

# Booking Time Slots On Students' Behalf



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	TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE
<input type="radio"/>	PTM P1			1A	18/11/2012 - 30/11/2012
<input type="radio"/>	Sample1		School Hall	SCAs	05/09/2012 - 30/09/2012
<input checked="" type="radio"/>	Student Educational Counseling	Parent involvement on chi ...	Classroom 1	1A	05/12/2012 - 07/12/2012

**Step 1:**  
Select a **Form**

**Step 2:**  
Click **View Time Slots**

# Booking Time Slots on Students' Behalf

**Title:** Student Educational Counseling  
**Description:** Parent involvement on child's education progress.  
**Venue:** Classroom 1  
**Registration Date:** 05/12/2012 - 07/12/2012

**Form Class / Group Name:** 1A

**Student:**  - select a student -  
Alden Zhou  
Alexander Wu  
Daniel Xu  
Ethan Zhao  
Jacob Wang  
Jayden Liu  
Mason Lee  
Michael Yang  
Noah Chen  
William Zhang

**Event Date:**

**Time Slots:**

09:10 - 09:20	Available	09:30 - 09:40	Available
09:50 - 10:00	Available	10:10 - 10:20	Available
10:20 - 10:30	Available	10:30 - 10:40	Available
10:40 - 10:50	Available	10:50 - 11:00	Available
11:00 - 11:10	Available	11:10 - 11:20	Available
11:20 - 11:30	Available	11:30 - 11:40	Available
11:40 - 11:50	Available	11:50 - 12:00	Available

**Step 3:**  
Select the **Form Class**  
& **Student**.

# Booking Time Slots on Students' Behalf

**Title:** Student Educational Counseling  
**Description:** Parent involvement on child's education progress.  
**Venue:** Classroom 1  
**Registration Date:** 05/12/2012 - 07/12/2012  
**Form Class / Group Name:** 1A  
**Student:** Aiden Zhou  
**Event Date:** 08/12/2012

**Time Slots:**

09:00 - 09:10	Available	09:10 - 09:20	Available
09:20 - 09:30	Available	09:30 - 09:40	Available
09:40 - 09:50	Available	09:50 - 10:00	Available
10:00 - 10:10	Available	10:10 - 10:20	Available
10:20 - 10:30	Available	10:30 - 10:40	Available
10:40 - 10:50	Available	10:50 - 11:00	Available
11:00 - 11:10	Available	11:10 - 11:20	Available
11:20 - 11:30	Available	11:30 - 11:40	Available
11:40 - 11:50	Available	11:50 - 12:00	Available

**Step 4:**  
Select desired  
Time Slot

**Step 5:**  
Click **Submit Booking**

# Cancelling Students' Bookings



# Cancelling Students' Bookings

Time Slots:

07:00 - 07:15	Disabled	07:15 - 07:30	'ADLI PUTRA DZUL HIDAYAT
07:30 - 07:45	Available	07:45 - 08:00	Available
08:00 - 08:15	Available	08:15 - 08:30	Available
08:30 - 08:45	Available	08:45 - 09:00	Available
09:00 - 09:15	Available	09:15 - 09:30	Available
09:30 - 09:45	Available	09:45 - 10:00	Available
10:00 - 10:15	Available	10:15 - 10:30	Available
10:30 - 10:45	Available	10:45 - 11:00	Available
11:00 - 11:15	Available	11:15 - 11:30	Available
11:30 - 11:45	Available	11:45 - 12:00	Available

**Step 1:**  
Select the booked  
time slot to **Cancel**  
booking

Set Disabled   Set Available   Submit Booking   Cancel Booking   Return

**Step 2:**  
Click **Cancel**  
**Booking**

