

Holistic Educational Solutions



A Guide for Parents: Booking a Parent-Child- Teacher Conferencing Slot (Pri 1 to 5 PCTC)

Updated in 2020 by Mee Toh School



Contents

- Where to locate the PCTC Form
- Booking a PCTC Time Slot
- Changing your PCTC Booking

LOGGING IN TO MC Online PORTAL (using Student's Account)

URL: www.mconline.sg

ESS STORIES OUR SOLUTIONS CONTACT US OUR WEBSITES

Singapore Site

Login

Login ID
ONGME1234E

School
MTS

Password
SLSMTS5183

Login

Can't login? | Help | System Check

Step 1:

Child's Login ID

(First 5 letters of child's name
+ last 4 BC numbers+last alphabet of BC)

Step 2:

Enter your School Name
(MTS)

Step 3:

Enter your Password

("SLSMTS5183" or the password
you had changed to)

Step 4:

Click "Login"

URL: www.mconline.sg (using Parent's Account)

Search

Go

HOME

ABOUT US

SUCCESS STORIES

OUR SOLUTIONS

CONTACT US

OUR WEBSITES



Step 1:

Parent's loginID

(p_ first 5 letters of child's name
+ last 4 BC numbers+last alphabet of BC)

Step 2:

Input School ID

Step 3:

Input your password
("parent123456" or the
password you had changed to)

Step 4:

Click "Login"



WHERE TO LOCATE THE PCTC FORM

Where to locate the PCTC Form

1. Click on **School Admin**.



School Admin

Announcement
There is currently no announcements.
[View all](#)

You have no new assignments
[View My Current Assignments](#)

My Group Walls

- [Sample Lesson 1](#)
- [Photosharing with Class](#)

Badges
[View My Badges](#)

Co-Curricular Activities
[CCA Registration](#)

Curriculum Map
[Curriculum Map](#)

Holistic Assessment
[Student Holistic Report](#)
[Student Holistic Assessment](#)

Parent-Teacher Meeting
PTM List

Homework Manager
[My Homework](#)

My Incentives

National Youth Achievement Award
[My NYAA](#)

These steps are the same for both parents and students account.



Where to locate the PCTC Form

3. Click on the **Title** of the PCTC Session.

Home My Subjects Collaboration School Ad

PARENT-TEACHER MEET

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	STATUS
(Trial Form; do NOT book) Year-end Parent-Child-Teacher Conference (PCTC) P1-P4	To meet Form Teachers onl ...	(Zoom)	P1-1	29/10/2020-06/11/2020	18/11/2020-19/11/2020	08:00	17:00	15min	Booked : 25/10/2019 08:00-08:15
Year-end Parent-Child-Teacher Conference (PCTC) for P1-P4	To meet Form Teachers onl ...	(Zoom)	P1-1	29/10/2020-06/11/2020	18/11/2020-19/11/2020	08:00	17:00	15min	Not Started

Note

- If you do not see the PTC/PCTC Session for your child's class, this may be because the registration date has not yet started.
PCTC Booking starts on 29 October, 8.00 a.m.



BOOKING A PCTC TIME SLOT

Booking a PCTC Time Slot

[Home](#) [My Subjects](#) [Collaboration](#) [School Admin](#) [My Account](#)

[PARENT-TEACHER MEET](#)

PARENT-TEACHER MEET BOOKING

The PCTC details are displayed at the top. Do not click on 'Select Form'.

Select Form: (Trial Form; do NOT book) Year ▼

Other Bookings:

Title: (Trial Form; do NOT book) Year-end Parent-Child-Teacher Conference (PCTC) P1-P4

Description: To meet Form Teachers only

Venue: (Zoom)

Form Class / Group Name: P1-1

Registration Date: 21/10/2019 00:00 - 21/10/2019 18:30

Event Date: ☒ 18/11/2020
☐ 19/11/2020

1. Under 'Event Date', select the date you prefer.

Parent's Name: (required)

Parent's Contact No.: (required)

☐ **My parent/guardian WILL NOT BE ATTENDING.**

2. The PCTC session will request for your details. You will need to fill in the mandatory information.

Time Slots:

08:00 - 08:15

Available

08:30 - 08:45

Available

09:00 - 09:15

Available

09:30 - 09:45

Available

10:00 - 10:15

Available

10:30 - 10:45

Available

3. Click on the box of an available & preferred timing to make your booking with the Form Teachers.
4. Scroll down to the bottom of the page.


10:45 - 11:00


Available



Booking a PCTC Time Slot

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
16:00 - 16:15	Available	16:15 - 16:30	Available
16:30 - 16:45	Available	16:45 - 17:00	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.


Confirm


Return

5. Check the box to declare all information entered is correct and accurate.

Booking a PCTC Time Slot

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
16:00 - 16:15	Available	16:15 - 16:30	Available
16:30 - 16:45	Available	16:45 - 17:00	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.

Confirm

Return

6. Click the **Confirm** button.



Booking a PCTC Time Slot



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
Phang

NAME OF CHILD
Phang May Yin

CLASS
P1-1

EVENT / DESCRIPTION
(Trial Form; do NOT book) Year-end
Parent-Child-Teacher Conference
(PCTC) P1-P4 - To meet Form
Teachers only

EVENT DATE
18/11/2020

BOOKED TIME
08:00 - 08:15

VENUE
(Zoom)

7. The Booking Confirmation will summarize your booking.

8. Click '**Print**' (if printing a hard copy of the Booking Confirmation) then '**Close**'.

Print

Close



NOT Booking a PCTC Time Slot *as you had come to the booking form by accident.*

Home

My Subjects

Collaboration

School Admin

My Account

PARENT-TEACHER MEET

PARENT-TEACHER MEET BOOKING

Select Form: (Trial Form; do NOT book) Year ▼

Other Bookings:

Title: (Trial Form; do NOT book) Year-end Parent-Child-Teacher Conference (PCTC) P1-P4

Description: To meet Form Teachers only

Venue: (Zoom)

Form Class / Group Name: P1-1

Registration Date: 29/10/2020 08:30 – 06/11/2020 23:59

Event Date: ☒ 18/11/2020
☐ 19/11/2020

Parent's Name: (required)

Parent's Contact No.: (required)

☐ My parent/guardian WILL NOT BE ATTENDING.


Time Slots:


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

1. You do not need to click on the box.

NOT Booking a PCTC Time Slot *as you had come to the booking form by accident.*

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
16:00 - 16:15	Available	16:15 - 16:30	Available
16:30 - 16:45	Available	16:45 - 17:00	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.

Confirm

Return

2. Click the **Return** button & you will be directed back to the main page of the PCTC Booking Form.



Things to Note:

- Internet Browser – Google Chrome is preferred.
- If you have **more than 1 child**, please log on to all your children's accounts. Do not copy and paste URL into another browser, log out of one account first and then login into another account.



CHANGING YOUR PCTC BOOKING



Changing your PCTC Booking

Home My Subjects Collaboration School Admin My Account

PARENT-TEACHER MEET

1. Find the PCTC Session you have booked and click on the Title.

TITLE

EVENT DATE

START TIME

END TIME

INTERVAL

STATUS

(Trial Form; do NOT book) Year-end Parent-Child-Teacher Conference (PCTC) P1-P4

To meet Form Teachers onl ...

(Zoom)

P1-1

29/10/2020-06/11/2020

18/11/2020-19/11/2020

08:00

17:00

15min

Booked :
18/11/2020
14:00-14:15

Year-end Parent-Child-Teacher Conference (PCTC) for P1-P4

To meet Form Teachers onl ...

(Zoom)

P1-1

29/10/2020-06/11/2020

18/11/2020-19/11/2020

08:00



17:00

15min

Not Started

Changing your PCTC Booking

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	Cancel My Booking	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		
16:00 - 16:15	Available		
16:30 - 16:45	Available		

 Slots are disabled by School Admin.
 Slots are booked.


☐ I declare that all the information entered here is true and correct for my submission.


2. Click on 'Cancel My Booking'.
3. Confirm your cancellation by clicking 'OK' twice.

Changing a PCTC Time Slot

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
16:00 - 16:15	Available	16:15 - 16:30	Available
16:30 - 16:45	Available	16:45 - 17:00	Available

4. Click on a new time slot you want.

 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.


Confirm


Return



Changing a PCTC Time Slot

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
16:00 - 16:15	Available	16:15 - 16:30	Available
16:30 - 16:45	Available	16:45 - 17:00	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.


Confirm


Return

5. Check the box to declare all information entered is correct and accurate.

Changing your PCTC Booking

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
16:00 - 16:15	Available	16:15 - 16:30	Available
16:30 - 16:45	Available	16:45 - 17:00	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.

Confirm

Return

6. Click the **Confirm** button.

Changing your PCTC Booking



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.

7. Reprint the new Acknowledgement notice after you have re-booked for a new time slot for the PCTC session.

NAME OF PARENT
Phang

NAME OF CHILD
Phang May Yin

CLASS
P1-1

EVENT / DESCRIPTION
(Trial Form; do NOT book) Year-end Parent-Child-Teacher Conference (PCTC) P1-P4 - To meet Form Teachers only

EVENT DATE
18/11/2020

BOOKED TIME
14:15 - 14:30

VENUE
(Zoom)

Print

Close

- You are advised to print the acknowledgement slip and take note of the date and time-slot selected.
- If you encounter any problem, please call the hotline at 6777 5198.

Monday to Friday: 7.00 a.m. - 7.00 p.m.

Saturday: 7.00 a.m. - 2.00 p.m.

Alternatively, you can submit your enquiry by clicking on the icon “Technical Support” on the login page.



Thank you