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





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

Meetings on Parents Gateway (Booking not started)

To view the exact dates and times of the meeting, click the down-arrow to expand





If it is not within the booking period, there is no option to book a time slot for the meeting

You may wish to click on "Add to calendar" to save the booking period in your calendar

Booking not started

Meetings on Parents Gateway (Booking started)

Meetings on Parents Gateway (Booking started)



<		Term STA	1 2022 CIE SO S	PTM I YI		C
Choose	e a me	eting d	ate			
• Availa	ble •	Fully Bo	oked			
		Ma	arch 20	22		
MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	1	6	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

Meetings on Parents Gateway (Booking started)



<	STACIE SO SI YI					
Choose a time Meeting duration: 15 mins						
Afternoon						
1:00pm	1:15pm	1:30pm				
1:45pm	2:00pm	2:15pm				
2:30pm	2:45pm	3:00pm				
3:15pm	3:30pm	3:45pm				
4:00pm	4:15pm	4:30pm				
4:45pm						

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

Meetings on Parents Gateway (Booking started)



Meetings on Parents Gateway (Change Booking)

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Meetings on Parents Gateway (Change Booking)

4 MAR 2022 · EBI HO BIN BIN STACIE SO SI YI -P1 Happiness Classroom 0 YOUR APPOINTMENT DETAILS Tue 8 Mar 2022, 3:00pm - 3:15pm ⊕ Add to calendar No comments Add comments EVENT DATES \sim 3 meeting days available between Tue 8 Mar 2022 – Thu 10 Mar 2022 BOOKING OPEN You can book between: Change

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

Meetings on Parents Gateway (Change Booking)

The original booking slot is greyed out.

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Select a time slot from the rest of the available time slots





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

Meetings on Parents Gateway (Change Booking)



Thank you