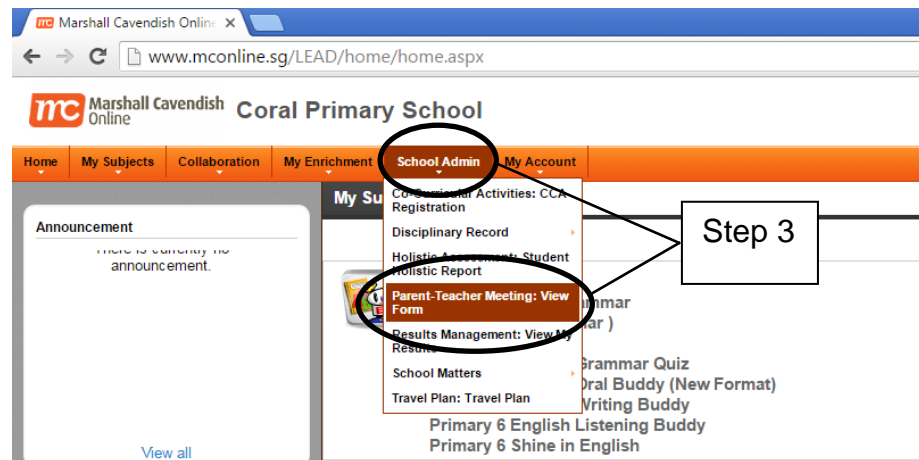
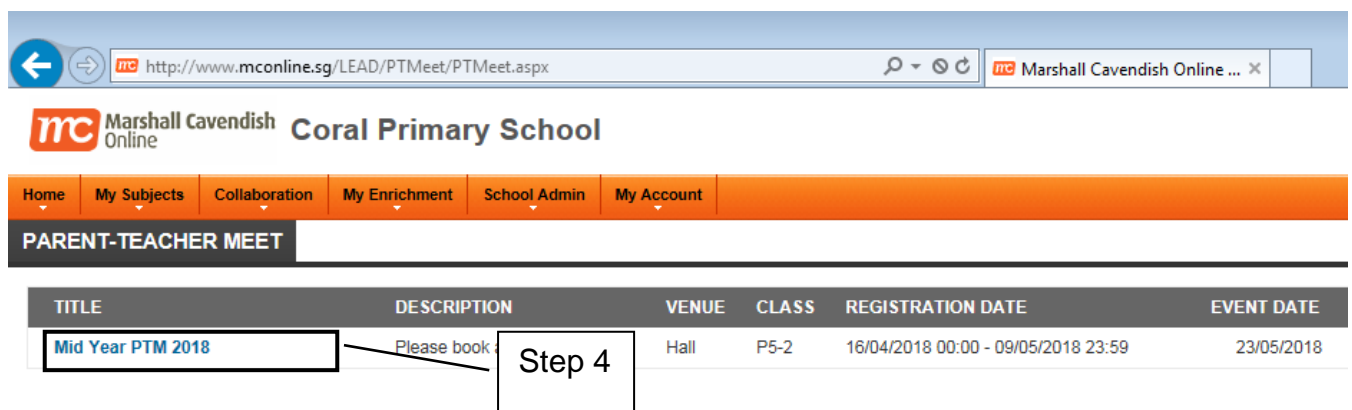


Step 3: Bring the cursor to the tab “School Admin” and click on “Parent-Teacher Meeting: View Form”



Step 4: Click on the Mid Year Parent Teacher Meet 2018



Step 5: Complete the two fields “Parent’s Name” and “Parent’s Contact No”.

The screenshot shows the 'PARENT-TEACHER MEET BOOKING' form. The 'Select Form' dropdown is set to 'Mid Year PTM 2018 - Please bo'. The form displays the event details and has two required input fields for 'Parent's Name' and 'Parent's Contact No'. A callout box labeled 'Step 5' points to these fields.

Select Form: Mid Year PTM 2018 - Please bo

Title: Mid Year PTM 2018

Description: Please book a time slot for your child/ward's Parent-Teacher Meet with his/her Form Teacher.

Venue: Hall

Form Class / Group Name: P5-2

Registration Date: 16/04/2018 00:00 - 09/05/2018 23:59

Event Date: 23/05/2018

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

Step 6: Click on the preferred time slot that you would like to meet the Form Teacher

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

08:00 - 08:10	Available	08:10 - 08:20	Available
08:20 - 08:30	Available	08:30 - 08:40	Available
08:40 - 08:50	Available	08:50 - 09:00	Available
09:00 - 09:10	Available	09:10 - 09:20	Available
09:20 - 09:30	Available	09:30 - 09:40	Available
09:40 - 09:50	Available	09:50 - 10:00	Available
10:00 - 10:10		10:10 - 10:20	
10:20 - 10:30		10:30 - 10:40	Available
10:40 - 10:50	Available	10:50 - 11:00	Available
11:00 - 11:10	Available	11:10 - 11:20	Available
11:20 - 11:30	Available	11:30 - 11:40	Available
11:40 - 11:50	Available	11:50 - 12:00	Available
12:00 - 12:10	Available	12:10 - 12:20	Available

Step 6

Step 7: Finally, check on the box “I declare that all the information entered here is correct and accurate at the time of submission” and click on the “Confirm” button.

14:00 - 14:10	Available	14:10 - 14:20	Available
14:20 - 14:30	Available	14:30 - 14:40	Available
14:40 - 14:50	Available	14:50 - 15:00	Available

■ Slots are disabled by School Admin.

■ Slots are booked.

Step 7

I declare that all the information entered here is correct and accurate at the time of submission.