

Mee Toh School Mid-Year PCTC 2022

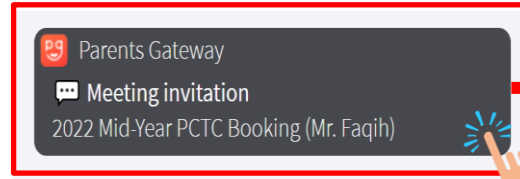
Guide for Parents

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

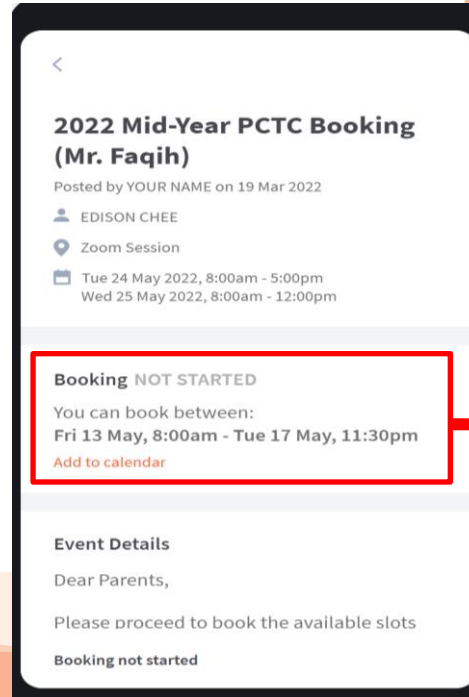
Step 1:

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.



Notification via PG app on your mobile device



Booking window not open

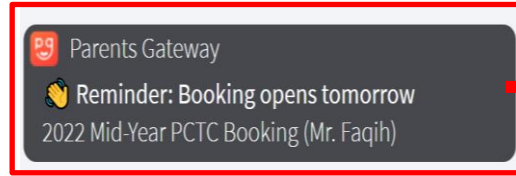
Step 2:

Booking a timeslot for PCTC

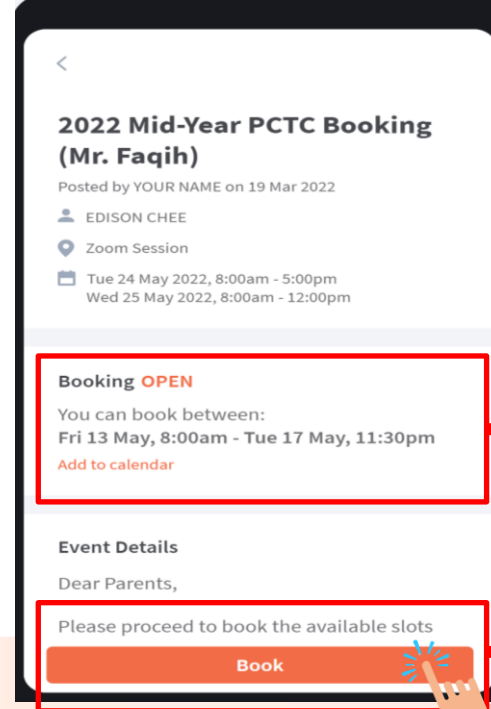
T2W8 – W9:

(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 before booking window opens on 12 May



PG App reflects that the booking is open on 13 May, 8.00 a.m.

Click "Book" to choose the available timeslots

Step 3:

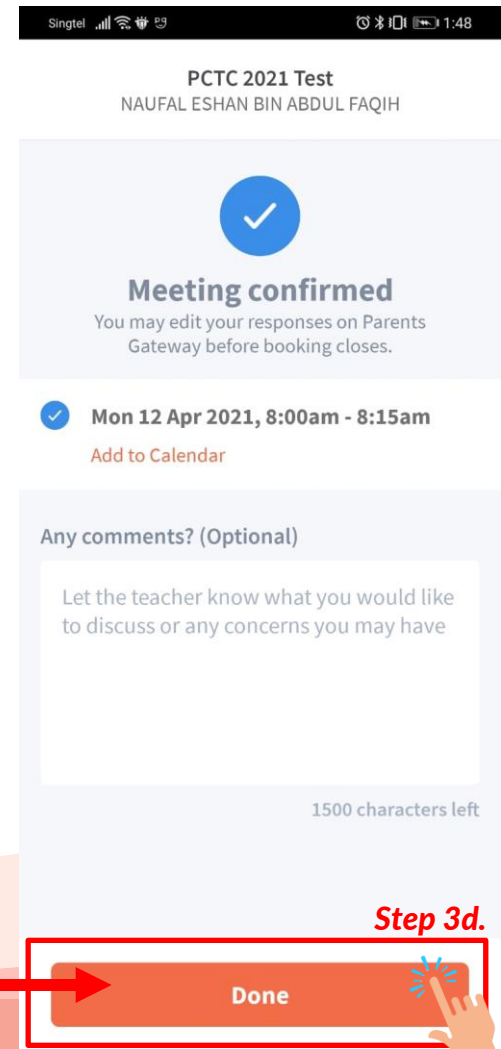
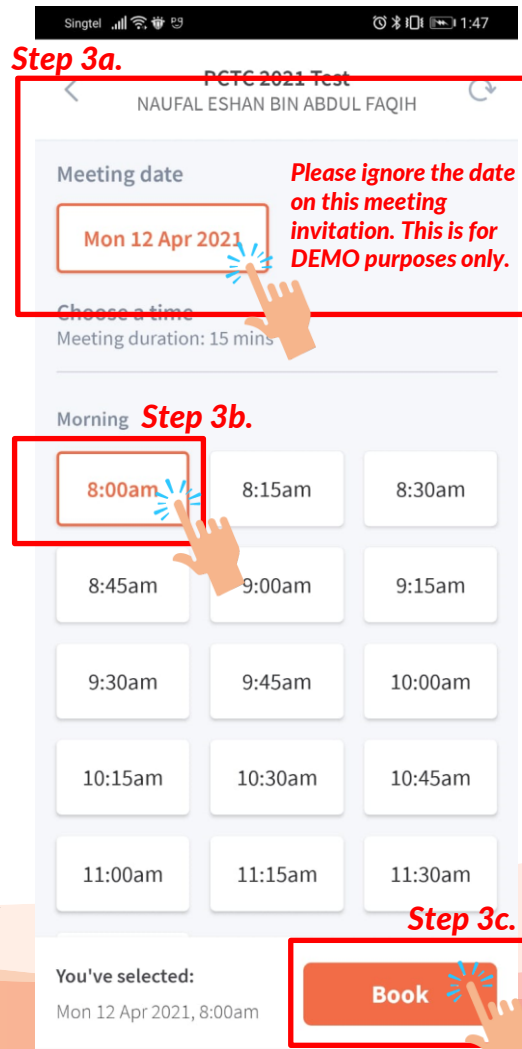
Selecting a timeslot

T2W8 – W9:

(13 May, 8.00 a.m. – 17 May, 11.30 p.m.)

To select a timeslot:

- Select the Meeting Date**
- Select the Timeslot**
- Click “Book”**
- A Meeting Confirmation will appear. Click “Done”**



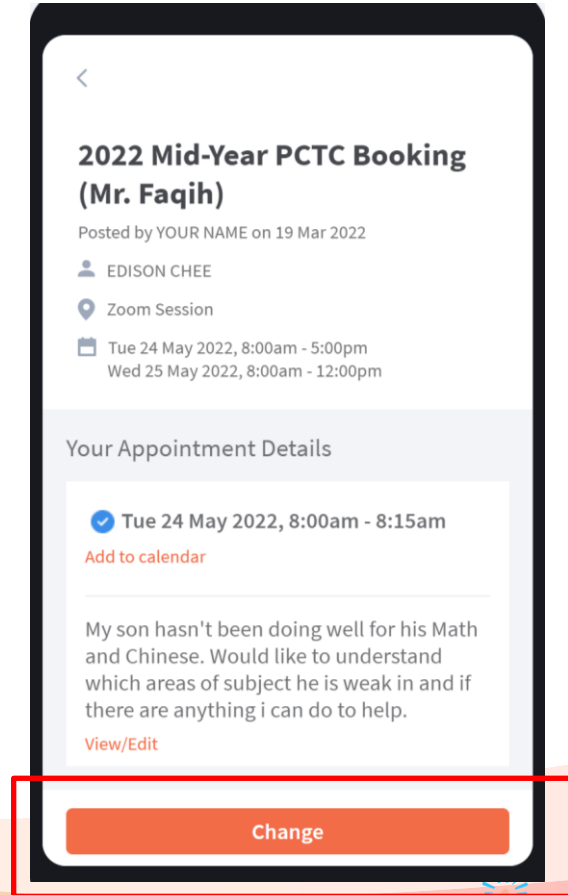
Step 4:

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



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