

Parent Consultation

School will notify parents about the schedule for parent consultation booking on Gateway. The booking process is online and is on a first-come-first-served basis. Parents may login to Gateway to make appointments within the open booking period. Please make sure you know your Gateway login to avoid problems. If you have not logged into Gateway this school year, please login early to complete the student and family data verification process, as this may take 5 minutes or more.

Login Gateway <https://tg.esf.edu.hk>

- Home → Parent Consultation
- You may see the [click to book or update](#) link if any event is open for booking.

The screenshot shows the Gateway Parent/Student User Guide interface. The top navigation bar includes 'Home' and 'Documents'. The main content area is divided into several sections: 'Student Profile' (with a calendar for Roll Group: 1G), 'eNotice', 'Bulletin Board', and 'Foundation News'. On the right side, there is an 'iCalendar' section and a 'Parent Consultation' section. The 'Parent Consultation' section contains a red-bordered button labeled 'Click to book or update'. Below this button are tabs for 'My Teacher' and 'Staff Search', and a dropdown menu for 'Teachers of BAID000009p'.

- Click on the link to launch the Parent Consultation module

The screenshot shows the 'Parent Consultation' module interface. The top bar is labeled 'Parent Consultation'. Below it, there is a 'Parent' tab and a timestamp 'Jan 16, 2017 06:22:12 PM'. The main content area is titled 'Select an event to continue:' and lists two events:

- Parent Consultations** (CHAN004326s, CHAN004326p (1L) not yet booked) on 24/01/2017 09:00 - 15:00. Status: Open for Booking.
- Parent Consultations** (CHAN003498s, CHAN003498p (6D) not yet booked) on 27/09/2016 15:15 - 20:00 and 29/09/2016 15:15 - 20:00. Status: Open for Booking.

 At the bottom, there is a section for 'All confirmed bookings' with a 'Print' icon. Below this is a table with columns for 'Event', 'Teacher', and 'Student'. The table content is empty, with the text 'There is no confirmed booking.' displayed below the table.

- If there are any, you will see event(s) with “Open for Booking” status, which allow you to book or change teacher appointments. If an event is **closed** or is **view only**, it will not allow you to go further to book or change appointments.

Make Bookings

- Click on an “Open for Booking” event to show the booking table.

Parent Consultations
 CHAN003498s, CHAN003498p (6D) not yet booked
 27/09/2016 15:15 - 20:00
 29/09/2016 15:15 - 20:00

Open for Booking

Tip: Select a preferred date, click on any available time slot of a teacher to book.
 To undo a booking, click on the purple time slot of the teacher.

Select Date: 27/09/2016 29/09/2016 **1**

Unavailable Reserved Reserved Available

	15:15	15:30	15:45	16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15
HUBBARD, David (6D)	Unavailable	Available	Unavailable	Unavailable	Unavailable	Unavailable	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
ANDREWS, Jane	Unavailable	Available	Unavailable	Unavailable	Unavailable	Unavailable	Available	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

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Hide Booking Table

- Step 1**, if the event has more than one date, you may select a preferred date for your booking(s).
- You may book one time slot for each teacher.
- The grey time slots indicate the teacher is unavailable, while the white time slots indicate the teacher is available for booking. You may change the date (if applicable) to view their availability.
- Step 2**, click on the preferred white time slot of a teacher to book. It will change to purple, which indicates that the booking is confirmed, and will add a green tick next to the teacher’s name.
- If there is more than one teacher, you may repeat Steps 1 and 2 to book other teachers.

Select Date: 27/09/2016 29/09/2016

Unavailable Reserved Reserved Available

	15:15	15:30	15:45	16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15
HUBBARD, David (6D)	Unavailable	Available	Unavailable	Unavailable	Unavailable	Unavailable	Reserved	Reserved	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
ANDREWS, Jane	Unavailable	Available	Unavailable	Unavailable	Unavailable	Unavailable	Reserved	Reserved	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

- At the bottom, you will see a list of confirmed bookings.

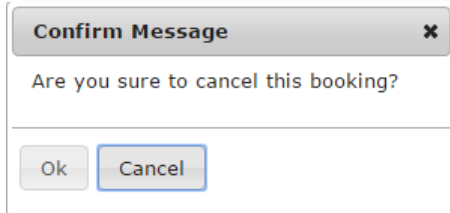
All confirmed bookings **Print**

Event	Teacher	Student
27/09/2016 16:45 - 17:00 Parent Consultations	HUBBARD, David	CHAN003498p
27/09/2016 17:00 - 17:15 Parent Consultations	ANDREWS, Jane	CHAN003498p

Please make sure to complete your bookings within the open period; no further booking/update is allowed once the booking is closed.

Cancel Bookings

Click on the booked teacher's name (purple), or the purple time slot, and click on **OK** to confirm that you want to cancel the booking.



Change Bookings

You need to cancel the original booking slot first then click on another vacant slot.

View and Print Your Bookings

The Gateway homepage provides a quick view of the upcoming booking schedule, which will be removed a few days after the consultation event finishes. You may also open the Parent Consultation module, scroll down to the **All confirmed bookings** list to print the schedule.

