

HOW TO ACCESS PARENT MEETING FORM

Go to: www.mconline.sg

STEP 1:
Key in the student login ID
(e.g. PVPS1234G)
Last four digits of the BC with alphabet

STEP 2:
Key in the school "PVPS" or
"Park View Primary School"

STEP 3:
Key in the password. The
default password is
"Pvpsterm02"

STEP 4:
Click the **School Admin**

STEP 5:
Click **View Form**

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION
Meet-the-Parent (Mdm Chen Shuang Shuang)	Chinese Language	Hall	P1	07/04/201 MTP 22:59
Meet-the-Parent (Mdm Hannah)	Malay Language	Hotspot	P1	07/04/201 MTP 23:59

STEP 6:
Select the Form.

Select Form: Meet-the-Parent (Mdm Chen Sr) ▼

Other Bookings:

Title: Meet-the-Parent (Mdm Chen Shuang Shuang)

Description: Chinese Language

Venue: Hall

Form Class / Group Name: P1 MTP

Registration Date: 07/04/2017 14:30 - 17/04/2017 22:59

Event Date: 26/05/2017

27/05/2017

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

STEP 7:
Key in the required name and contact number.

NOTE:
Tick only if the parent/guardian will not be attending.

Time Slots:

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	15:00 - 15:10	Available
15:10 - 15:20	Available	15:20 - 15:30	Available

My parent/guardian WILL NOT BE ATTENDING.

STEP 8:
Choose the preferred time slot and click the **Available** button

Time Slots:

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	15:00 - 15:10	Available
15:10 - 15:20	Available	15:20 - 15:30	Available
15:30 - 15:40	Available	15:40 - 15:50	Available
15:50 - 16:00	Available	16:00 - 16:10	Available
16:10 - 16:20	Available	16:20 - 16:30	Available
16:30 - 16:40	Available	16:40 - 16:50	Available
16:50 - 17:00	Available	17:00 - 17:10	Available
17:10 - 17:20	Available	17:20 - 17:30	Available

STEP 9:
Tick (v) the declaration and click **Confirm**.

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.