

STEP BY STEP INSTRUCTIONS FOR THE ONLINE BOOKING OF PCTC MEETING SLOTS

Please access Parents Gateway between 16 May 2022 0800h to 20 May 2022 2330h to book a time-slot to converse with your child/ward's Form and Subject teachers during PCTC via Zoom.

The steps below provide instructions on how to access the online-booking system via Parents Gateway.

Parents Gateway

A quick-start Guide for Parents
(Meetings feature on Parents Gateway)

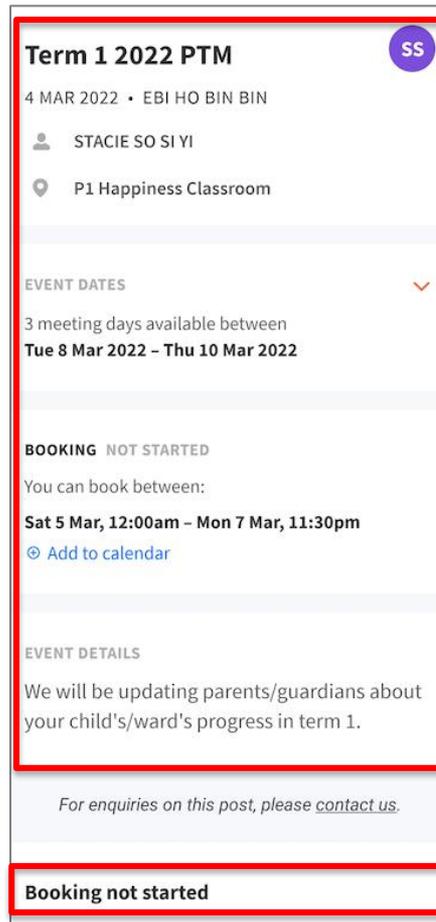
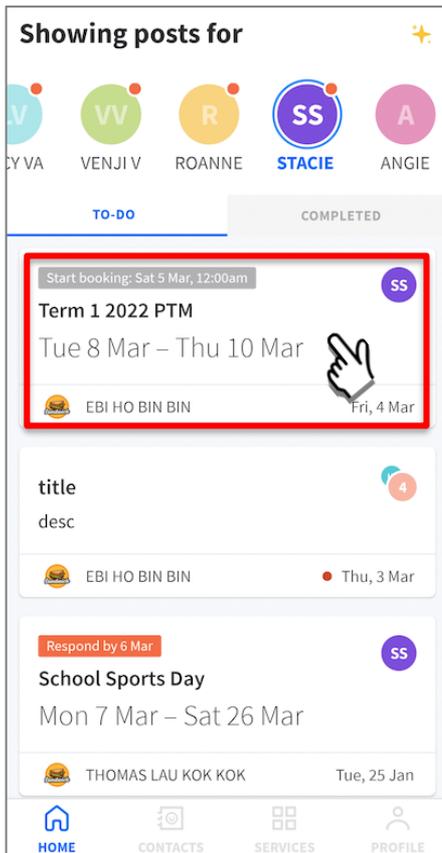


Meetings on Parents Gateway (Booking not started)

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

Term 1 2022 PTM

4 MAR 2022 • EBI HO BIN BIN

STACIE SO SI YI

P1 Happiness Classroom

SS

EVENT DATES ▼

3 meeting days available between
Tue 8 Mar 2022 – Thu 10 Mar 2022

BOOKING NOT STARTED

You can book between:

Sat 5 Mar, 12:00am – Mon 7 Mar, 11:30pm

[Add to calendar](#)

EVENT DETAILS

We will be updating parents/guardians about your child's/ward's progress in term 1.

For enquiries on this post, please [contact us](#).

Booking not started



Term 1 2022 PTM

4 MAR 2022 • EBI HO BIN BIN

STACIE SO SI YI

P1 Happiness Classroom

SS

EVENT DATES ▲

3 meeting days available between
Tue 8 Mar 2022 – Thu 10 Mar 2022

Tue 8 Mar 2022
1:00pm – 5:00pm

Wed 9 Mar 2022
1:00pm – 5:00pm

Thu 10 Mar 2022
1:00pm – 5:00pm

BOOKING NOT STARTED

You can book between:

Sat 5 Mar, 12:00am – Mon 7 Mar, 11:30pm

[Add to calendar](#)

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

Meetings on Parents Gateway (Booking started)

Meetings on Parents Gateway (Booking started)

Term 1 2022 PTM SS

4 MAR 2022 • EBI HO BIN BIN

STACIE SO SI YI

P1 Happiness Classroom

EVENT DATES

3 meeting days available between
Tue 8 Mar 2022 – Thu 10 Mar 2022

BOOKING OPEN

You can book between:
Sat 5 Mar, 12:00am – Mon 7 Mar, 11:30pm

[Add to calendar](#)

EVENT DETAILS

We will have details on events/updates about

[Select time slot](#)



Term 1 2022 PTM

STACIE SO SI YI

Choose a meeting date

[Available](#) • [Fully Booked](#)

March 2022

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	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)

Select a **time slot** from the available time slots

Term 1 2022 PTM
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		



Term 1 2022 PTM
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		

You've selected:
Tue 8 Mar 2022
3:00pm

Book

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

Meetings on Parents Gateway (Booking started)

Meeting has been confirmed. You may wish to click on [Add to calendar](#) to save the meeting date and time in your calendar

Term 1 2022 PTM
STACIE SO SI YI



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

 **Tue 8 Mar 2022, 3:00pm - 3:15pm**
[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

click on the **textbox** to leave a comment for the teacher

Meetings on Parents Gateway (Change Booking)

Meetings on Parents Gateway (Change Booking)

4 MAR 2022 • EBI HO BIN BIN

 STACIE SO SI YI

 P1 Happiness Classroom

YOUR APPOINTMENT DETAILS

 **Tue 8 Mar 2022, 3:00pm – 3:15pm**
[Add to calendar](#)

No comments
[Add comments](#)

EVENT DATES 

3 meeting days available between
Tue 8 Mar 2022 – Thu 10 Mar 2022

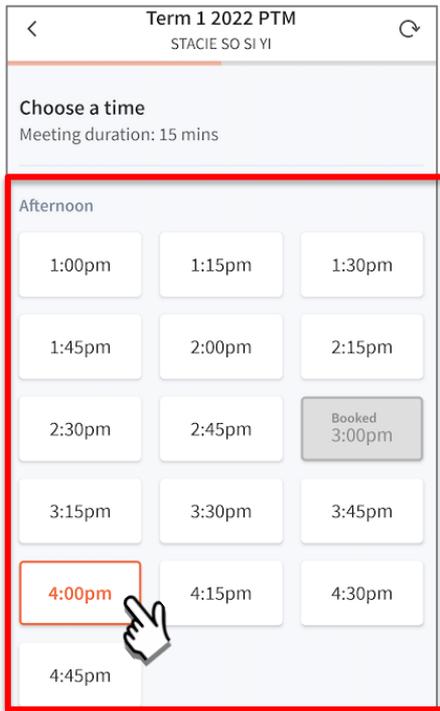
BOOKING OPEN

You can book between:

[Change](#) 

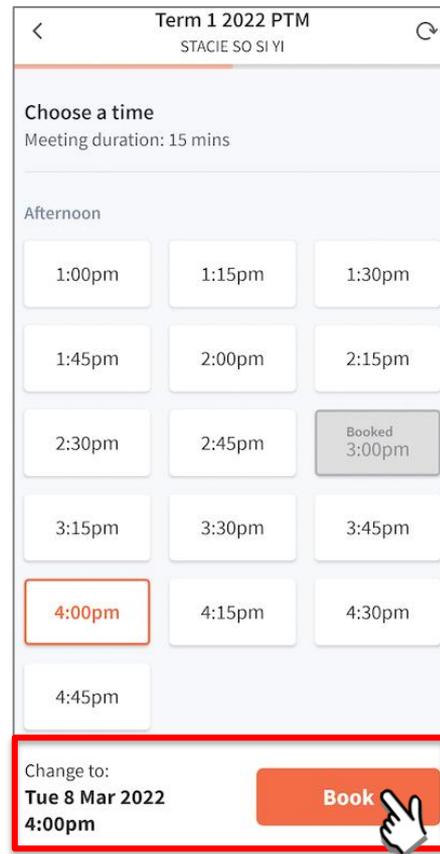
You may change the date and time of your meeting if it is still within the booking period by clicking on **Change**

Meetings on Parents Gateway (Change Booking)



The original booking slot is greyed out.

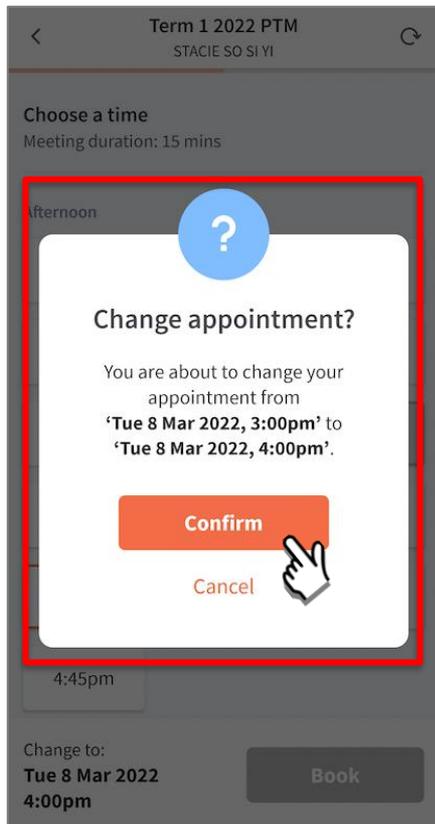
Select a **time slot** from the rest of the available time slots



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

Meetings on Parents Gateway (Change Booking)

Click on **Confirm** to change appointment



Term 1 2022 PTM
STACIE SO SI YI

Choose a time
Meeting duration: 15 mins

Afternoon

Change appointment?

You are about to change your appointment from 'Tue 8 Mar 2022, 3:00pm' to 'Tue 8 Mar 2022, 4:00pm'.

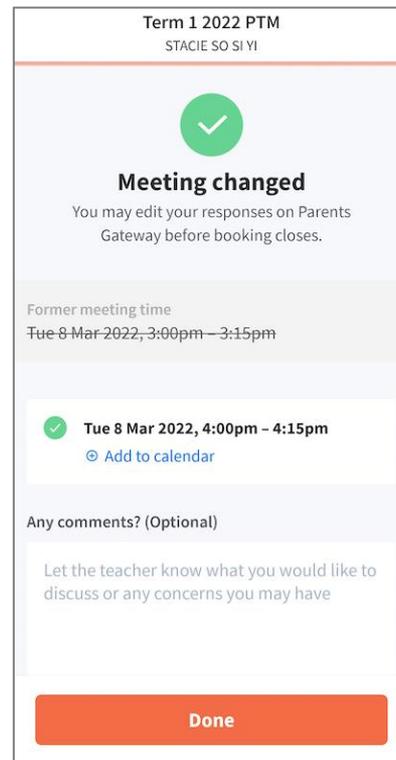
Confirm

Cancel

4:45pm

Change to:
Tue 8 Mar 2022
4:00pm

Book



Term 1 2022 PTM
STACIE SO SI YI

Meeting changed

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

Former meeting time
Tue 8 Mar 2022, 3:00pm – 3:15pm

Tue 8 Mar 2022, 4:00pm – 4:15pm
[Add to calendar](#)

Any comments? (Optional)

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

Done

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