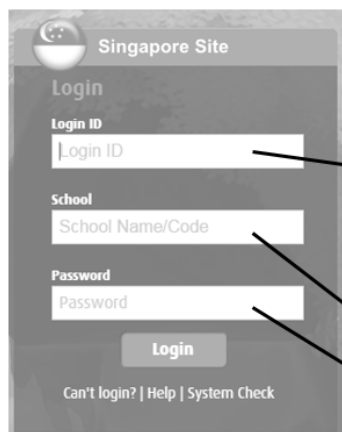


Steps to register for the Parent-Teacher Conference 2

1. Visit the website: **mconline.sg**
2. Log in to the portal.



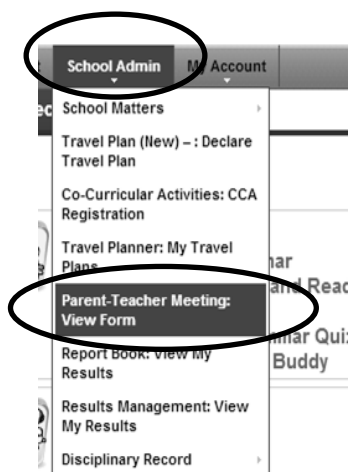
1. Open Google Chrome Browser
2. Website address: mconline.sg
3. Fill in the following information at the login page:

- User name → SDPSXXXXXX(ALL CAPITALS)
XXXXXX → last 5 digit and 1 LAST letter of BC No

Example: Student's BC No: T0981276F
Login ID will be: SDPS81276F

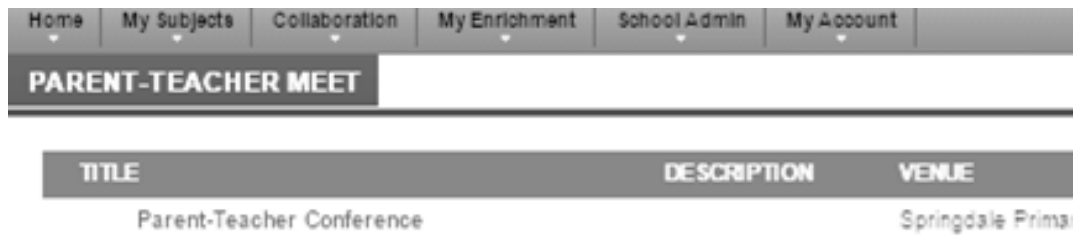
- School code → [sdps](#)
- Password → **Windows7**

3. Look for the tab: **School Admin > Parent-Teacher Meeting: View Form** and click.



小一、小二华文看图与话与会话
小一华语口试满分!

4. Click on the name of the event “**2017 Parent-Teacher Conference**”
IMPORTANT: Registration can only be done between **Tue, 16 May 17, 08:00** and **Tue, 23 May 17, 23:59**. You would not be able to register before and after these dates.



5. **If you are attending the session**

- Fill in the necessary details:
 - ✓ Parent's Name
 - ✓ Parent's Contact No
- Select your preferred time slot.
- Tick the disclaimer: “I declare that all the information entered here is correct and accurate at the time of submission.”
- Click on the button: **Book Selected**.

Parent's Name: (required)

Parent's Contact No.: (required)

My Parent/Guardian WILL NOT BE ATTENDING.

Time Slots:			
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
12:00 - 12:15	Available		12:15 - 12:30 Available
12:30 - 12:45	Available		12:45 - 13:00 Available
13:00 - 13:15	Available		13:15 - 13:30 Available
13:30 - 13:45	Available		13:45 - 14:00 Available
14:00 - 14:15	Available		14:15 - 14:30 Available
14:30 - 14:45	Available		14:45 - 15:00 Available
15:00 - 15:15	Available		15:15 - 15:30 Available
15:30 - 15:45	Available		15:45 - 16:00 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.

Springdale Primary School

71 Anchorvale Link Singapore 544799

63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

springdale_ps@moe.edu.sg




6. **If you are not attending the session**

- a. Fill in the necessary details:
 - ✓ Parent's Name
 - ✓ Parent's Contact No
- b. Select "My Parent/Guardian WILL NOT BE ATTENDING."
- c. Tick the disclaimer: "I declare that all the information entered here is correct and accurate at the time of submission."
- d. Click on the button: **Book Selected**.

Title: Parent Teacher Conference (Test)
Description:
Venue:
Form Class / Group Name: 1 Discernment (1D)
Registration Date: 20/10/2014 00:00 - 21/10/2014 23:59
Event Date: 07/11/2014
Parent's Name: (required)
Parent's Contact No.: (required)
 Yes, my parent/guardian would like to meet my mother-tongue teacher.
 My Parent/Guardian WILL NOT BE ATTENDING.
 I declare that all the information entered here is correct and accurate at the time of submission.

7. You should receive a confirmation of your booking. Please ensure that the information on the right side is correct. You may click on **PRINT**, **EDIT BOOKING** or **CLOSE** button. Do note that you are **not required** to bring the acknowledgement notice for the session.



Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

The same acknowledgement notice has been sent to your e-mail account.

NAME OF PARENT
Test
Lin Keyue
CLASS
P2 DISCERNMENT (P2D)
EVENT / DESCRIPTION
Parent-Teacher Conference (Test) -
EVENT DATE
26/01/2015
BOOKED TIME
09:00 - 09:15
VENUE
Springdale Primary School

Springdale Primary School

71 Anchorvale Link Singapore 544799
63157600 (O) 63153351 (F)
www.springdalepri.moe.edu.sg
springdale_ps@moe.edu.sg



8. You may go back to the same page to view your acknowledgement / cancel your booking.

Select Form:

[View Acknowledgement](#)

[Cancel My Booking](#)

Title:

Description:

Venue:



Springdale Primary School

71 Anchorvale Link Singapore 544799

63157600 (O) 63153351 (F)

www.springdalepri.moe.edu.sg

springdale_ps@moe.edu.sg