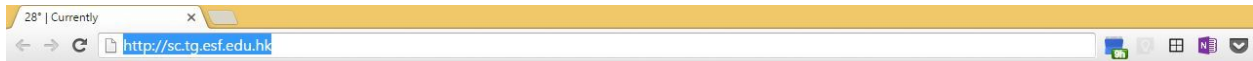


Making bookings for Parent Consultation

Accessing the Parent Consultation Module

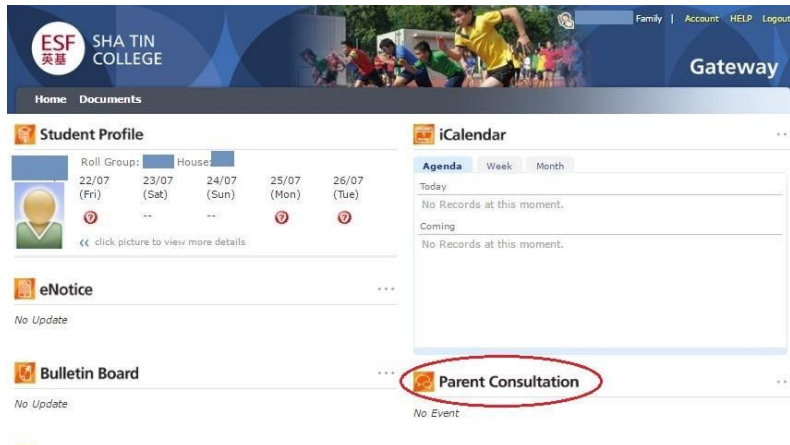
1. Launch your web browser. Access the Gateway by typing the following link in the address bar: <http://sc.tg.esf.edu.hk>



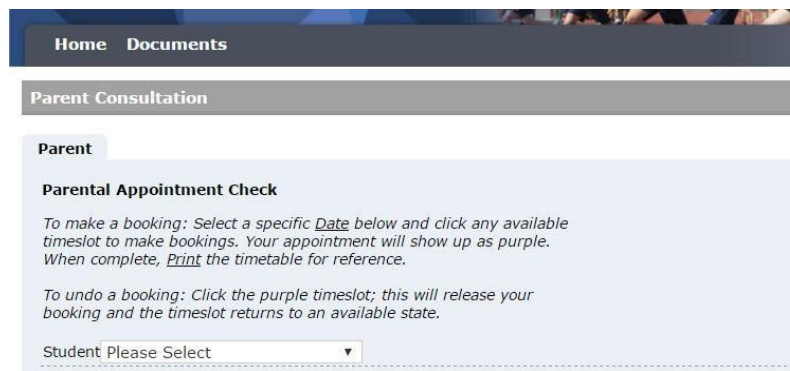
2. Enter your **family username and password** on the login page. Click "Login". If you have forgotten your family login details, please email gatewaysupport@shatincollege.edu.hk



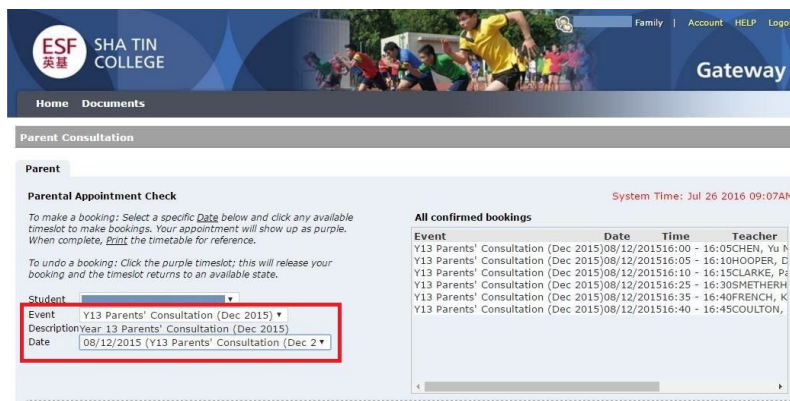
3. Locate the “Student Profile” panel on the right side of your screen under the navigation bar. Select the heading titled “Parent Consultation”.



4. Select your child’s name by clicking on the drop-down box next to “Student”.



5. Click on the drop-down boxes to select the event name and date.



Managing bookings

- The names of your child's **teachers** are listed **vertically** on the left, and the **time slots** are listed **horizontally** across the top row of the table.
- Please refer to the **legend** for more information on the colour-coded booking statuses.

Open for Viewing Only

Note: The booking table will be refreshed in approximately every few seconds.

Print

Legend: - blocked or reserved by another parent - booking reserved by a teacher - booking reserved by a parent - Available

Teachers	16:00	16:05	16:10	16:15	16:20	16:25	16:30	16:35	16:40	16:45	16:50	16:55	17:00
CHEN, Yu Min (Mandarin B (SL)) (Booking Confirmed)													
CLARKE, Paul (Graphic Products (HL)) (Booking Confirmed)													
COULTON, Bryan (Mathematics (SL)) (Booking Confirmed)													
FRENCH, Kris (Biology (HL)) (Booking Confirmed)													
HARRIS, Neil (Global n Social Thinking Skill, Theory of Knowledge)													
HOOPER, David (English A Lang and Lit (SL)) (Booking Confirmed)													
OVERENS, Richard (Creativity, Action and Service)													
SMETHERHAM, Luke (Psychology (HL)) (Booking Confirmed)													
STOTT, David (Global Perspectives)													

- If you would like to make a booking, click on a vacant time slot (shaded white) for the particular subject teacher you wish to see. The cell will automatically be shaded with light purple to mark your reserved time slot for that particular teacher. **Please note that you will not be able to see two teachers at the same time.**
- If you wish to cancel an existing booking, click on your reserved time slot (shaded light purple) and click “Yes” to confirm your cancellation.
- Click “Print” if you wish to obtain a list of the confirmed parent consultation appointments for your future reference.

When complete, Print the timetable for reference.

To undo a booking: Click the purple timeslot; this will release your booking and the timeslot returns to an available state.

Student:

Event:

Description:

Date:

Open for Viewing Only

Note: The booking table will be refreshed in approximately every few seconds.

Print

Legend: - blocked or reserved by another parent - booking reserved by a teacher - booking reserved by a parent - Available

Y13 Parents' Consultation (Dec 2015)08/12/201516:00 - 16:05	CHEN, Yu Min (Mandarin B (SL)) (Booking Confirmed)
Y13 Parents' Consultation (Dec 2015)08/12/201516:05 - 16:10	HOOPER, David (English A Lang and Lit (SL)) (Booking Confirmed)
Y13 Parents' Consultation (Dec 2015)08/12/201516:10 - 16:15	CLARKE, Paul (Graphic Products (HL)) (Booking Confirmed)
Y13 Parents' Consultation (Dec 2015)08/12/201516:25 - 16:30	SMETHERHAM, Luke (Psychology (HL)) (Booking Confirmed)
Y13 Parents' Consultation (Dec 2015)08/12/201516:35 - 16:40	FRENCH, Kris (Biology (HL)) (Booking Confirmed)
Y13 Parents' Consultation (Dec 2015)08/12/201516:40 - 16:45	COULTON, Bryan (Mathematics (SL)) (Booking Confirmed)

*** End of Document ***