# Mee Toh School Mid-Year PCTC 2022

## **Guide for Parents** Booking a Parent-Child-Teacher Conference Slot via Parents Gateway App

Step 1:

Receiving a notification for 2022 Mid-Year PCTC via Parents' Gateway App (T2W7 - W8: 4 May - 12 May)

- You will receive notifications via PG from your child's teachers
- Click on the notifications to see the details of the PCTC
- You will NOT be able to book yet as the booking window has not opened.



### **Step 2:**

#### Booking a timeslot for PCTC T2W8 – W9: (13 May, 8.00 a.m. – 17 May, 11.30 p.m.)

• You may start booking the timeslot by clicking the Meeting Invitation from your child's teachers

Notification via PG app one day Parents Gateway before booking window 👏 Reminder: Booking opens tomorrow opens on 12 May 2022 Mid-Year PCTC Booking (Mr. Faqih) 2022 Mid-Year PCTC Booking (Mr. Fagih) Posted by YOUR NAME on 19 Mar 2022 EDISON CHEE 2 Zoom Session Tue 24 May 2022, 8:00am - 5:00pm Wed 25 May 2022, 8:00am - 12:00pm PG App reflects that the Booking OPEN booking is open on 13 May, You can book between: Fri 13 May, 8:00am - Tue 17 May, 11:30pm 8.00 a.m. Add to calendar **Event Details** Dear Parents. Click "Book" to choose the Please proceed to book the available slots available timeslots Book

### **Step 3:**

**Selecting a timeslot T2W8 – W9:** (13 May, 8.00 a.m. – 17 May, 11.30 p.m.)

To select a timeslot:

- a. Select the Meeting Date
- b. Select the Timeslot
- c. Click "Book"
- d. A Meeting Confirmation will appear. Click "Done"



### Step 4:

#### Changing a timeslot after confirmation T2W8 – W9: (13 May, 8.00 a.m. – 17 May, 11.30 p.m.)

- You are still able to change the timeslot
- Change must be made before booking window closes

#### 2022 Mid-Year PCTC Booking (Mr. Fagih)

Posted by YOUR NAME on 19 Mar 2022

EDISON CHEE

Zoom Session

Tue 24 May 2022, 8:00am - 5:00pm Wed 25 May 2022, 8:00am - 12:00pm

Your Appointment Details

🕑 Tue 24 May 2022, 8:00am - 8:15am

Add to calendar

My son hasn't been doing well for his Math and Chinese. Would like to understand which areas of subject he is weak in and if there are anything i can do to help.

View/Edit

Change

Click on the, "Change" button to change your timeslot.

#### Step 5:

#### Receiving the Zoom ID and Passcode (T2W9: 18 – 20 May)

- You will receive the Zoom details (ID and Passcode) from your child's subject teachers via PG if your booking was successful
- Use the details to login to Zoom as per the timeslot you have booked