Meet-the-Parents (MTP) Session

Instructions to Booking a meeting slot on Parents Gateway



Step 1: Launch PG app on mobile phone

Step 2: Click on the MTP announcement



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

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Meet-the-Parents				
(MTP) Session				
Posted by GLAYEN CHUA on 27 Apr				
1 (10) (10) (10)	10.00			
🗖 Thu 26 May	, 9:00am - 5:00pm			
Booking OPEN				
You can book between:				
Thu 28 Apr, 8:00am - Fri 13 May,				
11:00pm				
Add to catendar				
Event Details				
Book				
	0 <			

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

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Keet-the-Parents (MTP) Ses.					
Meeting date	Meeting date				
Thu 26 May					
Choose a time Meeting duration: 20 mins					
Morning					
9:00am	9:20am	9:40am			
10:00am	10:20am	10:40am			
11:00am	11:20am	11:40am			
Afternoon					
12:00pm	12:20pm	12:40pm			
1:00pm	1:20pm	1:40pm			
You've selected: Thu 26 May 9:2	20am	Book			
III	0	<			

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

*You may add in comments for the Formteacher (optional)



Meet-the-Parents (MTP) Session

Instructions to Changing the meeting slot on Parents Gateway

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



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

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Meet-the-Parents (MTP) Ses				
Meeting date				
Thu 26 May				
Choose a time Meeting duration: 20 mins				
Morning				
9:00am	Booked 9:20am	9:40am		
10:00am	10:20am	10:40am		
11:00am	11:20am	11:40am		
Afternoon				
12:00pm	12:20pm	12:40pm		
1:00pm	1:20pm	1:40pm		
Change to: Thu 26 May 10	:20am	Change		
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Step 4: A pop up box will appear to confirm the change of appointment, click "Change" to proceed

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Meet-the-Parents (MTP) Ses			
Meeting date	Meeting date		
Thu 26 Ma	y		
Choose a time Meeting duration	Choose a time Meeting duration: 20 min		
Mo	?		
Change appointment?			
You	You are about to change your		
'The	appointment from 'Thu 26 May 9:20am' to		
'Th	u 26 May 10:2	:0am'.	
Ca	ncel Ch	ange	
Afte	_		
1:00pm	1:20pm	1:40pm	
Change to: Thu 26 May 10:20am Change			
111	0	<	

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

*You may add in comments for the Formteacher (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.

