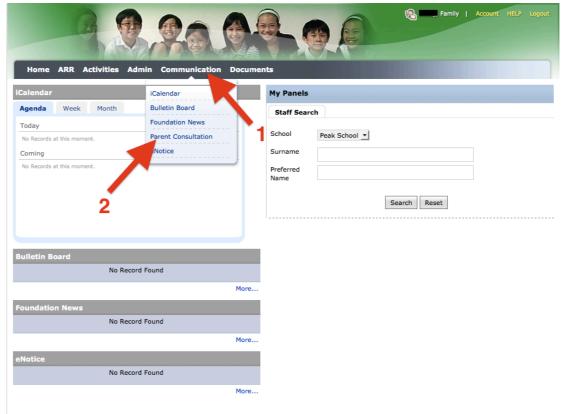
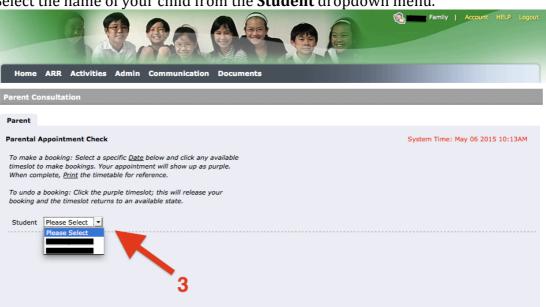
Student Led Conference Booking Guide

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

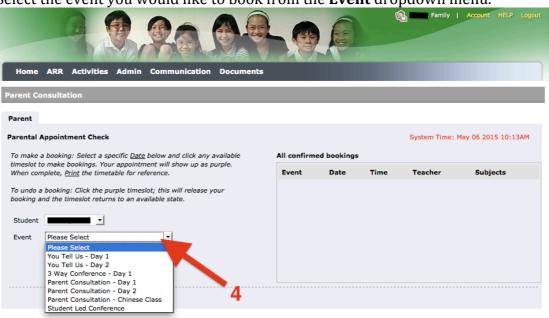


3. Select the name of your child from the **Student** dropdown menu.



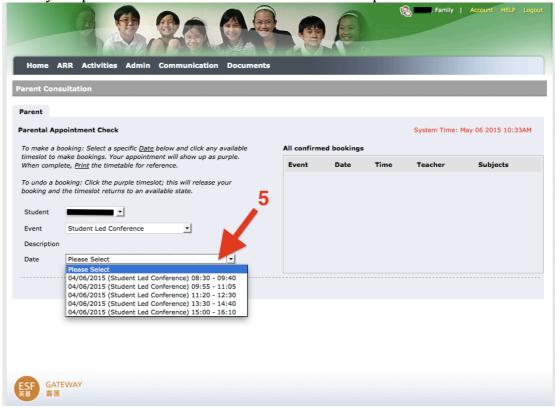


4. Select the event you would like to book from the **Event** dropdown menu.

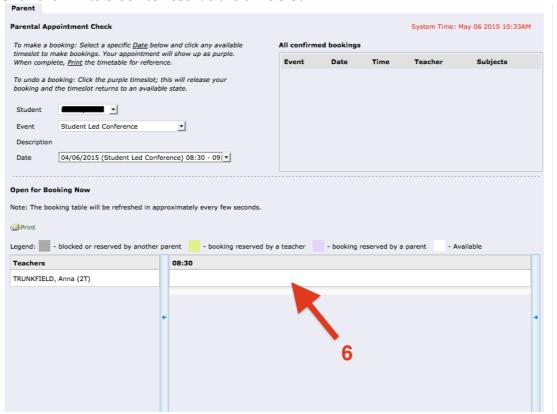




5. Select your preferred time and date from the **Date** dropdown menu.



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



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

