

# Parents Gateway

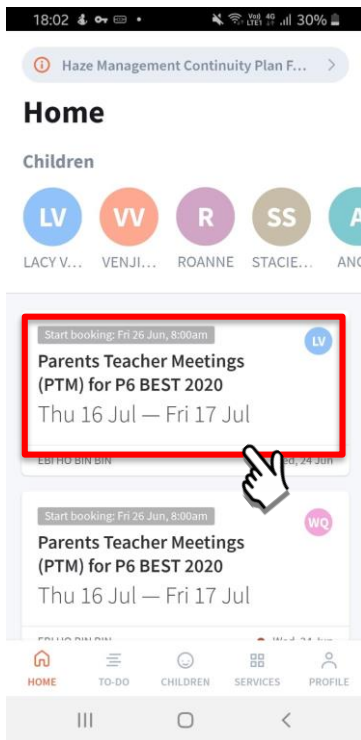
A quickstart guide for Parents  
(Meetings feature on Parents  
Gateway)



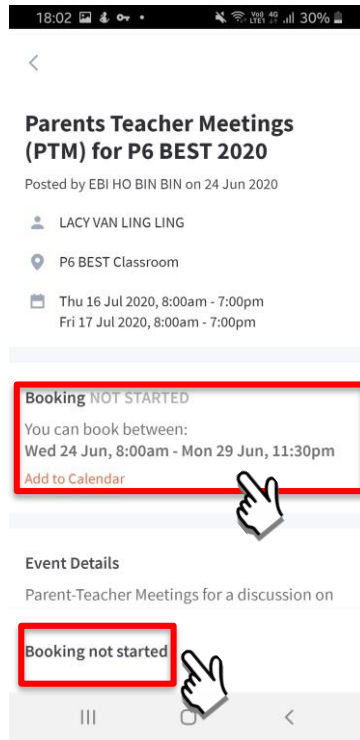
# Meetings feature on Parents Gateway App (Booking not open)

# Meetings feature on PG App (Booking Close)

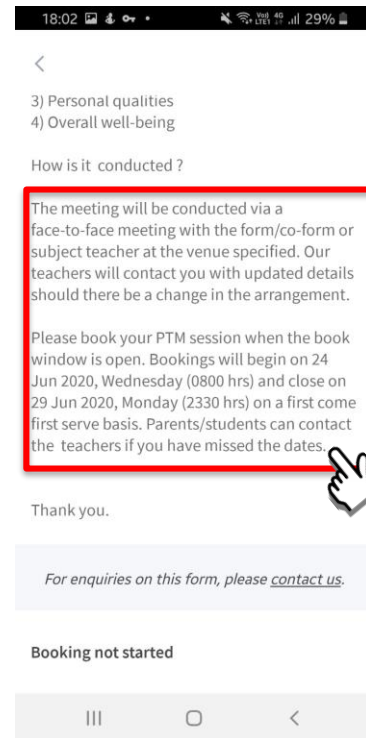
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



Tap on the message to open the meetings feature



Booking has not started.  
Take note of the dates

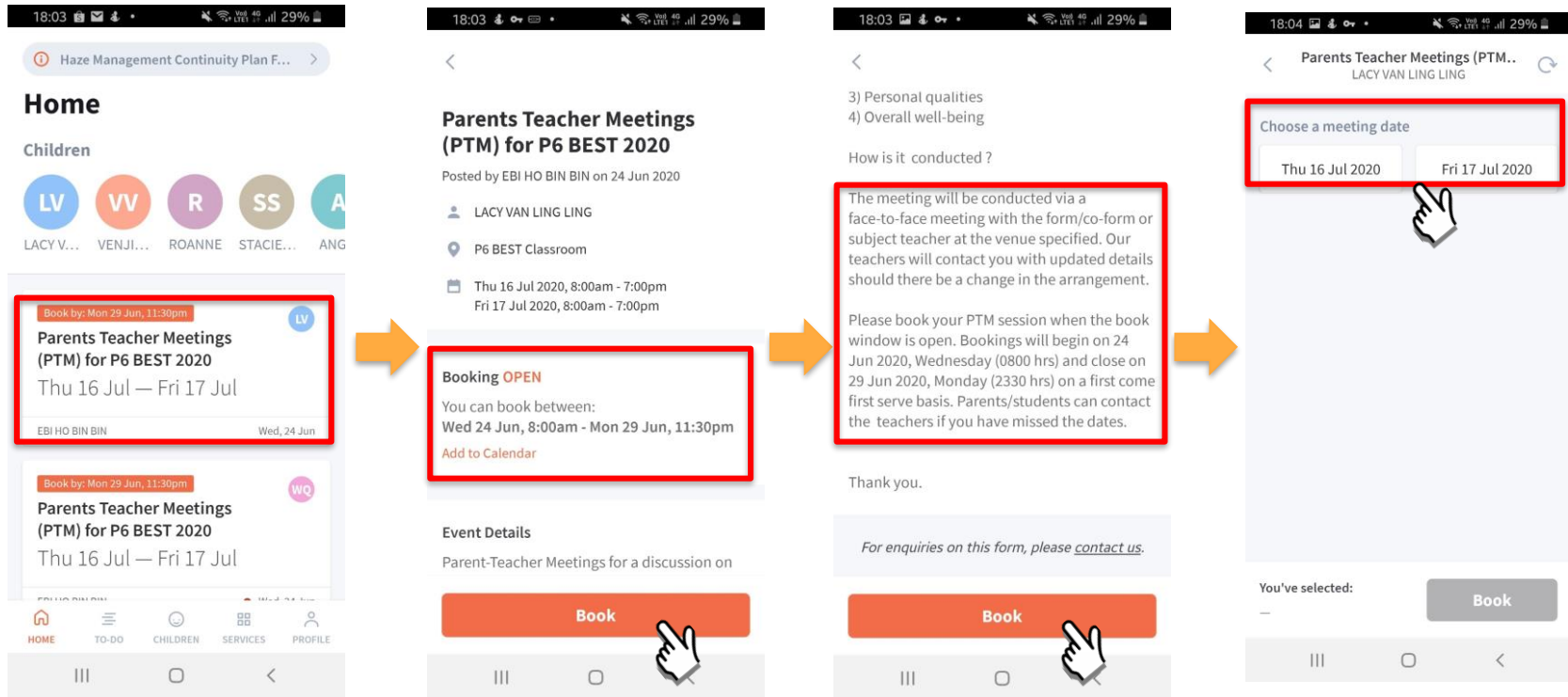


Take note of how the meeting will be conducted

# 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 App.



Tap on the message to open the meetings feature

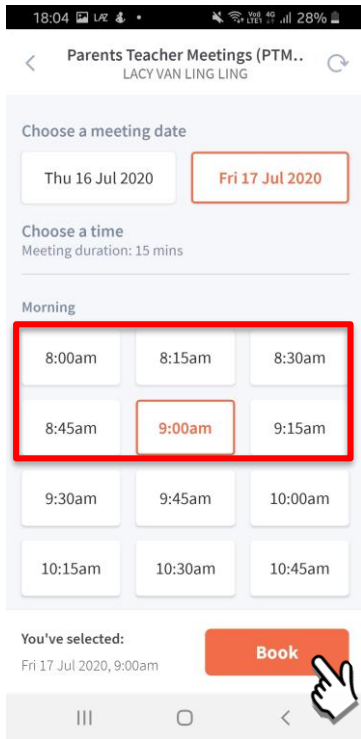
Booking is open. Tap on **BOOK** to start.

Tap on **BOOK** to start.

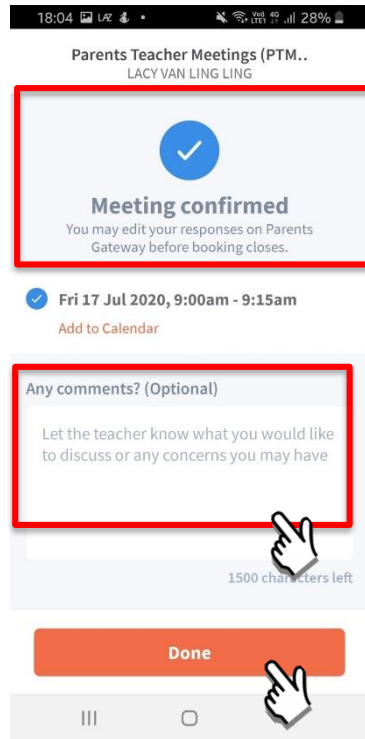
Tap on the date that you are available

# Meetings feature on PG App (Booking Open)

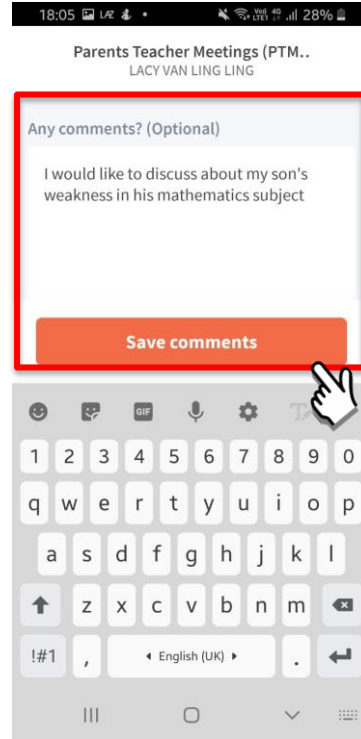
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



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



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

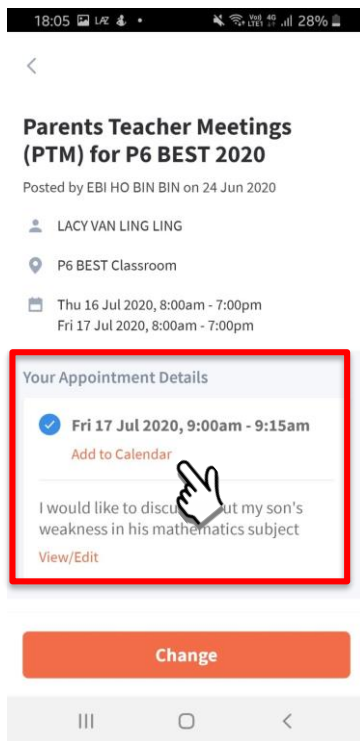


After saving comments, tap on **DONE**.

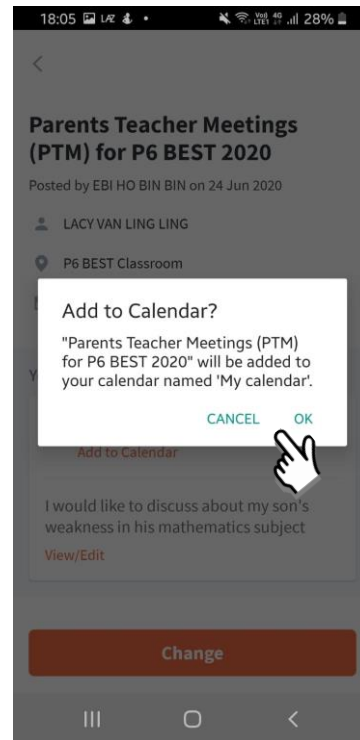
# Meetings feature on Parents Gateway App (Add to Calendar)

# 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**



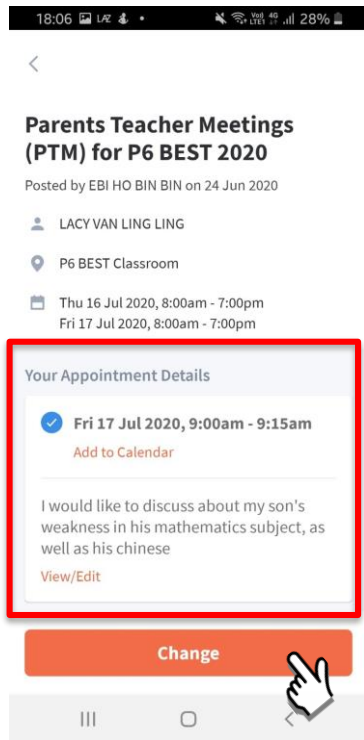
Tap on **OK** or **Cancel**



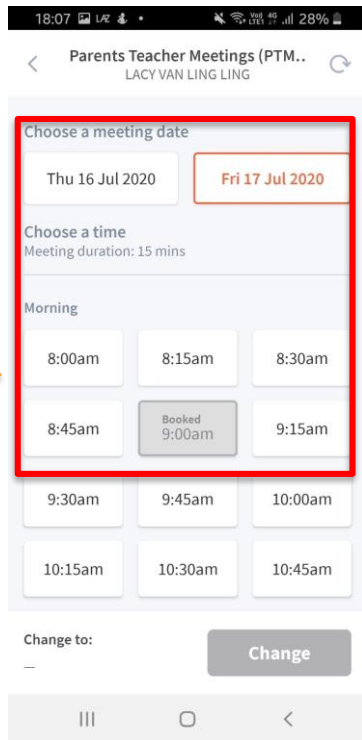
# Meetings feature on Parents Gateway App (Change Booking)

# Meetings feature on PG App (Change Booking)

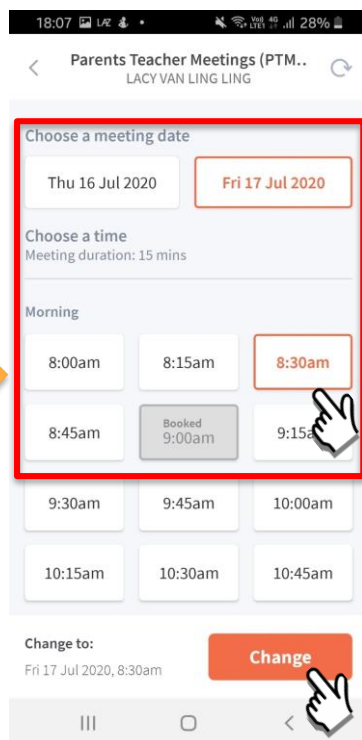
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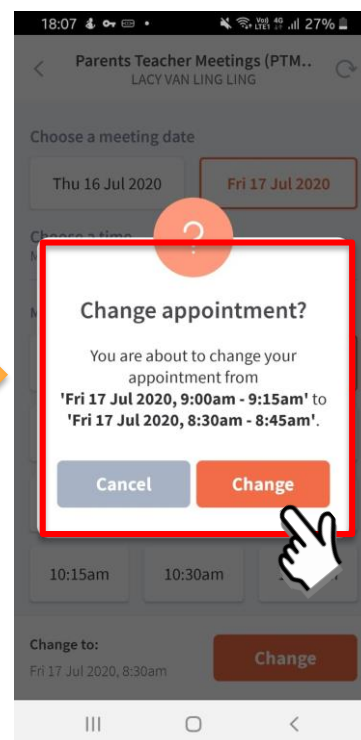
Tap on original message & press **Change**



Original booking shown



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

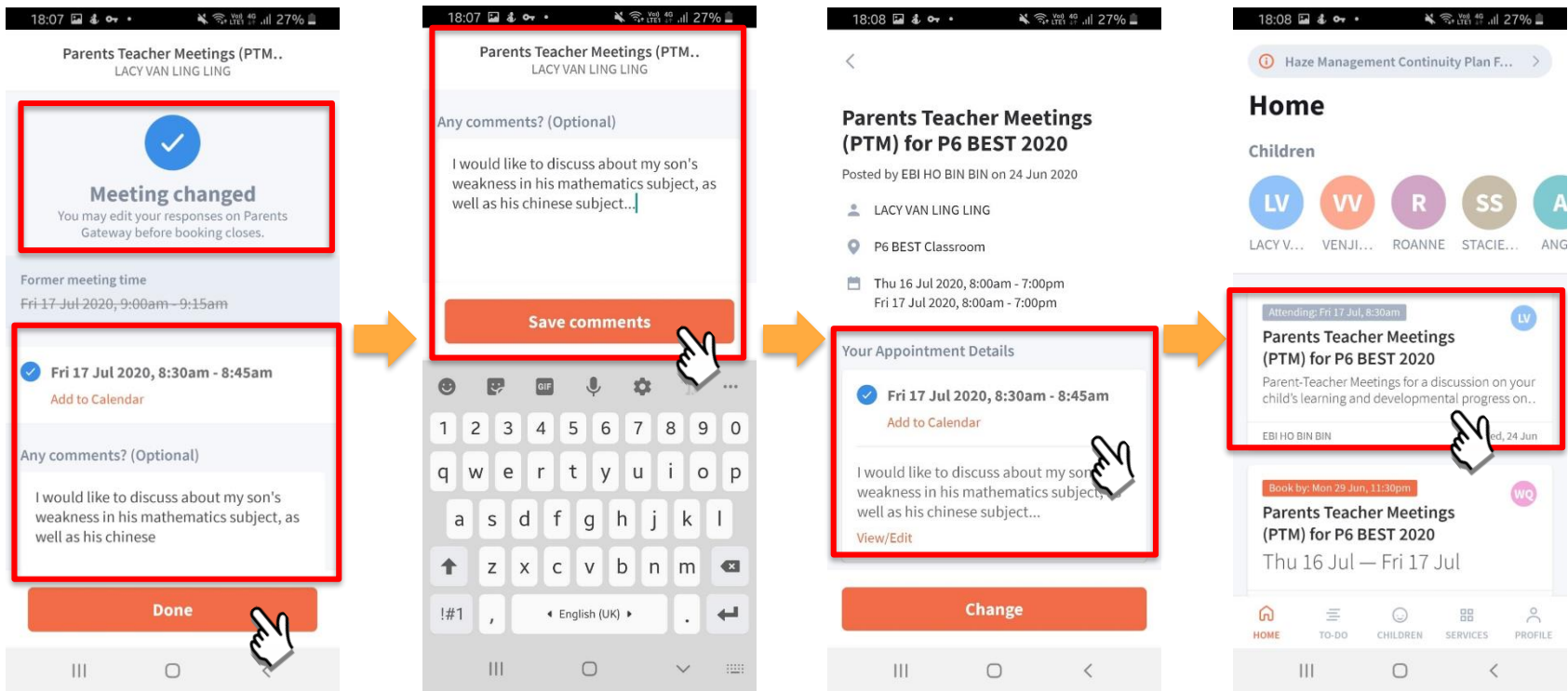


Press **Change** to confirm new appointment



# Meetings feature on PG App (Change Booking)

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



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

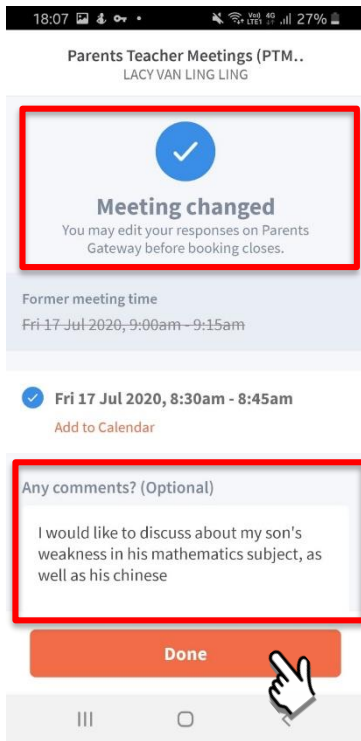
Update comments if required.

Appointment details will be updated.

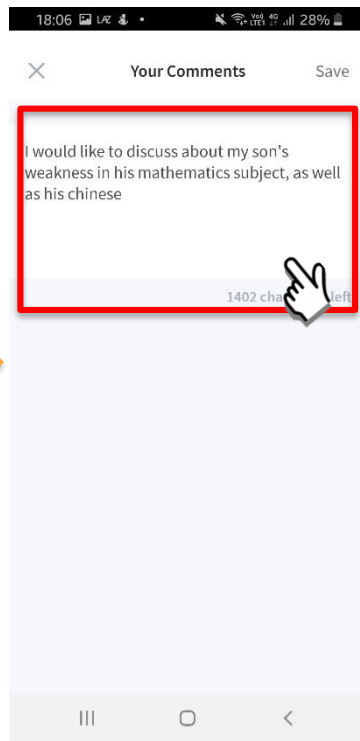
# Meetings feature on Parents Gateway App (Edit Comments)

# Meetings feature on PG App (Editing Comments)

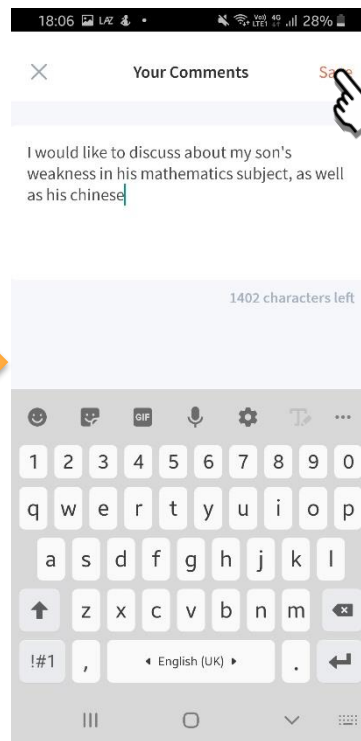
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



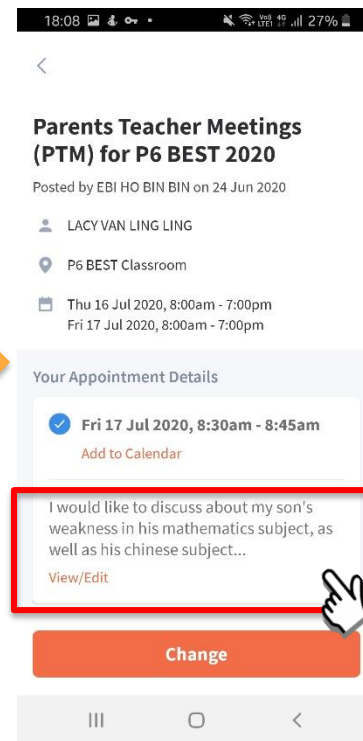
Tap on **COMMENTS** to edit the comments.



Tap on comment box.



Enter new comments and click **SAVE**.



Updated comments will be reflected.

# Thank You