

Meet-the-Parents (MTP) Session

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

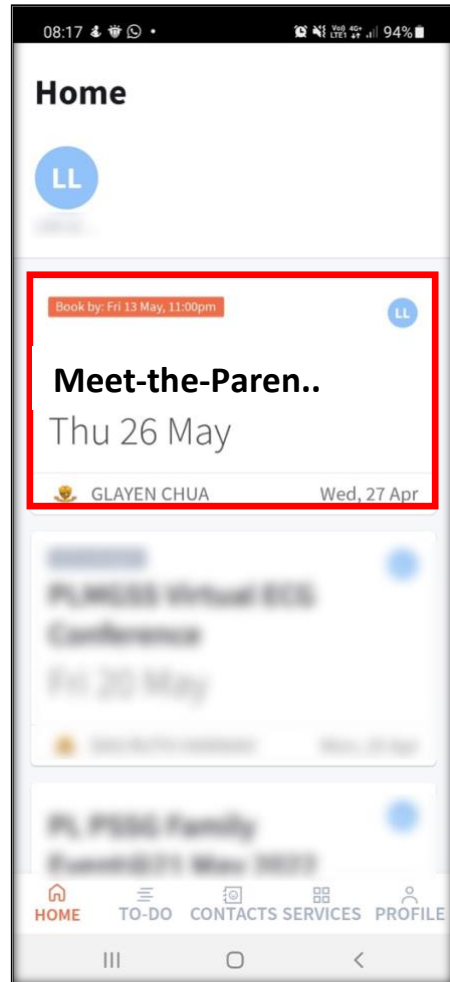
Step 1:

Launch PG app on mobile phone

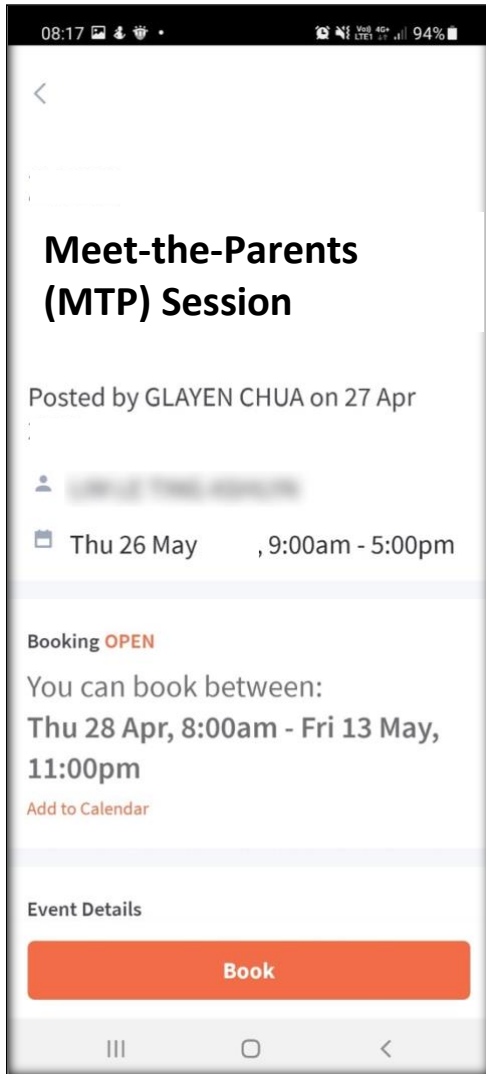


Step 2:

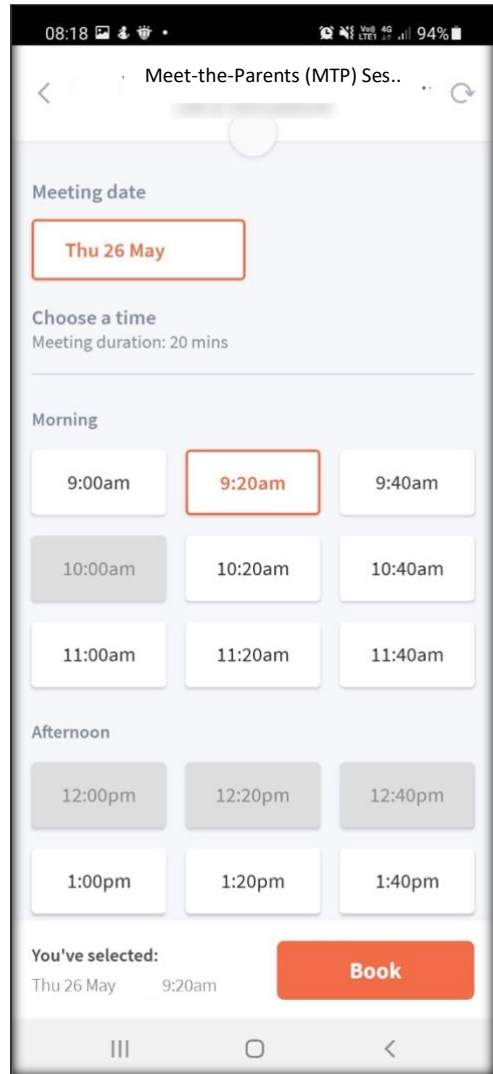
Click on the MTP announcement



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



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)*


08:19 4G+ 94%

Meet-the-Parents (MTP) Ses..



Meeting confirmed

You may edit your responses on Parents Gateway
before booking closes.

 **Thu 26 May** **9:20am - 9:40am**

[Add to Calendar](#)

Any comments? (Optional)

Let the teacher know what you
would like to discuss or any
concerns you may have

1500 characters left

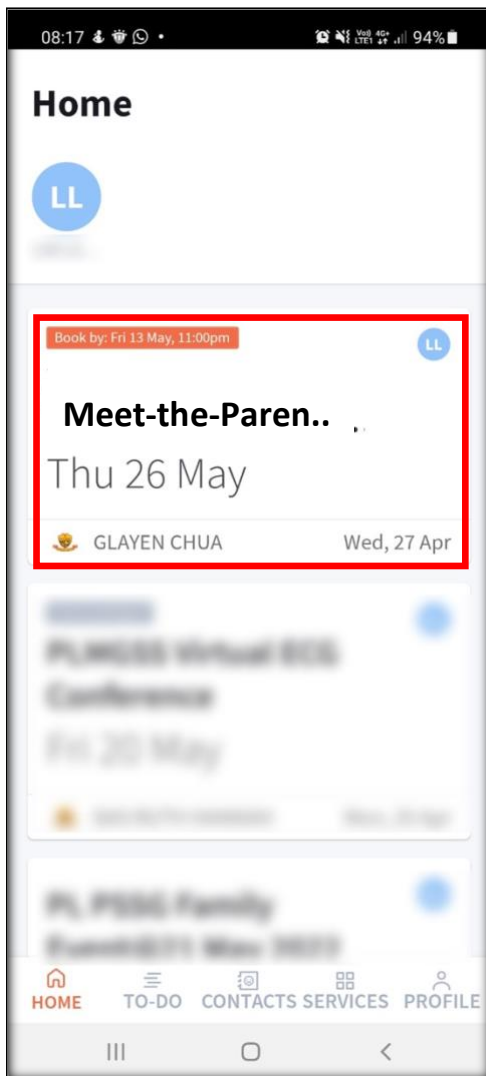
Done

Meet-the-Parents (MTP) Session

Instructions to **Changing** the meeting slot on Parents Gateway

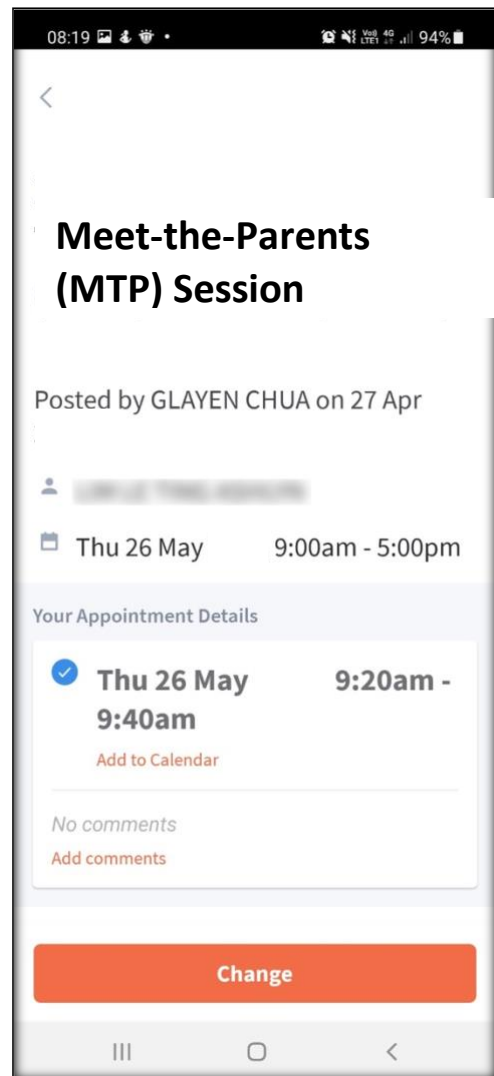
Step 1:

Click on the MTP announcement

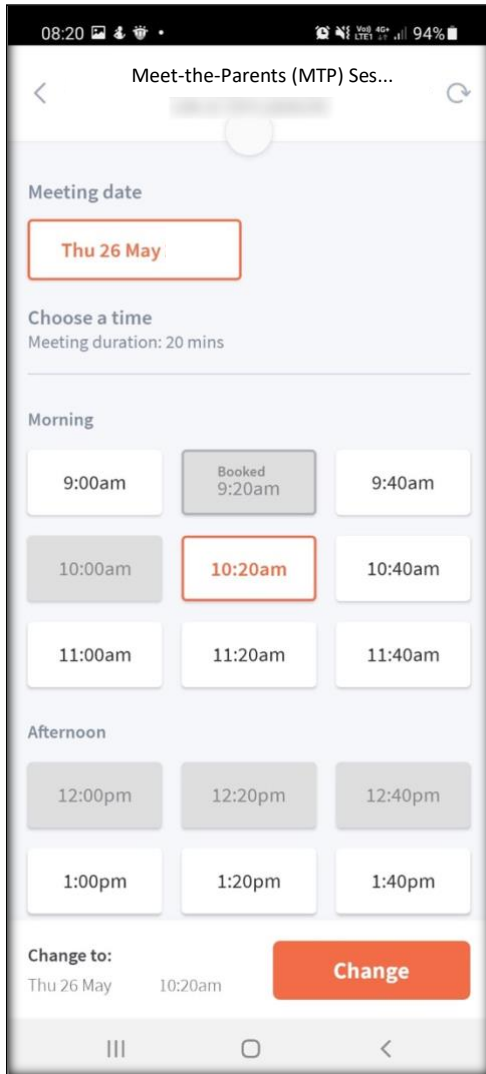


Step 2:

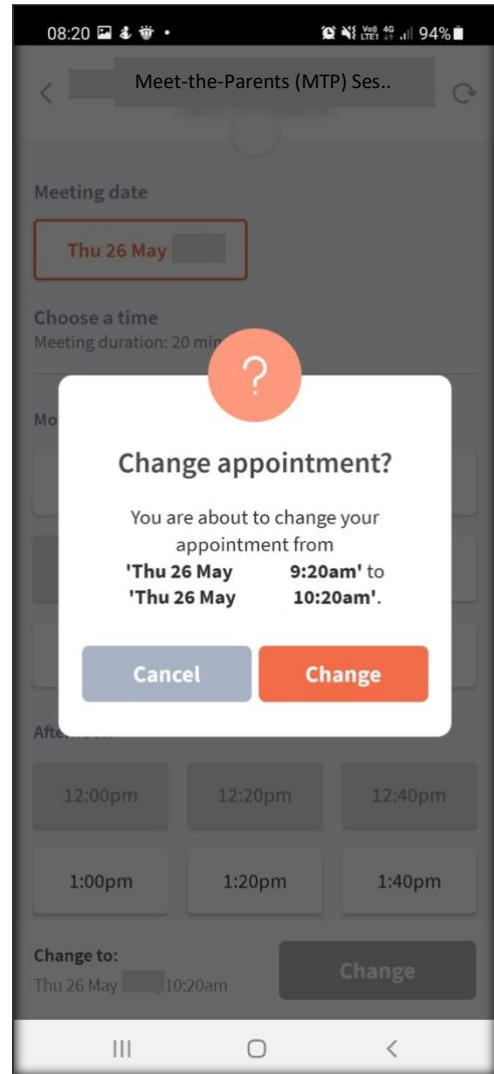
Click **“Change”** to amend the booked meeting slot



Step 3:
Select another preferred timing and
click **“Change”**

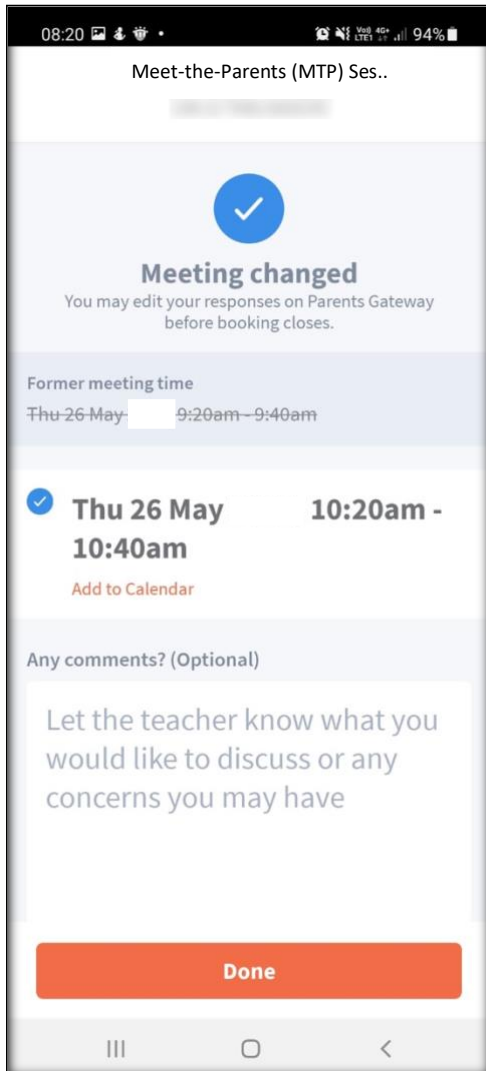


Step 4:
A pop up box will appear to confirm
the change of appointment, click
“Change” to proceed



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

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



Canceling 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.

