

APPENDIX A

END-OF-YEAR PARENT-TEACHER MEETING (PTM) ONLINE REGISTRATION GUIDE

<p> Daughter's Login ID (e.g. kcp12345a) → </p> <p> School ID (CHIJKCP) → </p> <p> Default password: chij2017(your daughter's form class)c </p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Step 1: Go to www.mconline.sg</p> <p>Key in Login ID: Login ID is our School ID 'kcp' followed by the <i>last 5 digits and last alphabet of your child's BC number</i> (all in lowercase) and Key in School ID: CHIJKCP</p> <p>Key in Password: chij2017(your daughter's form class)c e.g.: chij2017am1c, chij2017bu2c, chij2017ce3c (all in lowercase)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> </div> <p>Step 2: Click on Registration Form on the left sidebar.</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>PTM 2017 (End-of-Year) 15 November 2017 Assigned by: Mdm Farhanna Mohd Zin Duration: 1 Nov 2017 to 9 Nov 2017 8.00PM Status: not submitted</p> </div> <p>Step 3: Click on PTM 2017 (End-of-Year) 15 November 2017</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>*Name of Parent:: <input type="text"/> Max length: 50</p> <p>Name of Child:: Mdm Farhanna Mohd Zin</p> <p>Class:: N.A.</p> <p>*Contact Number (HP): <input type="text"/> Max length: 10</p> </div> <p>Step 4: Please fill in all fields marked with an asterisk (*). The form will not advance unless you fill in all mandatory fields.</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>*PTM 2017 (End-of-Year) 15 November 2017 Venue:Pupils Form Class</p> <p>Please select a time slot: Event starts at 15-11-2017 07:45 AM until 15-11-2017 09:35</p> <ul style="list-style-type: none"> <input type="radio"/> 07:45 AM to 07:55 AM(1) <input type="radio"/> 07:55 AM to 08:05 AM(1) <input type="radio"/> 08:05 AM to 08:15 AM(1) <input type="radio"/> 08:15 AM to 08:25 AM(1) <input type="radio"/> 08:25 AM to 08:35 AM(1) <input type="radio"/> 08:35 AM to 08:45 AM(1) </div> <p>Step 5: Select the event marked with an asterisk (*) and one time slot. After selection, click the SUBMIT button which can be found at the bottom right of the page.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><input type="checkbox"/> Not Attending PTM 2017 (End-of-Year) Venue:NIL</p> <p>Event starts at 15-11-2017 07:45 AM</p> <ul style="list-style-type: none"> <input type="radio"/> 15/11/2017 07:45 AM to 15/11/2017 03:45 PM(9999) </div> <p>Step 6: If you are unable to attend the meeting, select Not Attending PTM 2017 (End-of-Year). After selection, click the SUBMIT button.</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Event session *PTM 2017 (End-of-Year) 15 November 2017 Selected session: 07:45 AM to 07:55 AM</p> <p>Venue:Pupils Form Class</p> <p>Not Attending PTM 2017 (End-of-Year) No session selected.</p> <p>Venue:NIL</p> <p>www.mconline.sg says: Your selection will be submitted. Continue?</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> <p style="text-align: right;"> <input type="button" value="Change your registration"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> <p>Step 7: The highlighted portion shows the time slot you've selected. Click the SUBMIT button and then click OK (in pop-up box) to submit your selection.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Event session *PTM 2017 (End-of-Year) 15 November 2017 Selected session: 07:45 AM to 07:55 AM</p> <p>Venue:Pupils Form Class</p> <p>Not Attending PTM 2017 (End-of-Year) No session selected.</p> <p>Venue:NIL</p> <p style="text-align: right;"> <input type="button" value="Change your registration"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> <p> <input type="button" value="Email"/> <input type="button" value="Print"/> <input type="button" value="Close"/> </p> </div> <p>Step 8: Check the time you have booked on the FORM REGISTRATION ACKNOWLEDGEMENT. It is advisable to print this slip if you need it for your reference or you can SCREENSHOT using your mobile phone.</p> <p>*Do not use the EMAIL function.</p>