


Parent-Teacher-Conference

User's Guide

- Login to MConline – www.lead.com.sg
- Under ‘School Admin’, click on ‘Parent-Teacher-Meeting: View Form’

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- Click on **'Parent-Teacher-Conference (PTC) 2014'**.

PARENT-TEACHER MEET

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE
Parent-Teacher-Conference (PTC) 2014	Our PTC is on the 29 May ...	Form Classroom	5.1	16/05/2014 00:00 - 20/05/2014 00:00	29/05/2014

- Complete **'Parent's Name'** and **'Parent's Contact No.'**

T-TEACHER MEET **PARENT-TEACHER MEET BOOKING**

Title: Parent-Teacher-Conference (PTC) 2014

Description: Our PTC is on the 29 May 2014. Please book yc
Tongue teachers will be available from 8.00 am to

Venue: Form Classroom

Form Class / Group Name: 5.1

Registration Date: 14/05/2014 - 14/05/2014

Event Date:

Parent's Name:

Parent's Contact No.:

I will NOT be attending.

- For parents who are **unable** to attend, please check the **‘I will NOT be attending’** box.

Title: Parent-Teacher-Conference (PTC) 2014 MOCK

Description: Our PTC is on the 29 May 2014. Please book your appointment slot with your child's teacher below. Pl
Tongue teachers will be available from 8.00 am to 3.00 pm in the Hall.

Venue: Form Classroom

Form Class / Group Name: 5.1

Registration Date: 14/05/2014 - 14/05/2014

Event Date:

Parent's Name:

Parent's Contact No.:

I will NOT be attending.

I declare that all the information entered here is correct and accurate at the time of submission.

- Check the **‘I declare that...’** claimer and click **‘Book Selected’**.

- To book a time slot, select the desired time slot.

Time Slots:

08:00 - 08:10	Available	08:10 - 08:20	Available
08:20 - 08:30	Available	08:30 - 08:40	Available
08:40 - 08:50	Available	08:50 - 09:00	Available
09:00 - 09:10	Available	09:10 - 09:20	Available

- Check the **'I declare that...'** claimer and click **'Book Selected'**.

Slots are disabled by School Admin.

Slots are booked.

I declare that all the information entered here is correct and accurate at the time of submission.

- A confirmation slip will be shown. Please **'Print'** for your reference.

The screenshot shows a confirmation slip from Marshall Cavendish Education. On the left, the logo features the letters 'mc' in white on an orange square, followed by the text 'Marshall Cavendish Education'. Below the logo is the heading 'Acknowledgement Notice' and three paragraphs of text: 'Thank you for using our online PTM booking.', 'Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.', and 'The same acknowledgement notice has been sent to your e-mail account.' On the right, a grey box contains booking details: 'NAME OF PARENT: Mr See', 'NAME OF CHILD: [redacted]', 'CLASS: 5.1', 'EVENT / DESCRIPTION: Parent-Teacher-Conference (PTC) 2014 MOCK - Our PTC Is On The 29 May 2014. Please Book Your Appointment Slot With Your Child's Teacher Below. Please Adhere Closely To The Time You Have Chosen. Mother Tongue Teachers Will Be Available From 8.00 Am To 3.00 Pm In The Hall.', 'EVENT DATE: 29/05/2014', and 'BOOKED TIME: 08:40 - 08:50'. At the bottom right, there are three buttons: 'Print' (blue), 'Edit Booking' (grey), and 'Close' (grey).

- A confirmation slip will be shown. Please **'Print'** for your reference.