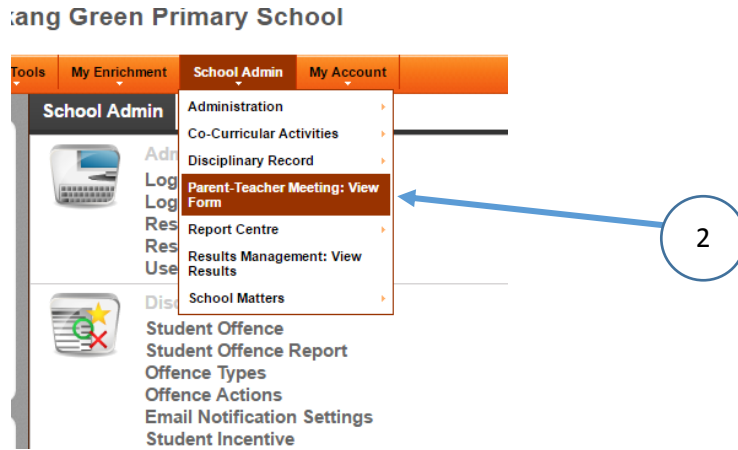


PTCC Booking via MCOonline

- 1) Log into your child's MC Online account (<https://www.mconline.sg>)
- 2) Select School Admin > Parent-Teacher Meeting



- 3) Select Title



- 4) Enter Parent's Name and Contact number

The screenshot shows the 'PARENT-TEACHER MEET BOOKING' form. It includes a dropdown menu for 'Select Form', a title, description, and venue. Below these are fields for 'Form Class / Group Name', 'Registration Date', and 'Event Date'. Two input fields for 'Parent's Name' and 'Parent's Contact No.' are highlighted with blue arrows from a circled '4'. There are also checkboxes for attendance confirmation.

Select Form: P2 Parent-Teacher-Child Confer

Title: P2 Parent-Teacher-Child Conference (PTCC) 2016

Description:

Venue: P2 Classrooms

Form Class / Group Name: 2H

Registration Date: 12/05/2016 21:00 - 12/05/2016 23:59

Event Date: 27/05/2016

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

Yes, my parent/guardian would like to meet my mother-tongue teacher.

Sengkang Green Primary School
IF YOU ARE NOT ATTENDING THE SESSION,

5) Select WILL NOT BE ATTENDING

Registration Date: 12/05/2016 21:00 - 12/05/2016 23:59
Event Date: 27/05/2016

Parent's Name: (required) 5

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.
 Yes, my parent/guardian would like to meet my mother-tongue teacher.

- 6) Leave your remarks and checked to declare accuracy of information.
- 7) Click confirm to complete form.

My parent/guardian WILL NOT BE ATTENDING.

Remarks:

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

IF YOU ARE ATTENDING,

8) Select an available timing.

my parent/guardian WILL NOT BE ATTENDING.
 Yes, my parent/guardian would like to meet my mother-tongue teacher.

Time Slots:

08:00 - 08:10	<input type="button" value="Available"/>	08:10 - 08:20	<input type="button" value="Available"/>
08:20 - 08:30	<input type="button" value="Available"/>	08:30 - 08:40	<input type="button" value="Available"/>
08:40 - 08:50	<input type="button" value="Available"/>	08:50 - 09:00	<input type="button" value="Available"/>
09:00 - 09:10	<input type="button" value="Available"/>	09:10 - 09:20	<input type="button" value="Available"/>
09:20 - 09:30	<input type="button" value="Available"/>	09:30 - 09:40	<input type="button" value="Available"/>
09:40 - 09:50	<input type="button" value="Available"/>	09:50 - 10:00	<input type="button" value="Available"/>
10:00 - 10:10	<input type="button" value="Available"/>	10:10 - 10:20	<input type="button" value="Available"/>
10:20 - 10:30	<input type="button" value="Available"/>	10:30 - 10:40	<input type="button" value="Available"/>

9) Check the box to declare accuracy of information

Time Slot	Status	Time Slot	Status
14:00 - 14:10	Available	14:10 - 14:20	Available
14:20 - 14:30	Available	14:30 - 14:40	Available
14:40 - 14:50	Available	14:50 - 15:00	Available

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.

10) Click confirm to complete the form.