



Updated as at Feb 2021

# Parents Gateway

A quickstart guide for Parents  
(Meetings feature on Parents  
Gateway)



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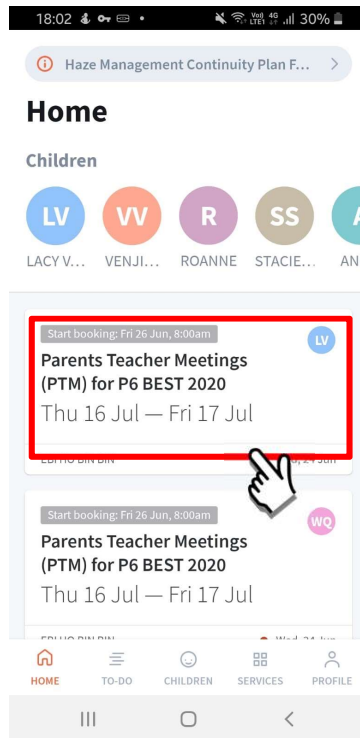


# Meetings feature on Parents Gateway App (Booking not open)

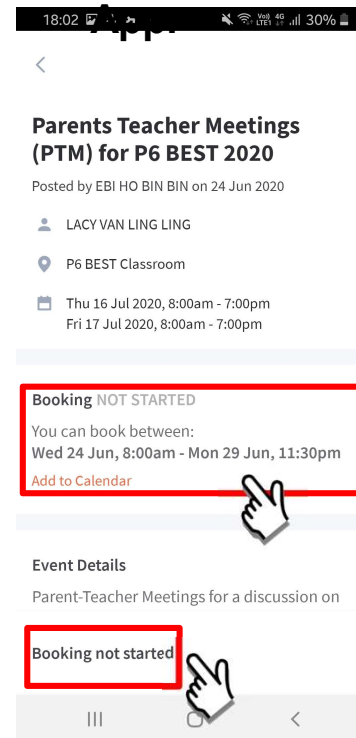


## Meetings feature on PG App (Booking Close)

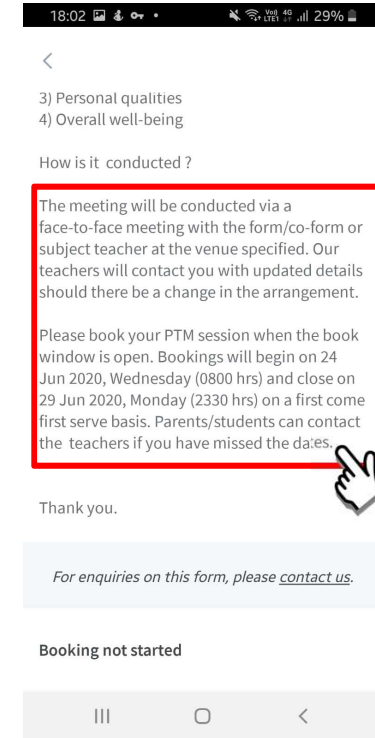
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway



Tap on the message to open the meetings feature



Booking has not started.  
Take note of the dates



Take note of how the meeting will be conducted

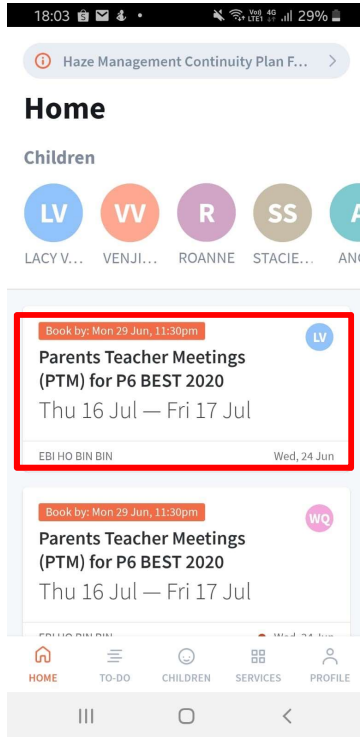


# Meetings feature on Parents Gateway App (Booking open)

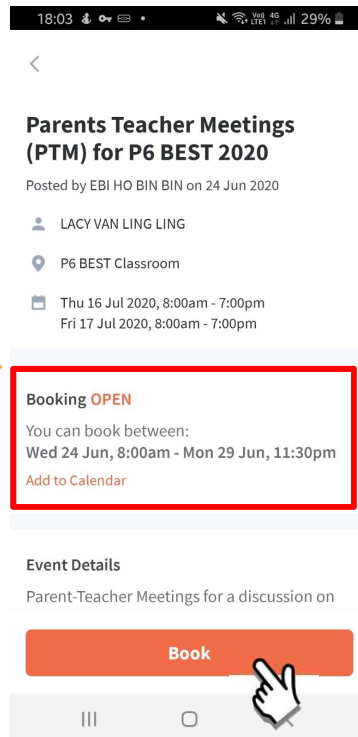


# Meetings feature on PG App (Booking Open)

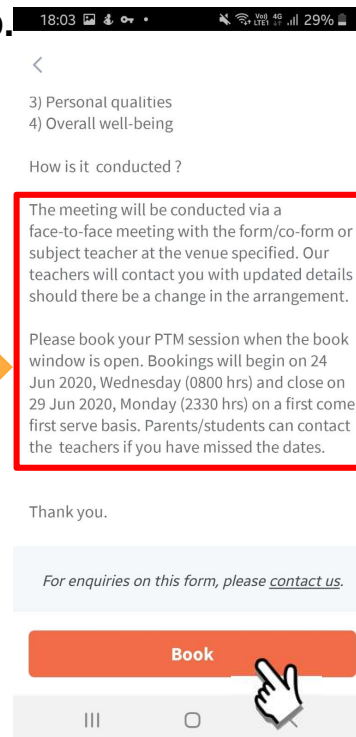
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway



Tap on the message to open the meetings feature



Booking is open. Tap on **BOOK** to start.



Tap on **BOOK** to start.

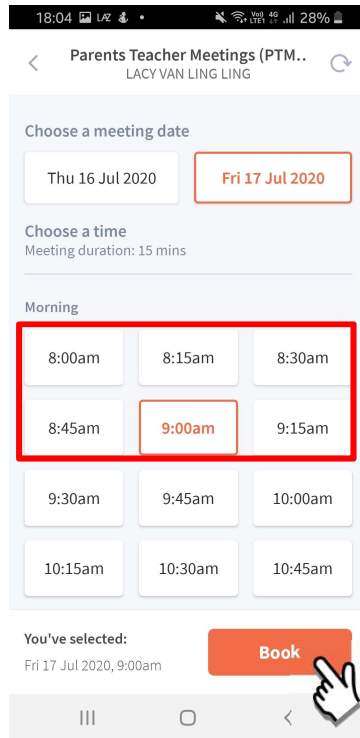


Tap on the date that you are available

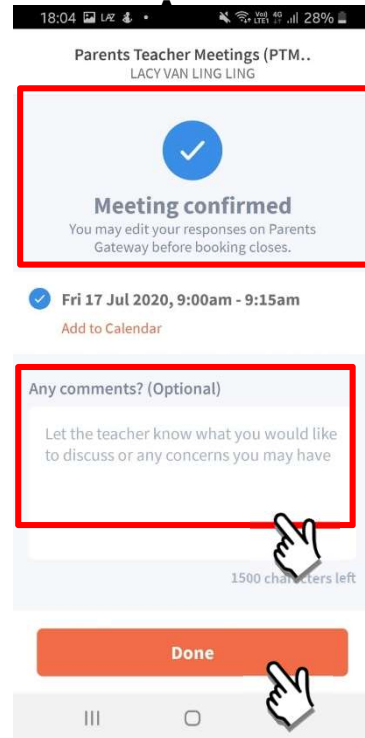


## Meetings feature on PG App (Booking Open)

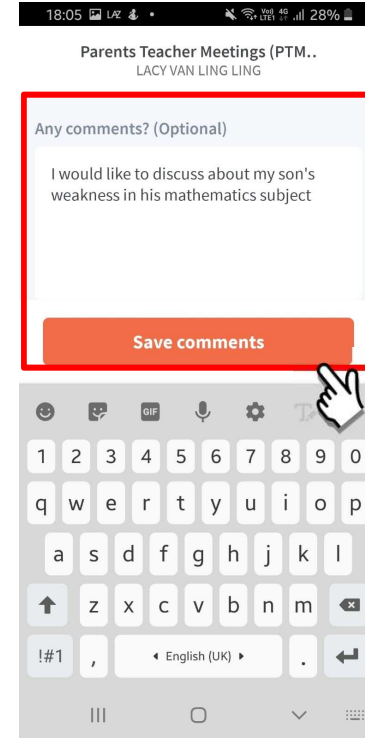
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway



Choose the time. Tap on **BOOK**.



Meeting confirmation. Tap on box to leave **COMMENTS**.



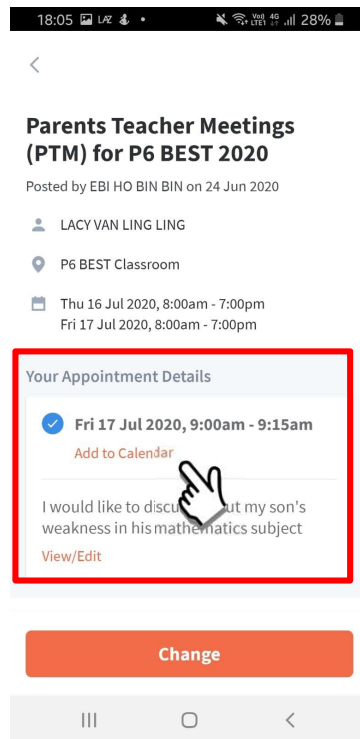
After saving comments, tap on **DONE**.

# Meetings feature on Parents Gateway App (Add to Calendar)

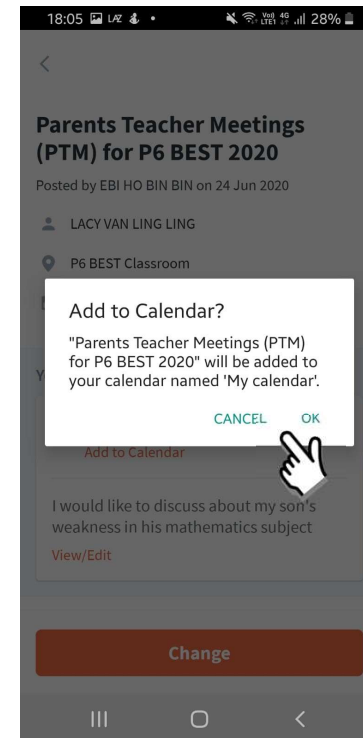


## Meetings feature on PG App (Add to Calendar)

First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



Tap on **Add to Calendar**



Tap on **OK** or **Cancel**





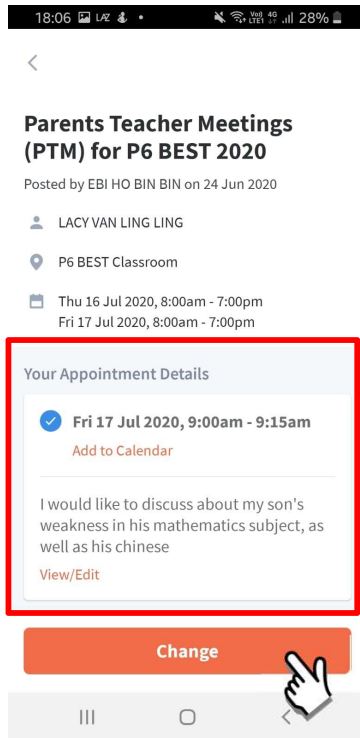
# Meetings feature on Parents Gateway App (Change Booking)



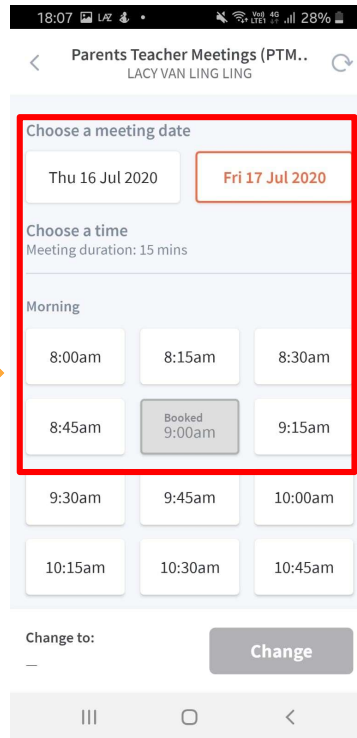
## Meetings feature on PG App (Change Booking)

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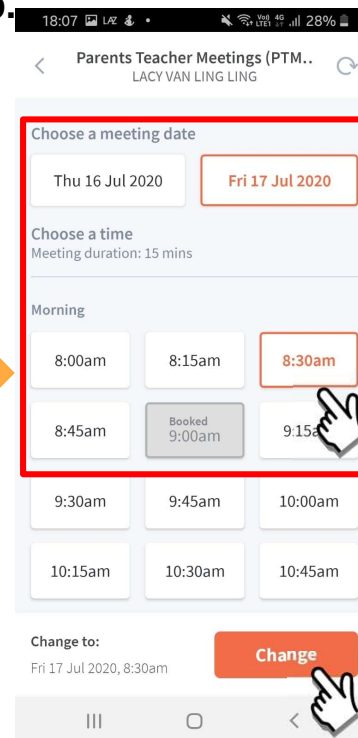
App



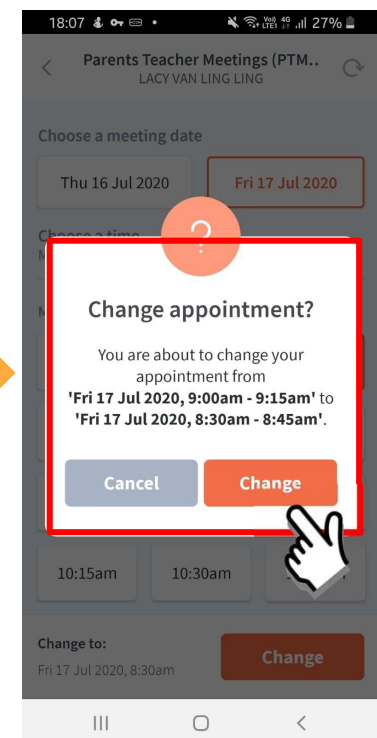
Tap on original message & press **Change**



Original booking shown



Select new date & time & press **Change**



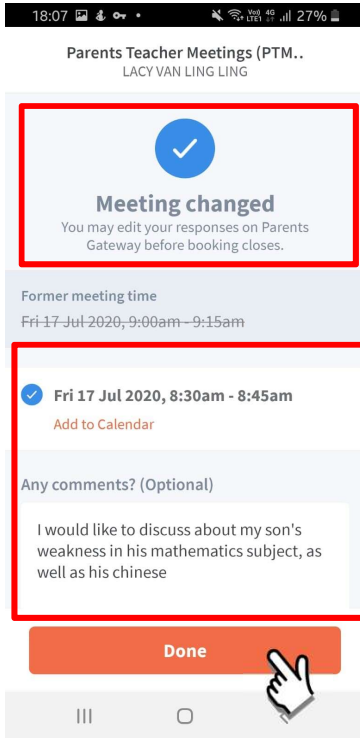
Press **Change** to confirm new appointment



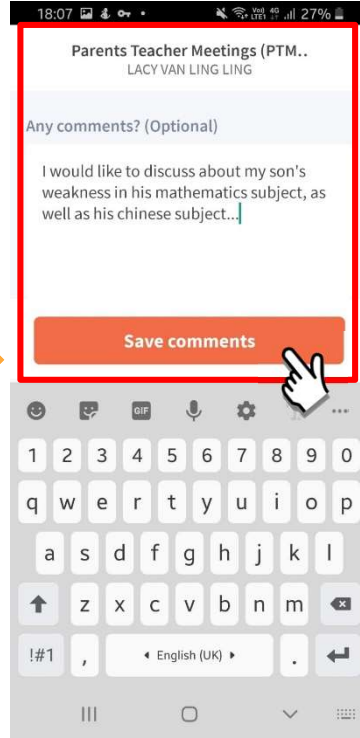
## Meetings feature on PG App (Change Booking)

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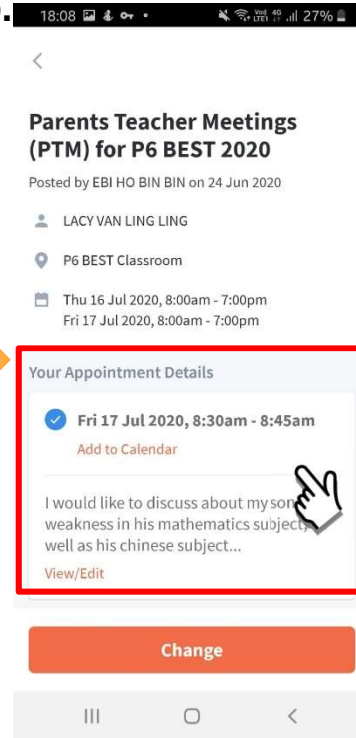
App.



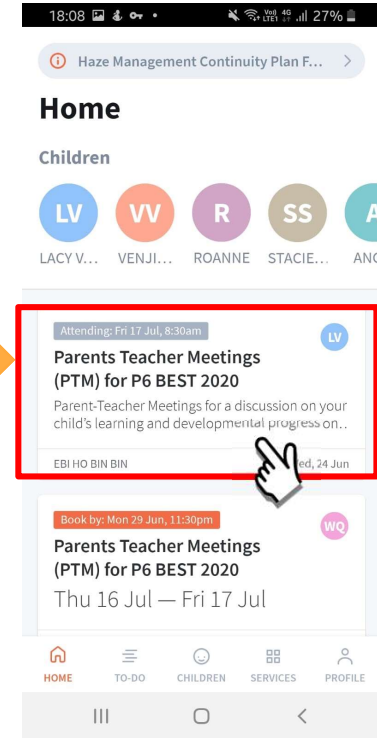
Meeting confirmation. Tap on box to leave/update **COMMENTS**.



Update comments if required.



Appointment details will be updated.



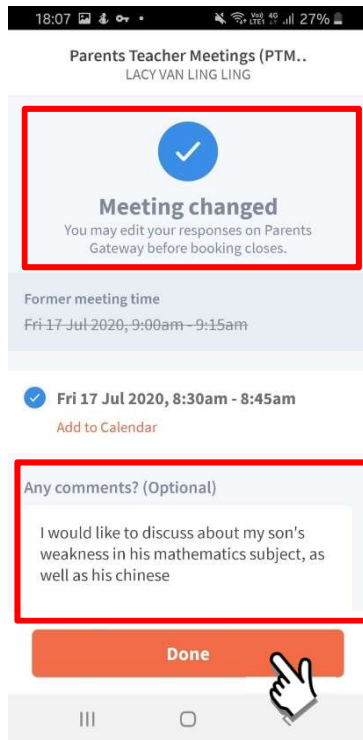


# Meetings feature on Parents Gateway App (Edit Comments)

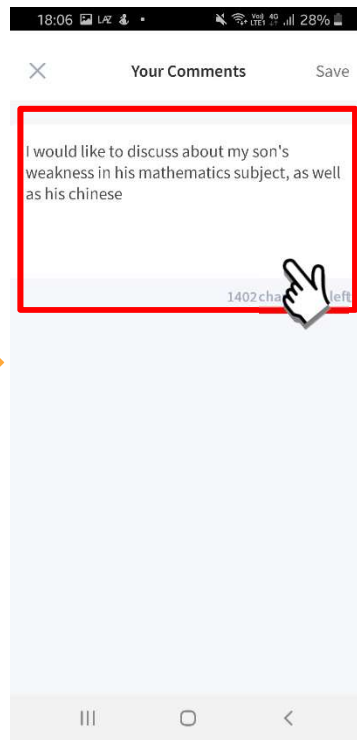


## Meetings feature on PG App (Editing Comments)

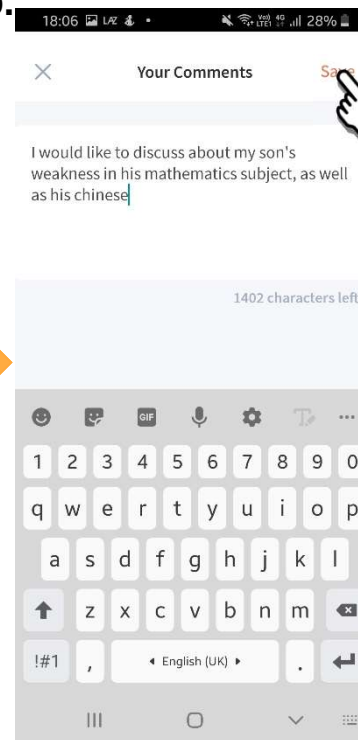
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



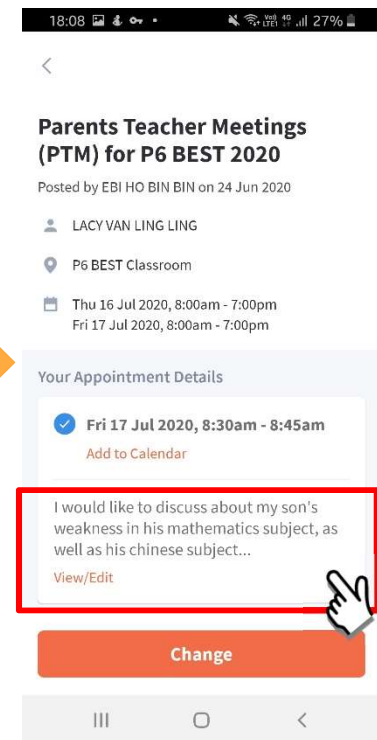
Tap on **COMMENTS** to edit the comments.



Tap on comment box.



Enter new comments and click **SAVE**.



Updated comments will be reflected.



# Thank You