking 1:45pm 2:00pm 2:15pm Booked Select a time slot from 2:30pm 2:45pm 3:00pm 3:30pm 3:45pm 3:15pm 4:00pm 4:15pm 4:30pm 4:45pm

Term 1 2022 PTM

STACIE SO SI YI

C





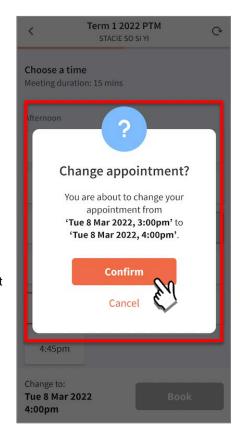
Term 1 2022 PTM

0

If the date and time are correct, click on Book to proceed with booking change

slot is greyed out.

the rest of the available time slots



Term 1 2022 PTM STACIE SO SI YI Meeting changed You may edit your responses on Parents Gateway before booking closes. Former meeting time Tue 8 Mar 2022, 3:00pm - 3:15pm Tue 8 Mar 2022, 4:00pm - 4:15pm Add to calendar Any comments? (Optional) Let the teacher know what you would like to discuss or any concerns you may have Done

Meeting has been changed. You may wish to click on Add to calendar to save the meeting date and time in your calendar

Do remember to remove your original timeslot in your calendar if you have not already done so

Thank you