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.
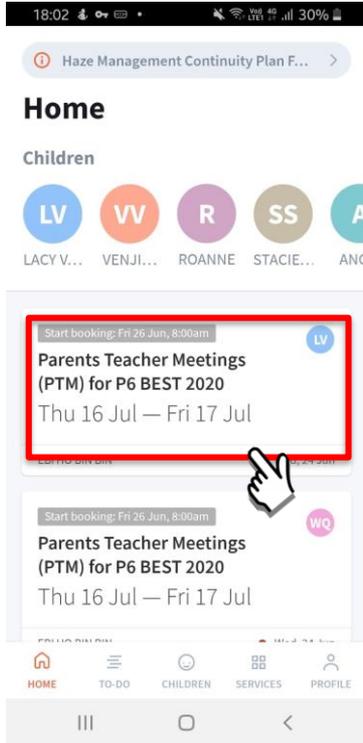
Tap on the message to open the meetings feature
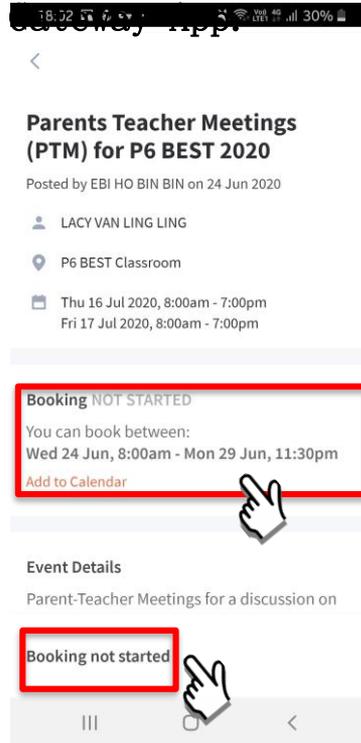
Booking has not started. Take note of the dates
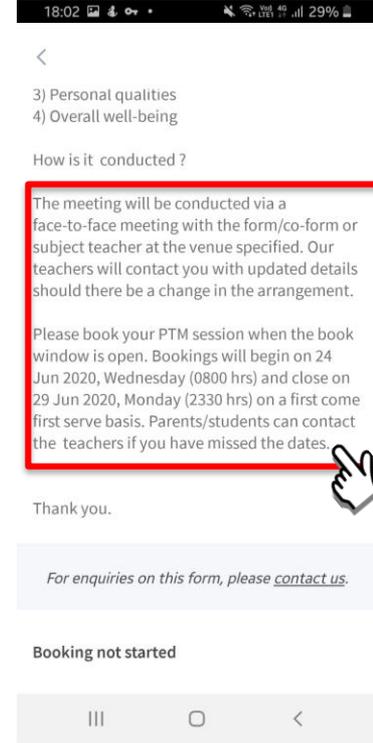
Take note of how the meeting will be conducted

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 Way App!
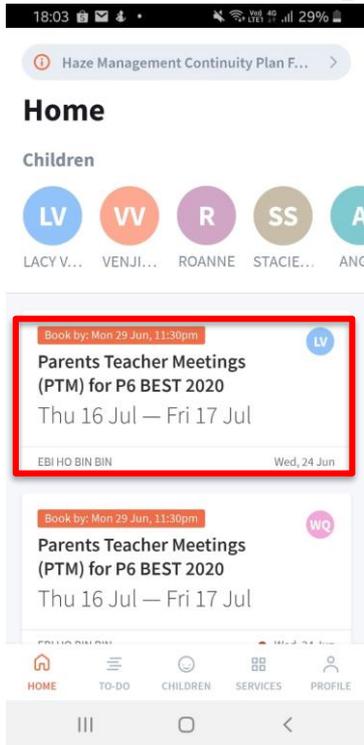
Tap on the message to open the meetings feature
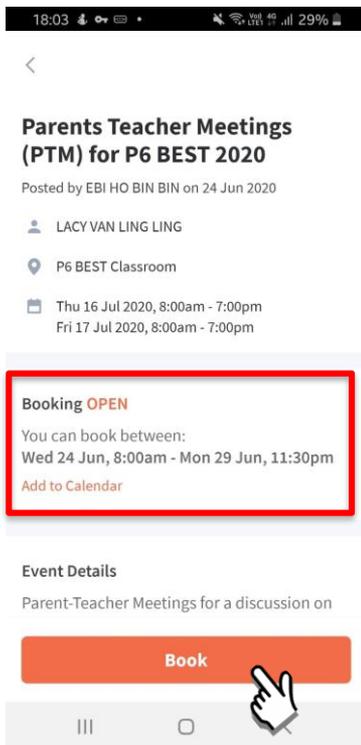
Booking is open. Tap on BOOK to start.
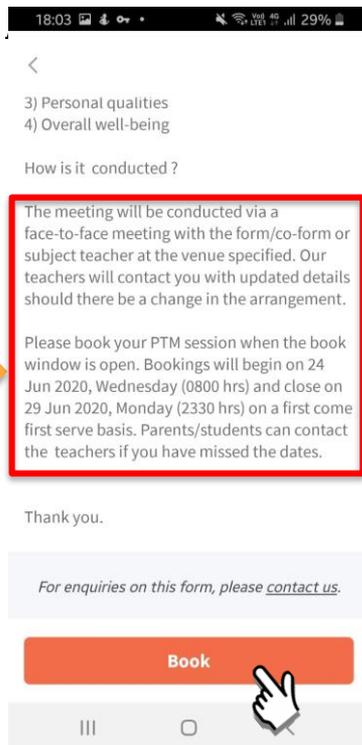
Tap on BOOK to start.

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
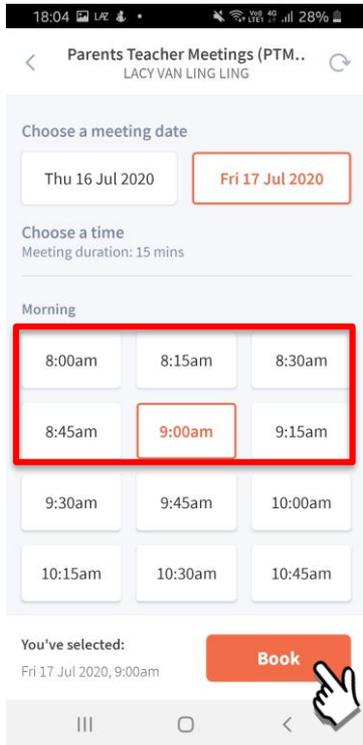
Choose the time. Tap on BOOK.
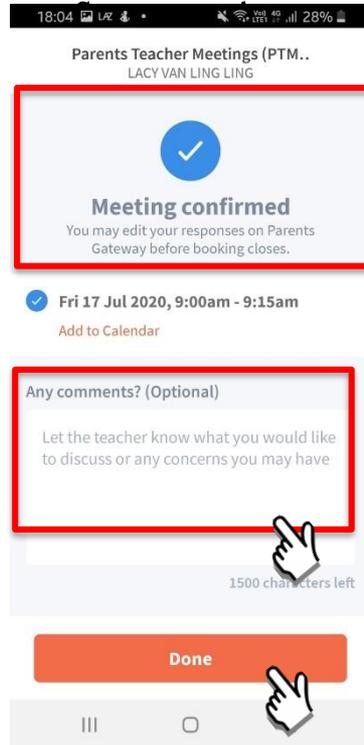
Meeting confirmation. Tap on box to leave **COMMENTS**.
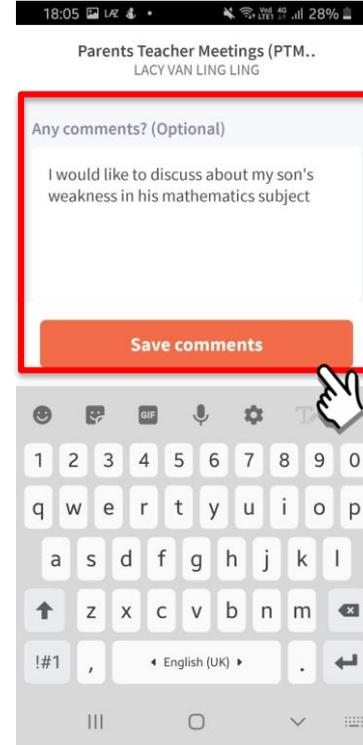
After saving comments, tap on DONE.

Meetings feature on Parents Gateway App (Add to Calendar)

Meetings feature on PG App (Add to Calendar)

First, please ensure that you are downloaded and installed the latest version of the Parents Gateway App.
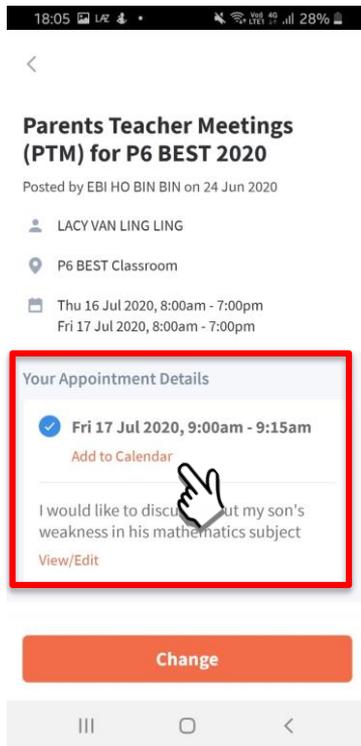
Tap on Add to Calendar
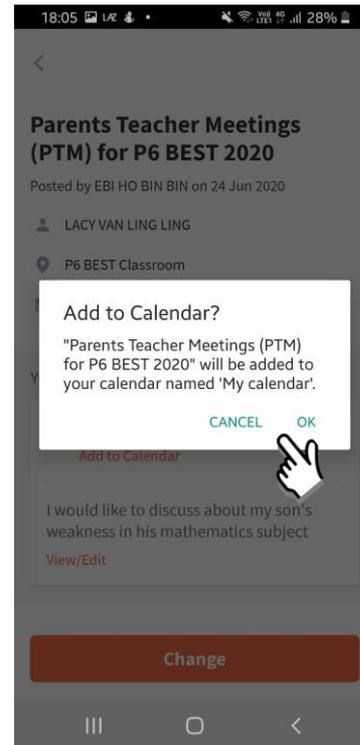
Tap on OK or Cancel

Meetings feature on Parents Gateway App (Change Booking)

Meetings feature on PG App (Change Booking)

First, please ensure that you have downloaded and installed the latest version of the Parents
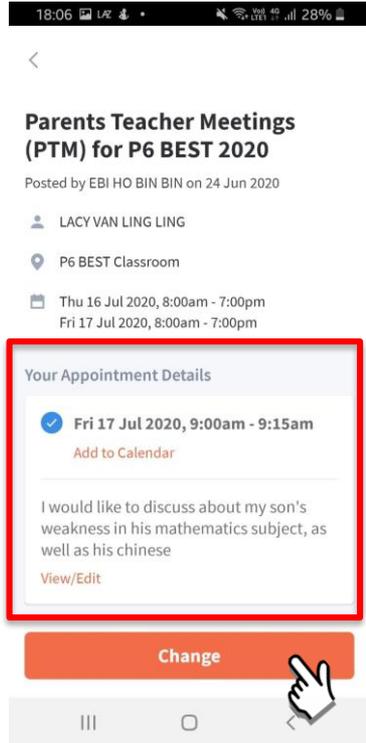
Tap on original message & press Change
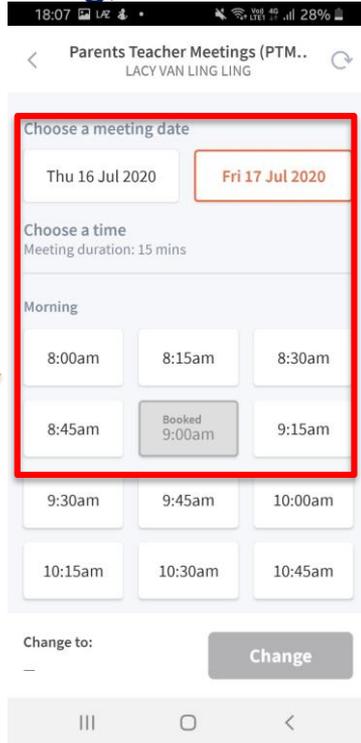
Original booking shown
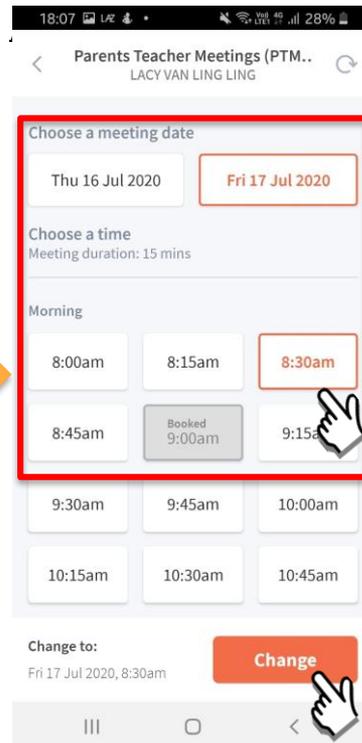
Select new date & time & press Change
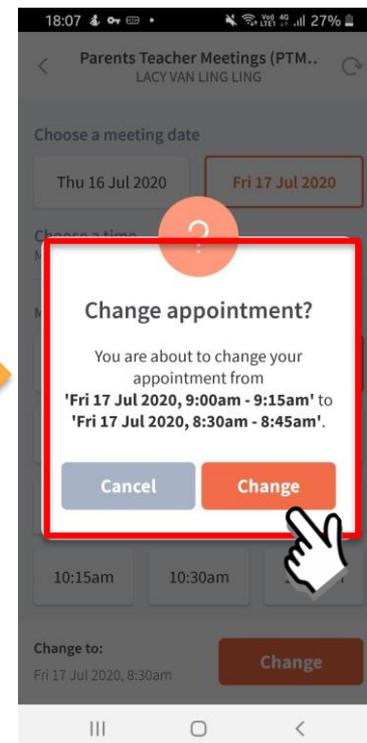
Press Change to confirm new appointment

Meetings feature on PG App (Change Booking)

First, please ensure that you have downloaded and installed the latest version of the Parents
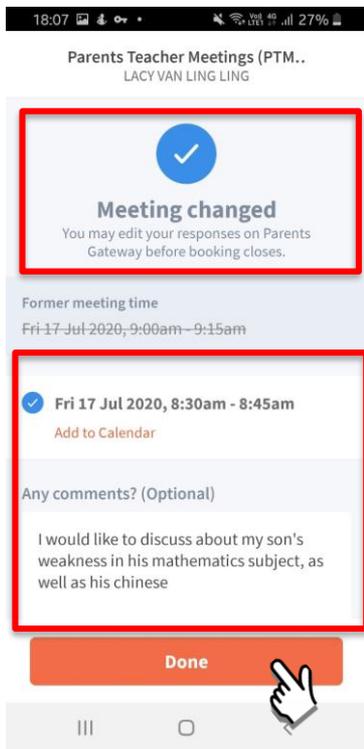
Meeting confirmation. Tap on box to leave/update **COMMENTS**.
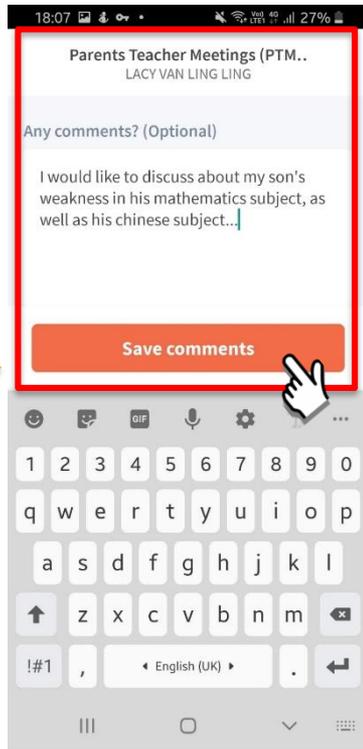
Update comments if required.
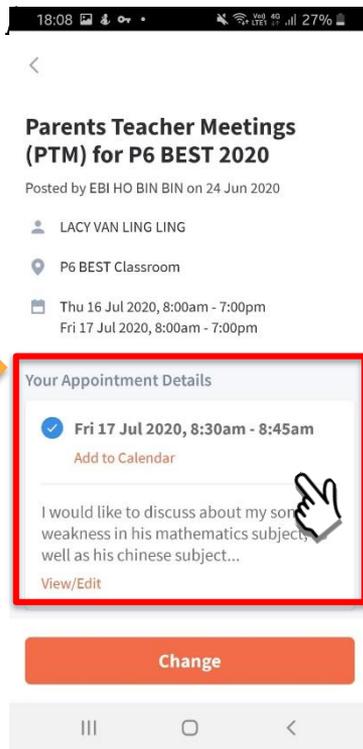
Appointment details will be updated.
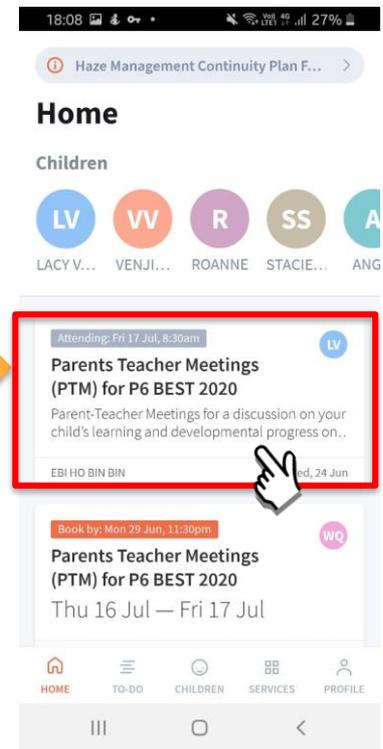
Meetings feature on Parents Gateway App (Edit Comments)

Meetings feature on PG App (Editing Comments)

First, please ensure that you have downloaded and installed the latest version of the Parents Gateway App.
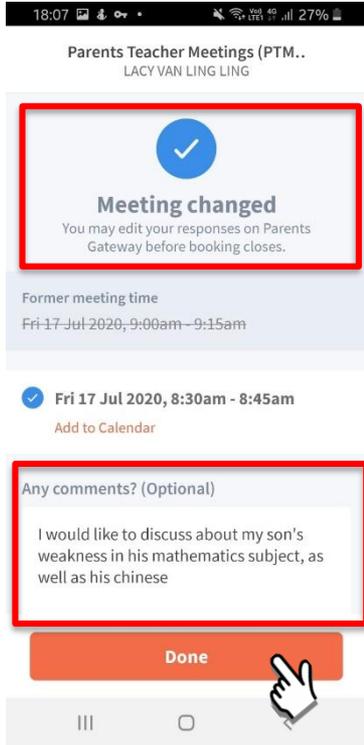
Tap on **COMMENTS** to edit the comments.
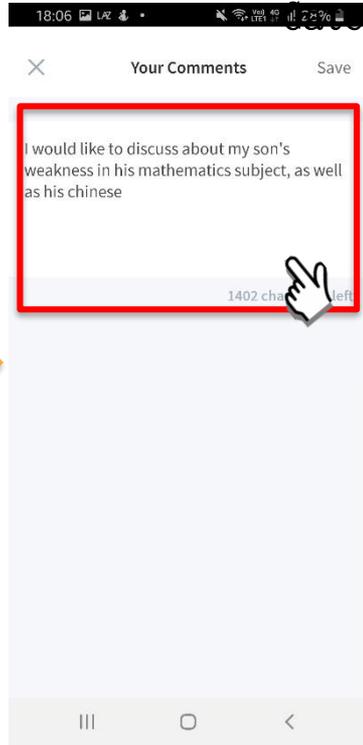
Tap on comment box.
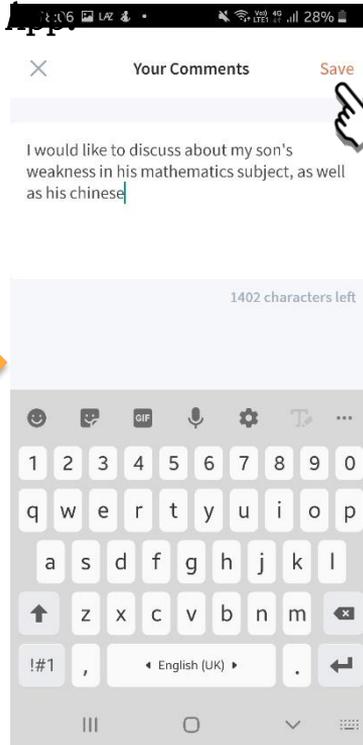
Enter new comments and click **SAVE.**
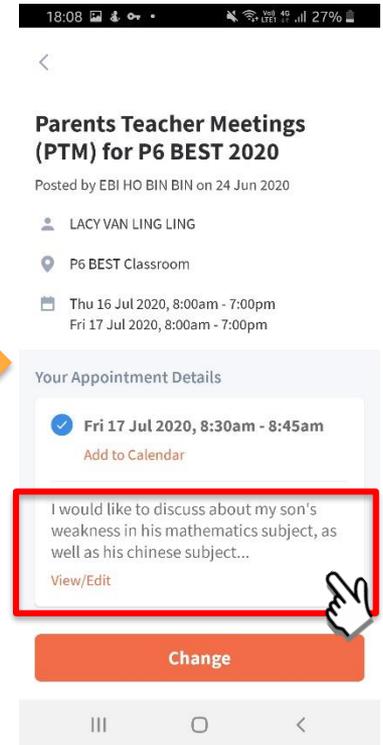
Updated comments will be reflected.

Thank You