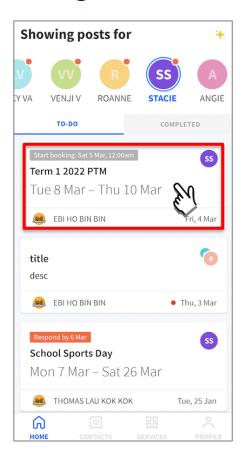
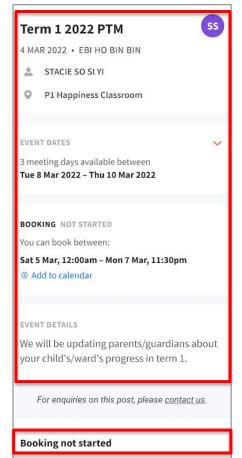
When there is a meeting scheduled for your child/ward, it will appear in your "TO-DO" tab

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



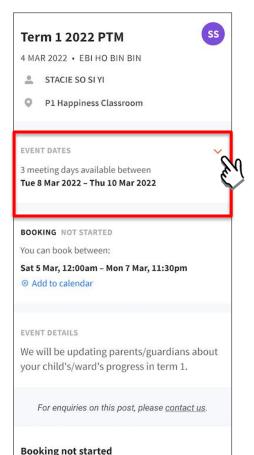


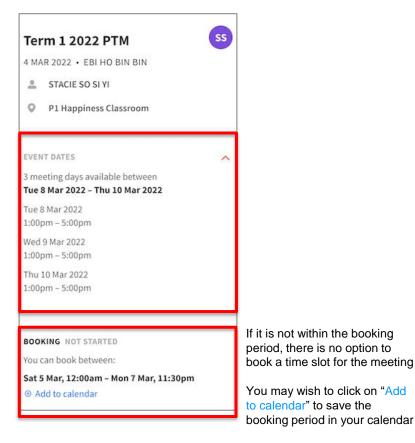
Here, you will find details of the meeting including who you are meeting, the location of the meeting, event dates, booking period and event details To view the exact dates and

click the down-arrow to expand

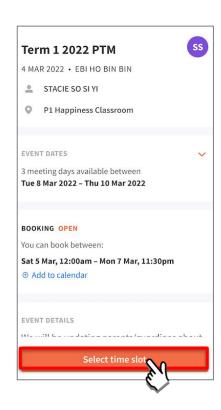
times of the meeting,

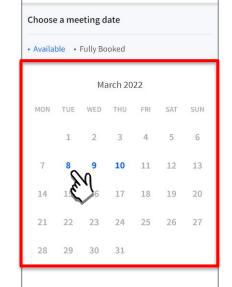
Meetings on Parents Gateway (Booking not started)





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Term 1 2022 PTM

STACIE SO SI YI

C

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

Term 1 2022 PTM

STACIE SO SI YI

1:15pm

2:00pm

2:45pm

3:30pm

4:15pm

Choose a time Meeting duration: 15 mins

1:00pm

1:45pm

2:30pm

3:15pm

4:00pm

4:45pm

You've selected:

3:00pm

Tue 8 Mar 2022

Afternoon

C

1:30pm

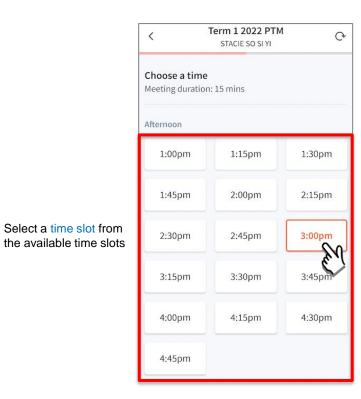
2:15pm

3:00pm

3:45pm

4:30pm

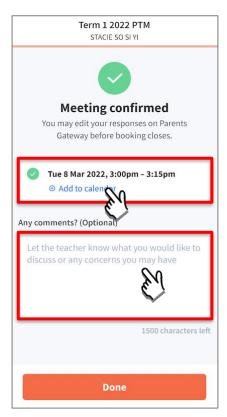
Book



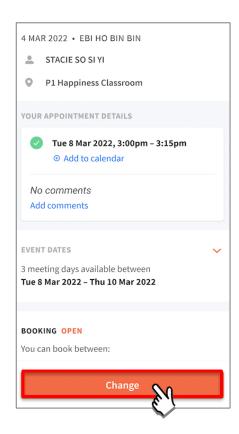


If the date and time are correct, click on Book to proceed with booking

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

Meeting duration: 15 mins Afternoon 1:00pm 1:15pm 1:30pm The original booking 1:45pm 2:00pm 2:15pm slot is greyed out. Booked Select a time slot from 2:30pm 2:45pm 3:00pm the rest of the available time slots 3:30pm 3:15pm 3:45pm 4:00pm 4:15pm 4:30pm

4:45pm

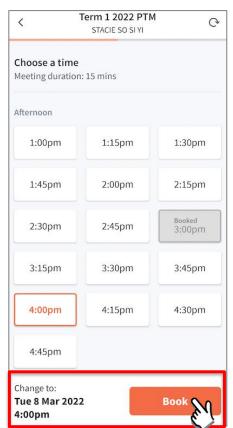
Choose a time

Term 1 2022 PTM

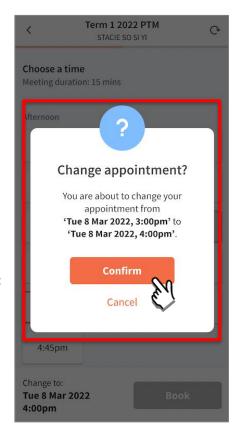
STACIE SO SI YI

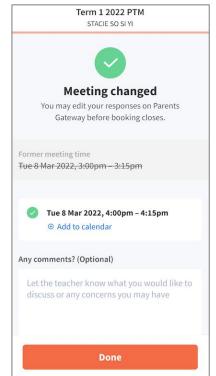
C>





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





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