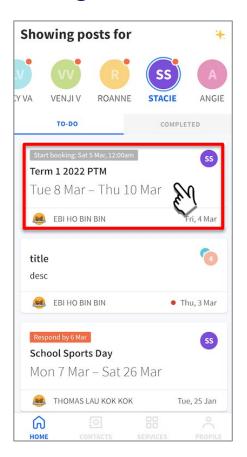
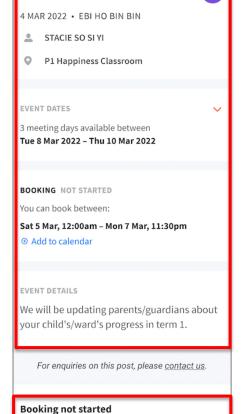
When there is a meeting scheduled for your child/ward, it will appear in your "TO-DO" tab

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





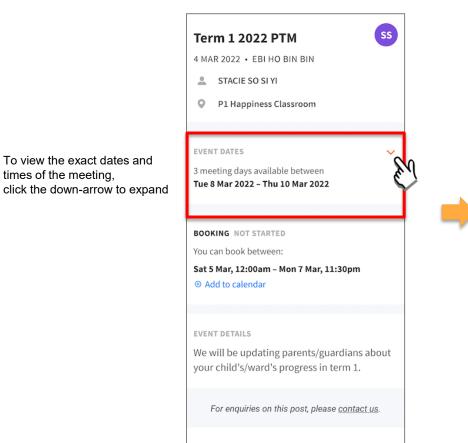
Term 1 2022 PTM

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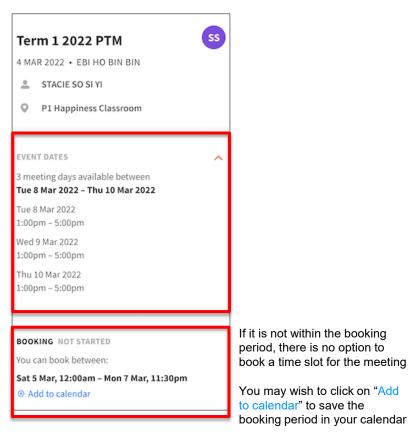
Here, you will find details of the meeting including who you are meeting, the location of the meeting, event dates, booking period and event details To view the exact dates and

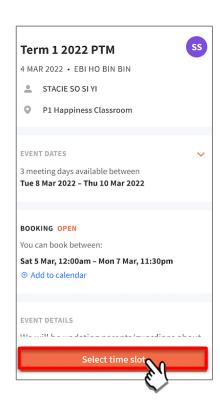
times of the meeting,

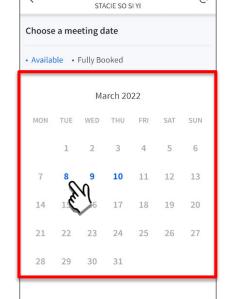
Meetings on Parents Gateway (Booking not started)



Booking not started





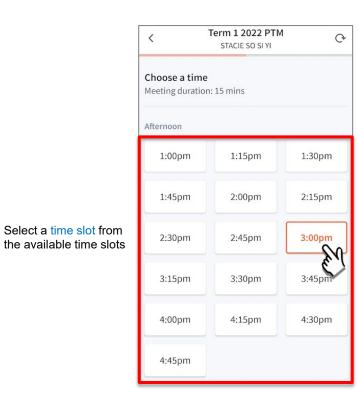


Term 1 2022 PTM

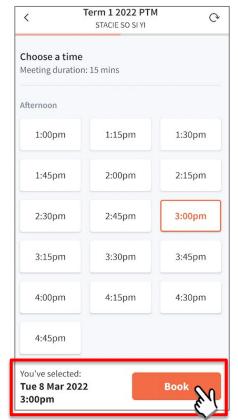
C

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

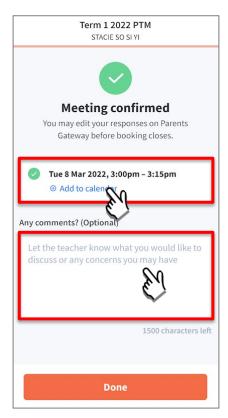




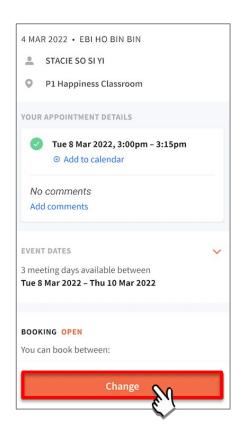


If the date and time are correct, click on Book to proceed with booking

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

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 3:45pm 3:15pm 4:00pm 4:15pm 4:30pm

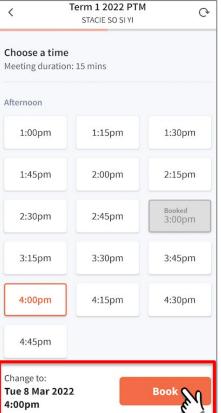
Choose a time Meeting duration: 15 mins

Term 1 2022 PTM

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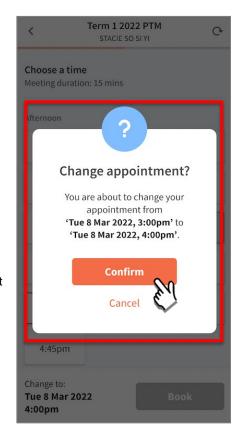
C>

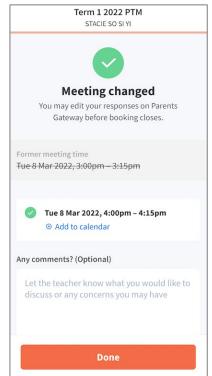




If the date and time are correct, click on Book to proceed with booking change

4:45pm





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