

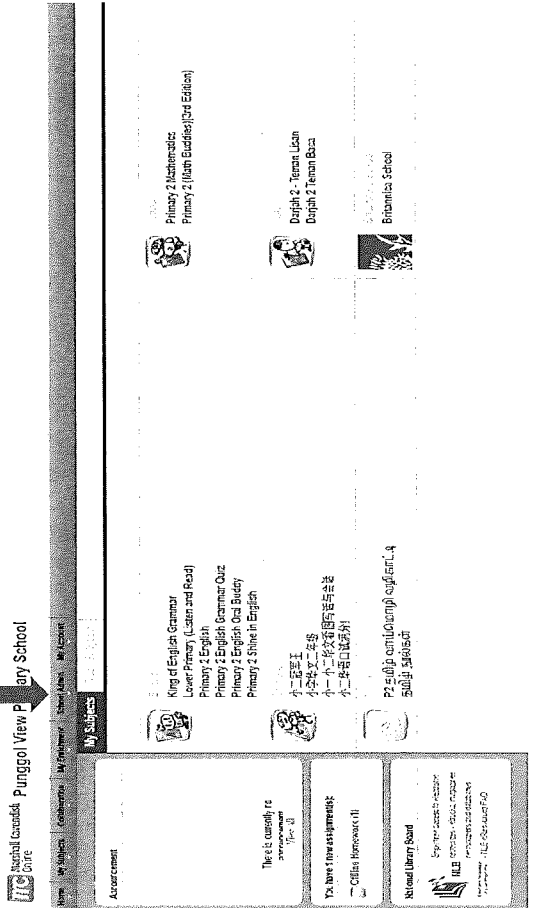
Parent-Teacher Conferencing (PTC) Online Booking – Guide for Parents

Oct 2015

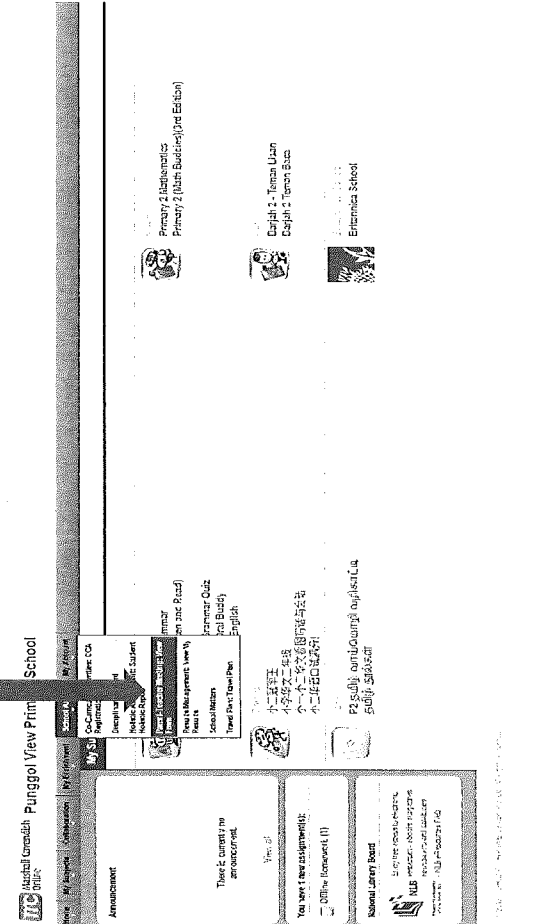


Login ID: Your Child's BC Number
School: PGVPS
Password: mconline1

Click here on "School Admin"



Select "Parent-Teacher Meeting – View Form"




PARENT TEACHER MEET

TIME	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	STATUS
1 Amethyst Sample	1 Amethyst Classrom	1 Amethyst	28/10/2015 09:00 - 27/10/2015 12:59	28/10/2015	09:00	14:00	10:00	15:00	1 Amethyst Classroom

Click here to go to the event details page.

- Click here on the class if you are doing booking to meet the EI/Maths Teacher
- Click on the MT teacher name if you are doing booking to meet MT teacher



Acknowledgement Notice

Thank you for using our online PTA booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

The same acknowledgement notice has been sent to your e-mail account.

NAME OF PARENT	Mr John Doe
NAME OF CHILD	Jim Doe
CLASS	1 Amethyst
EVENT / DESCRIPTION	1 Amethyst Sample - 1 Amethyst Sample
EVENT DATE	28/10/2015
BOOKED TIME	10:00 - 10:20
VENUE	1 Amethyst Classroom

You may print the acknowledgement, should you wish to.

PARENT TEACHER MEET BOOKING

Select Form: 1 Amethyst Sample

Title: 1 Amethyst Sample

Description: 1 Amethyst Sample

Venue: 1 Amethyst Classroom

Form Class / Group Name: 1 Amethyst

Registration Date: 28/10/2015 09:00 - 27/10/2015 12:59

Event Date: 28/10/2015

Parent's Name: [Input Field]

Parent's Contact No: [Input Field]

Select date you want

Fill in details

Check on this box if you are not attending

Select timing you want

Time Slot:	Availability	Availability
09:00 - 09:20	Available	09:00 - 09:20 Available
09:20 - 09:40	Available	09:20 - 09:40 Available
09:40 - 10:00	Available	09:40 - 10:00 Available
10:00 - 10:20	Available	10:00 - 10:20 Available
10:20 - 10:40	Available	10:20 - 10:40 Available
10:40 - 11:00	Available	10:40 - 11:00 Available
11:00 - 11:20	Available	11:00 - 11:20 Available
12:00 - 12:20	Available	12:00 - 12:20 Available
12:20 - 12:40	Available	12:20 - 12:40 Available
12:40 - 13:00	Available	12:40 - 13:00 Available

Show the booked
 Show the available by School Admin

Check and select "Confirm"