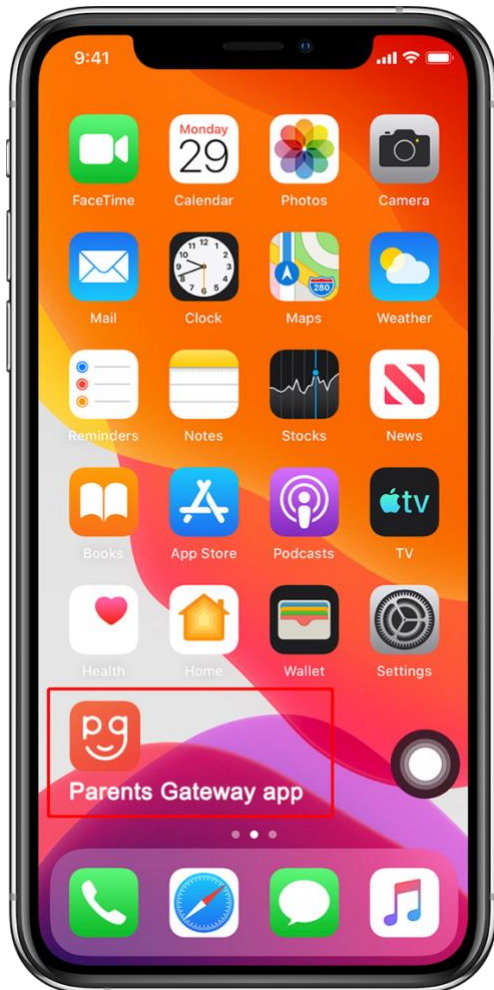# Teachers-Meet-Parents (TMP) Session

Instructions to **Booking** a meeting slot on Parents Gateway

(*all screen shots captured in 2022)
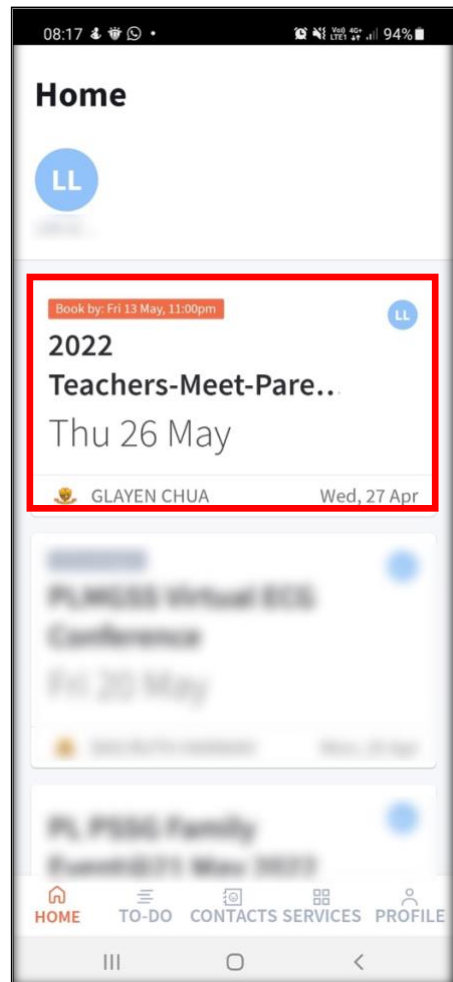
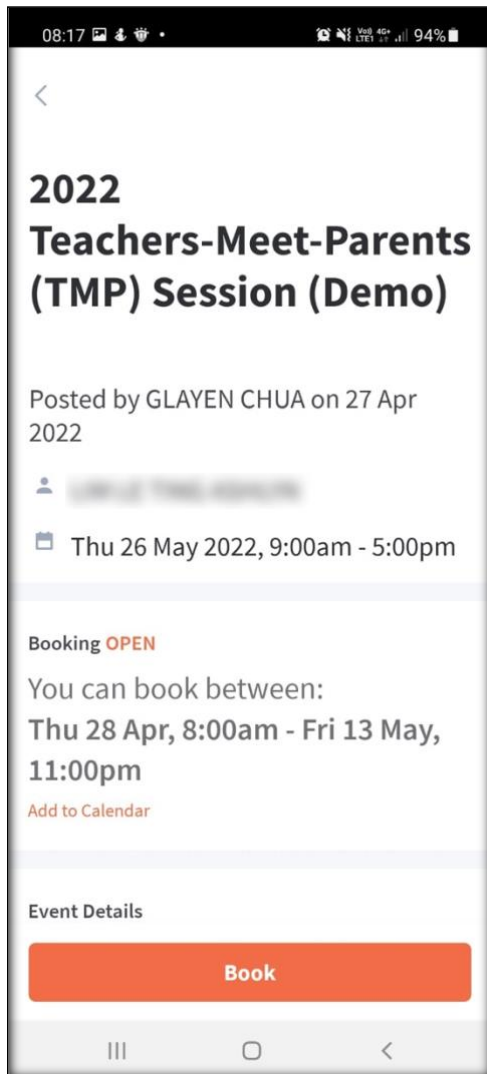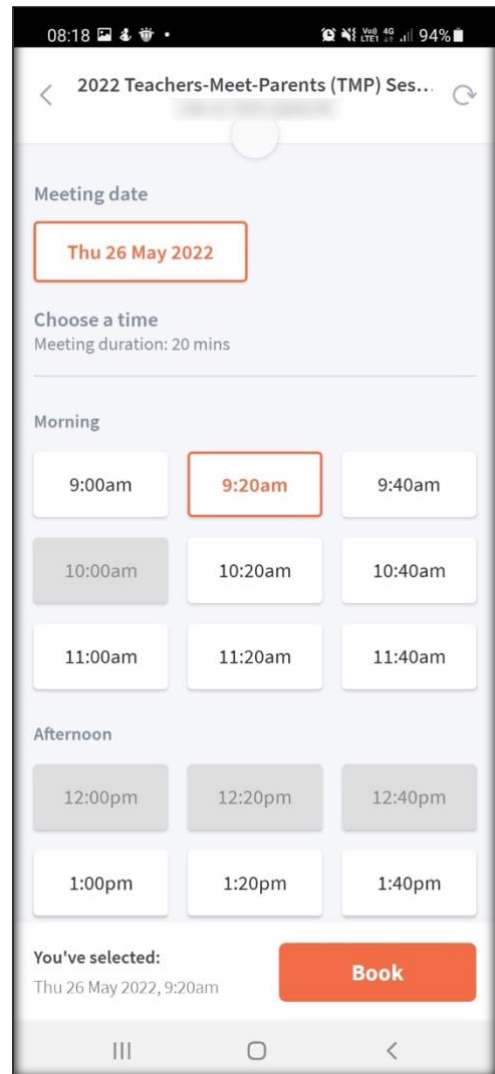| Step 1:	Step 2:
Launch PG app on mobile phone	Click on the TMP announcement

Step 3:
Read the details and click "**Book**" to proceed booking a meeting slot

Step 4:
Choose your preferred time to meet the Form-teacher and click "**Book**" to secure the selected timing

Step 5:
Meeting confirmed with details.
Click "**Done**" to close

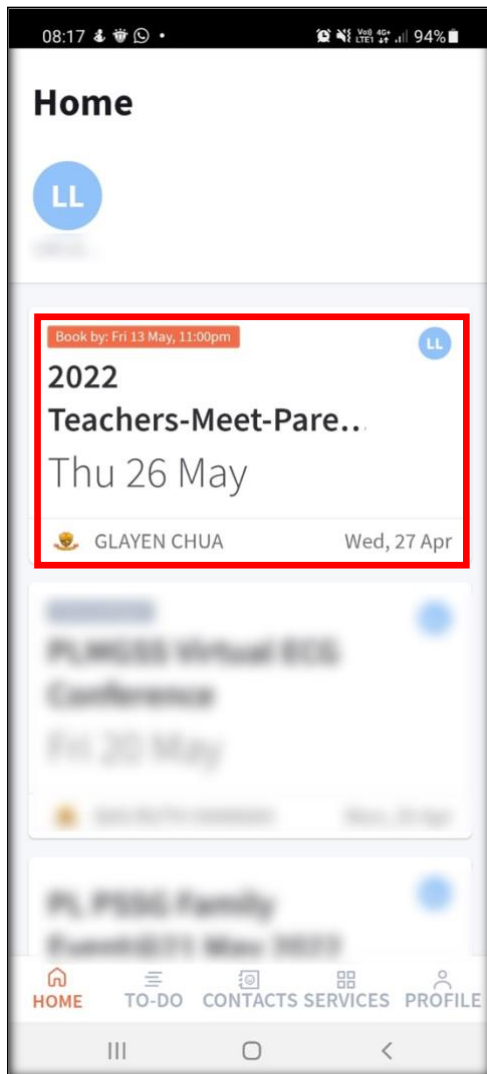*You may add in comments for the Form-teacher (optional)*

Teachers-Meet-Parents (TMP) Session

Instructions to **Changing** the meeting slot on Parents Gateway
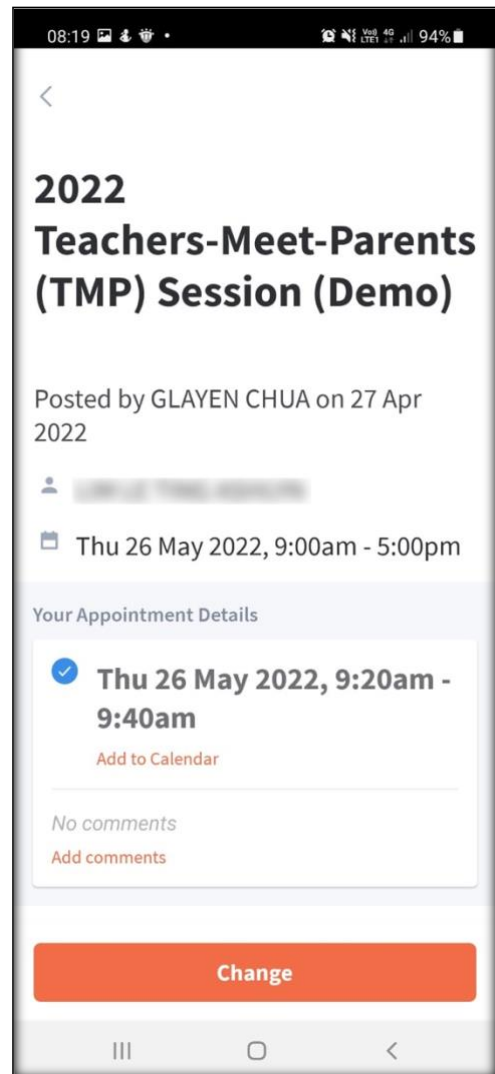
(*all screen shots captured in 2022)

Step 1:	Step 2:
Click on the TMP announcement	Click "**Change**" to amend the booked meeting slot

Step 3:
Select another preferred timing and click "**Change**"

Step 4:
A pop up box will appear to confirm the change of appointment, click "**Change**" to proceed

Step 5:
Meeting changed with new details.
Click "**Done**" to close

You may add in comments for the Form-teacher (optional)

Cancelling a booked slot

No cancellation will be allowed after the booking has been made in the PG app.

Kindly email the Form Teacher by clicking on "**contact us**" at the end of the page if you need to cancel your booking.

For enquiries on this post, please contact us.