

## Student Led Conference Booking Guide

1. From the Gateway home page, click the **Communication** tab
2. Select the **Parent Consultation**.

The screenshot displays the Gateway home page interface. At the top, there is a header with a group of children's photos and navigation links: Home, ARR, Activities, Admin, Communication, and Documents. The 'Communication' tab is highlighted. Below the header, the 'iCalendar' section is visible, featuring a dropdown menu with options: Bulletin Board, Foundation News, Parent Consultation, and eNotice. A red arrow labeled '1' points to the 'Communication' tab, and another red arrow labeled '2' points to the 'Parent Consultation' option in the dropdown. To the right, the 'My Panels' section includes a 'Staff Search' form with fields for School (set to 'Peak School'), Surname, and Preferred Name, along with Search and Reset buttons. Below the iCalendar section, there are three panels: 'Bulletin Board', 'Foundation News', and 'eNotice', each displaying 'No Record Found' and a 'More...' link.

3. Select the name of your child from the **Student** dropdown menu.

The screenshot shows the 'Parent Consultation' web application. At the top, there is a header with a green banner featuring a group of children's faces. To the right of the banner are links for 'Family', 'Account', 'HELP', and 'Logout'. Below the banner is a navigation bar with links: 'Home', 'ARR', 'Activities', 'Admin', 'Communication', and 'Documents'. The main content area is titled 'Parent Consultation' and includes a 'Parent' tab. Under this tab, there is a section for 'Parental Appointment Check' with instructions on how to make and undo a booking. A 'Student' dropdown menu is shown with a red arrow pointing to it, labeled with a large red '3'. The dropdown menu is open, showing 'Please Select' and several blacked-out options. The system time 'May 06 2015 10:13AM' is displayed in the top right corner. The footer contains the 'ESF GATEWAY' logo and the Chinese text '英基 嘉匯'.

Family | Account | HELP | Logout

Home ARR Activities Admin Communication Documents

Parent Consultation

Parent

Parental Appointment Check System Time: May 06 2015 10:13AM

To make a booking: Select a specific Date below and click any available timeslot to make bookings. Your appointment will show up as purple. 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 Please Select

**3**

ESF GATEWAY  
英基 嘉匯

4. Select the event you would like to book from the **Event** dropdown menu.

Home ARR Activities Admin Communication Documents

Parent Consultation


Parent

**Parental Appointment Check** System Time: May 06 2015 10:13AM

To make a booking: Select a specific Date below and click any available timeslot to make bookings. Your appointment will show up as purple. 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: [Dropdown]

Event: [Please Select]  **4**

**All confirmed bookings**

Event	Date	Time	Teacher	Subjects
-------	------	------	---------	----------

ESF GATEWAY  
英基 嘉匯

5. Select your preferred time and date from the **Date** dropdown menu.

The screenshot shows the 'Parent Consultation' page. At the top, there is a navigation bar with links: Home, ARR, Activities, Admin, Communication, and Documents. Below this is a 'Parent Consultation' header. The main content area is titled 'Parent' and contains a 'Parental Appointment Check' section. This section includes instructions on how to make and undo a booking. Below the instructions are dropdown menus for 'Student', 'Event' (set to 'Student Led Conference'), and 'Date'. The 'Date' dropdown is open, showing a list of available dates and times for 'Student Led Conference' on 04/06/2015. A red arrow with the number 5 points to the 'Date' dropdown menu. To the right of the form is a table titled 'All confirmed bookings' with columns: Event, Date, Time, Teacher, and Subjects. The table is currently empty. At the bottom left, there is a logo for 'ESF GATEWAY' with the Chinese characters '英基 嘉匯'.

System Time: May 06 2015 10:33AM

**Parental Appointment Check**

To make a booking: Select a specific Date below and click any available timeslot to make bookings. Your appointment will show up as purple. 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: [Dropdown]  
Event: Student Led Conference [Dropdown]  
Description: [Dropdown]  
Date: Please Select [Dropdown]

**All confirmed bookings**

Event	Date	Time	Teacher	Subjects
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ESF GATEWAY 英基 嘉匯

6. Click the white block to reserve the time slot.

**Parent**

**Parental Appointment Check**

System Time: May 06 2015 10:33AM

To make a booking: Select a specific Date below and click any available timeslot to make bookings. Your appointment will show up as purple. 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

Student Led Conference

Description

Date

04/06/2015 (Student Led Conference) 08:30 - 09:00

**All confirmed bookings**


Event	Date	Time	Teacher	Subjects
-------	------	------	---------	----------


**Open for Booking Now**

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	08:30
TRUNKFIELD, Anna (2T)	

  
**6**

7. The block will turn to purple after clicking and booking confirmation will shows on the top right side of the page.

**Parent**

**Parental Appointment Check** System Time: May 06 2015 10:33AM

*To make a booking: Select a specific Date below and click any available timeslot to make bookings. Your appointment will show up as purple. 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:

**All confirmed bookings**

Event	Date	Time	Teacher	Sub
Student Led Conference	04/06/2015	08:30 - 09:40	TRUNKFIELD, Anna	

**Open for Booking Now**

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**

Teachers	08:30
TRUNKFIELD, Anna (2T) (Booking Confirmed)	

