

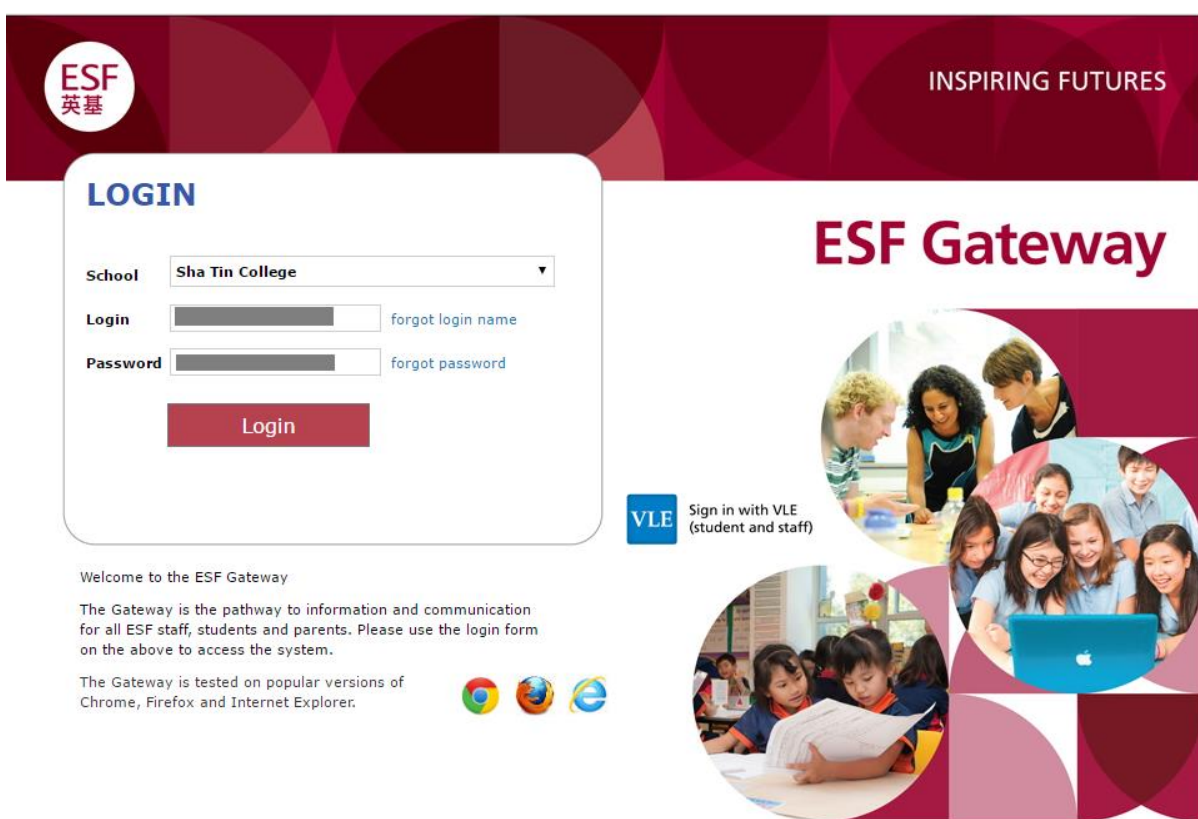
Make bookings for Parent Consultation

Accessing the Parent Consultation Module

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



2. Enter your **family** username and password (i.e. parent-login-ID) on the login page. If you have forgotten your family login details, please email to gatewaysupport@shatincollege.edu.hk



3. School will notify parents about the schedule for parent consultation booking on Gateway. The booking process is online and is on a first-come-first-served basis. Parents may login to Gateway to make appointments within the open booking period.

Make Booking

- [Click to book or update](#) under Parent Consultation.

The screenshot shows the 'Student Profile' page for student ATTE000003p. The 'Parent Consultation' section at the bottom right contains a button labeled 'Click to book or update', which is highlighted with a red rectangular box. Other sections include 'Student Profile' with attendance records for 06/02 to 10/02, 'iCalendar' with an empty agenda, and 'eNotice' with 'No Update'.

- If there are any, you will see event(s) with “**Open for Booking**” status, which allow you to book or change teacher appointments. If an event is **closed** or is **view only**, it will not allow you to go further to book or change appointments.

The screenshot shows the 'Parent Consultation' page. Under the 'Parent' tab, there are two events listed:

- Event 1: Parent Consultations (CHAN004326s, CHAN004326p (1L) not yet booked) on 24/01/2017 09:00 - 15:00. Status: Open for Booking.
- Event 2: Parent Consultations (CHAN003498s, CHAN003498p (6D) not yet booked) on 27/09/2016 15:15 - 20:00 and 29/09/2016 15:15 - 20:00. Status: Open for Booking.

At the bottom, there is a section for 'All confirmed bookings' with a 'Print' icon and a table header with columns 'Event', 'Teacher', and 'Student'. The table content shows 'There is no confirmed booking.'

- Click on an “Open for Booking” event to show the booking table.

- **Step 1**, if the event has more than one date, you may select a preferred date for your booking(s).
- You may book one time slot for each teacher.
- The grey time slots indicate the teacher is unavailable, while the white time slots indicate the teacher is available for booking. You may change the date (if applicable) to view their availability.
- **Step 2**, click on the preferred white time slot of a teacher to book. It will change to purple, which indicates that the booking is confirmed, and will add a green tick next to the teacher’s name.
- If there is more than one teacher, you may repeat Steps 1 and 2 to book other teachers.

- At the bottom, you will see a list of confirmed bookings.

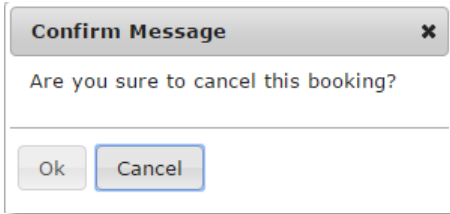
All confirmed bookings [Print](#)

Event	Teacher	Student
27/09/2016 16:45 - 17:00 Parent Consultations		CHAN003498p
27/09/2016 17:00 - 17:15 Parent Consultations		CHAN003498p

- Please make sure to complete your bookings within the open period; no further booking/update is allowed once the booking is closed.

Cancel Bookings

Click on the booked teacher's name (purple), or the purple time slot, and click on OK to confirm that you want to cancel the booking.





Change Bookings



You need to cancel the original booking slot first then click on another vacant slot.

View and Print Your Bookings


- After you have made all bookings, scroll down to “**All confirmed bookings**” and press **Print** next to it to get the hard copy.

 **High Education Presentation (before consultation)**
 DOCA000002s, DOCA000002p (12X1) 
16/02/2017 15:40 - 16:00
 Rm126

Open for Booking
Close time: 15/02/2017 12:00

 **Y12 Parents' Consultation (16th February 2017)**
 DOCA000002s, DOCA000002p (12X1) 
16/02/2017 16:00 - 18:30
 Please sign up for Higher Education Presentation at the separate tab.

Open for Booking
Close time: 15/02/2017 12:00

All confirmed bookings  **Print**

Event	Teacher	Student
16/02/2017 15:40 - 16:00 High Education Presentation (before consultation)	[Redacted]	DOCA000002p
16/02/2017 16:00 - 16:05 Y12 Parents' Consultation (16th February 2017)	[Redacted] Business Management (HL)	DOCA000002p
16/02/2017 16:10 - 16:15 Y12 Parents' Consultation (16th February 2017)	[Redacted] English A Lang & Lit (HL)	DOCA000002p
16/02/2017 16:20 - 16:25 Y12 Parents' Consultation (16th February 2017)	[Redacted] Mathematics (SL)	DOCA000002p

- You can also view the booking list at the Home page under Parent Consultation.

The screenshot displays the ESF Gateway Home page for a student. The top navigation bar includes 'Home' and 'Documents'. The main content area is divided into several sections:

- Student Profile:** Shows student ID CHAN001128p, Roll Group: 12X1, and House: PH. A grid of dates from 06/02 to 10/02 shows attendance status (green checkmarks for Mon-Wed, red question marks for Thu-Fri). Below are buttons for Student Demographics, Medical Information, Attendance Report, Timetables, ARR Report, Assessments, Activities, and Commitments.
- iCalendar:** Features 'Agenda', 'Week', and 'Month' tabs. The 'Agenda' view shows 'Today' with 'No Records at this moment.' and 'Coming' with 'No Records at this moment.'
- eNotice:** Displays 'No Update'.
- Bulletin Board:** Displays 'No Update'.
- Foundation News:** Displays 'No Update'.
- Parent Consultation:** A table listing consultation slots for 16/02, each 5 minutes long, from 16:00 to 16:30. All slots are for student (CHAN001128p). A red box highlights this table. Below the table is a link: [Click to book or update](#).

Date	Time	Student ID
16/02	16:00 - 16:05	(CHAN001128p)
16/02	16:05 - 16:10	(CHAN001128p)
16/02	16:10 - 16:15	(CHAN001128p)
16/02	16:15 - 16:20	(CHAN001128p)
16/02	16:20 - 16:25	(CHAN001128p)
16/02	16:25 - 16:30	(CHAN001128p)