

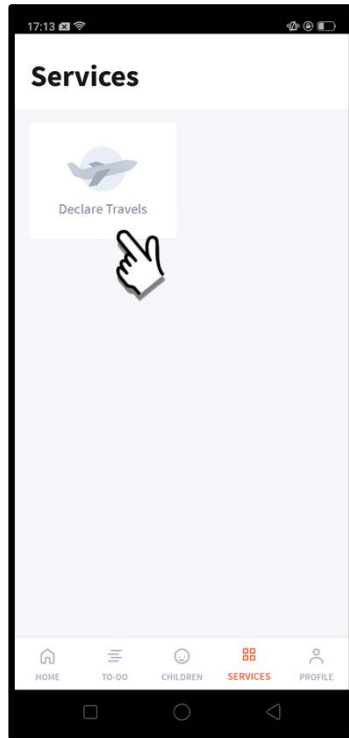
# Parents Gateway

A quickstart guide for Parents

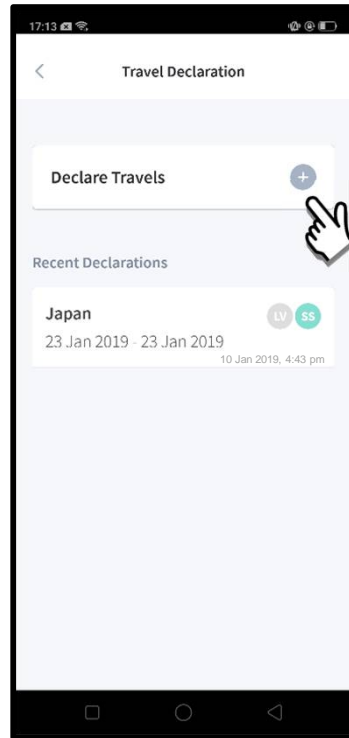


# 1. Declare Not Travelling

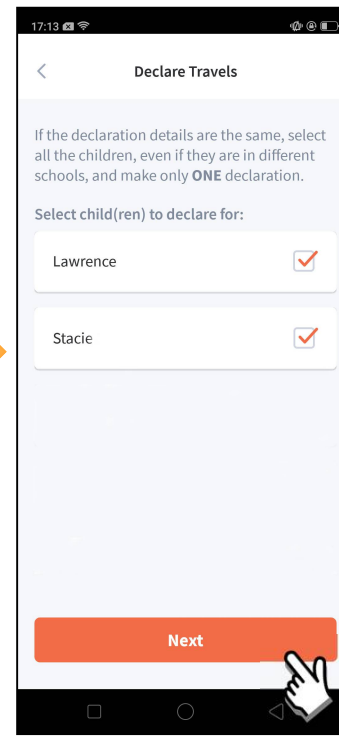
# Declare Not Travelling



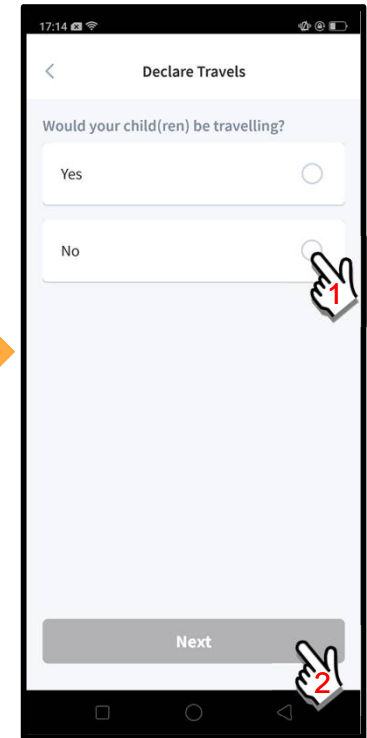
Go to '**SERVICES**' tab at the bottom of the Home screen and tap on '**Declare Travels**'



Tap on the '+' sign.

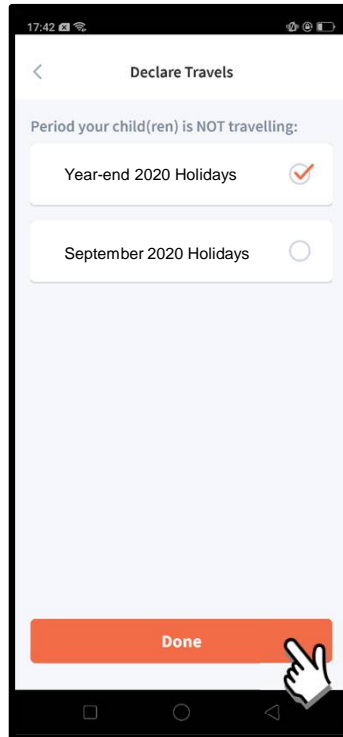


Select the child(ren) that are not travelling and tap on '**Next**'.



Select '**No**'.

## Declare Not Travelling (cont'd)

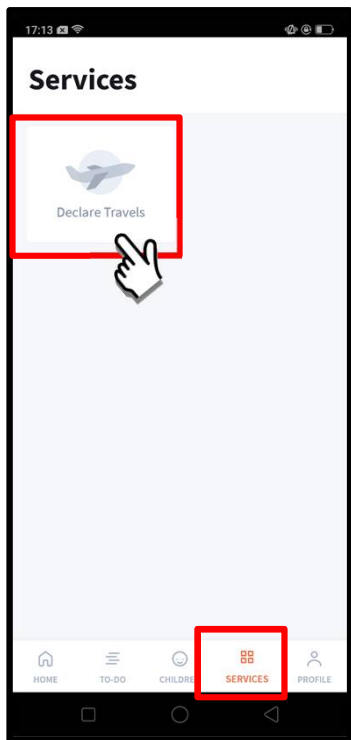


Select the appropriate School Holiday period and tap on '**Done**'.

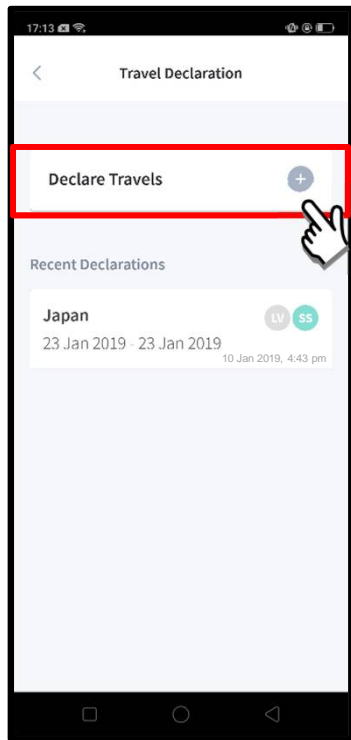
## 2. Declare Travel Plans

# Declare Travel Plans

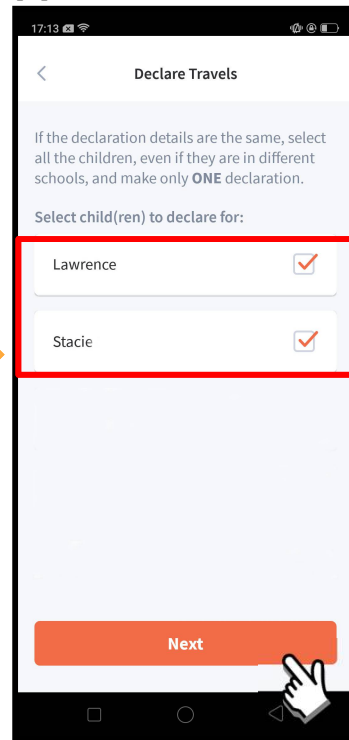
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



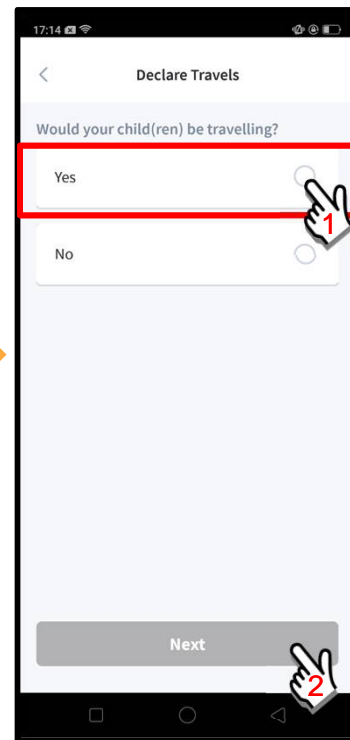
Then, go to **'SERVICES'** tab and tap on **'Declare Travels'**.



Tap on the **'+'** sign.

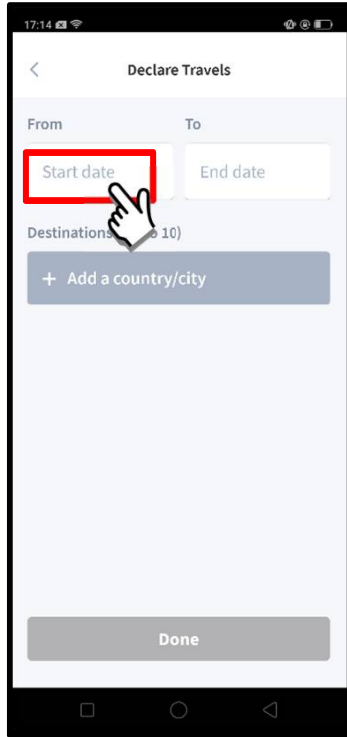


Select the child(ren) going on the trip and tap on **'Next'**.

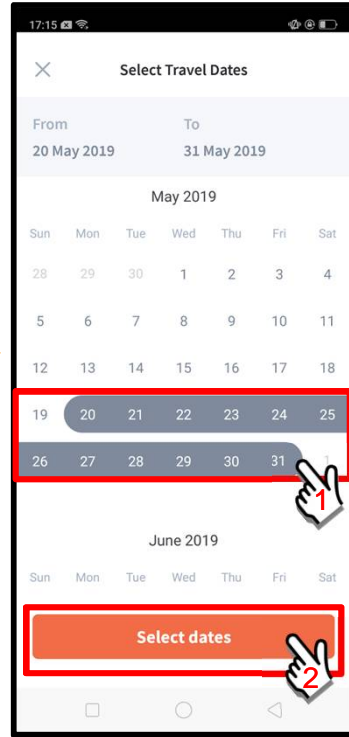


Select **'Yes'** if travelling and tap on **'Next'**.

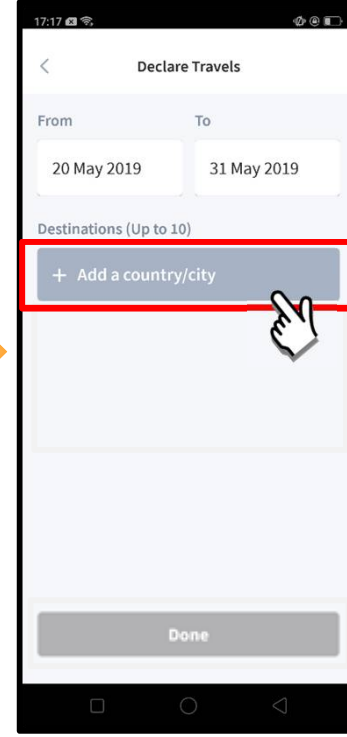
# Declare Travel Plans (cont'd)



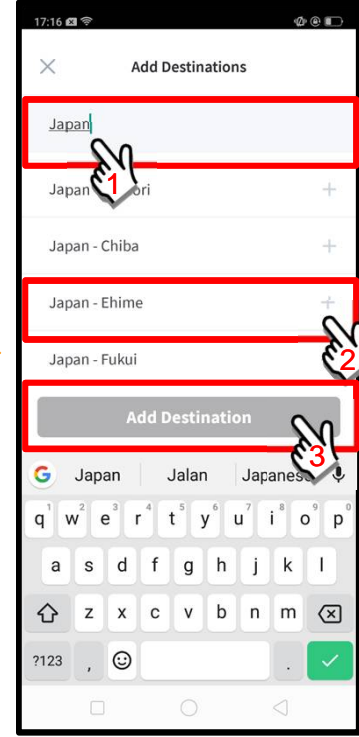
To begin, tap on **'Start date'**.



Select your travel period and tap on **'Select dates'**.

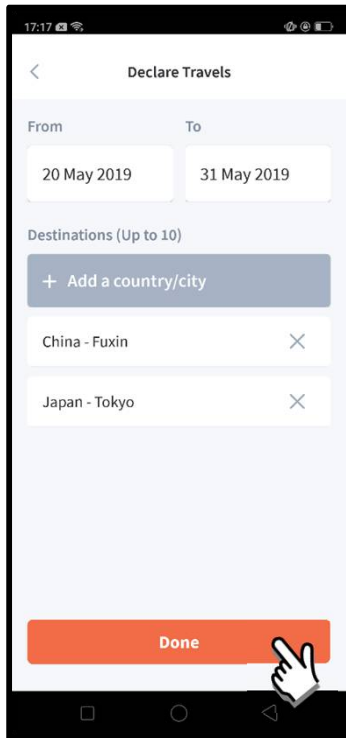


Tap on **'Add a country/city'** to select the travel destination(s).

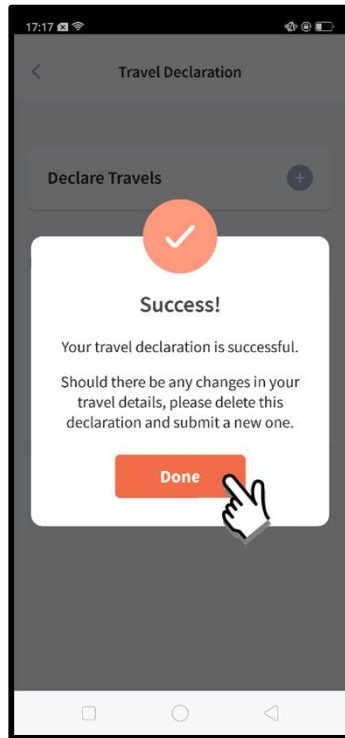


Type the country name to search for the country (or city). Tap **'+'** on the right of all the countries/cities you are visiting; then, tap on **'Add Destination(s)'**.

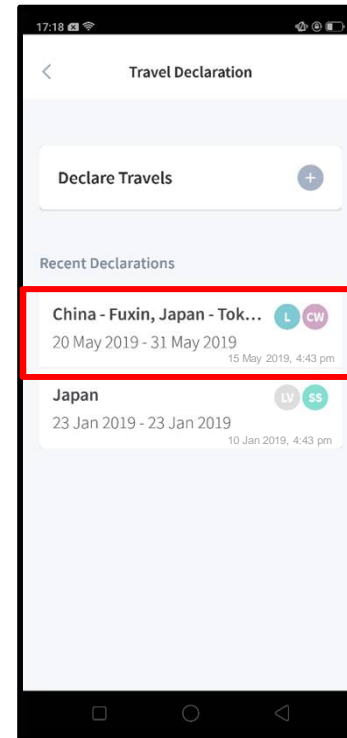
## Declare Travel Plans (cont'd)



Tap on **'Done'** to confirm.



Successful Declaration.



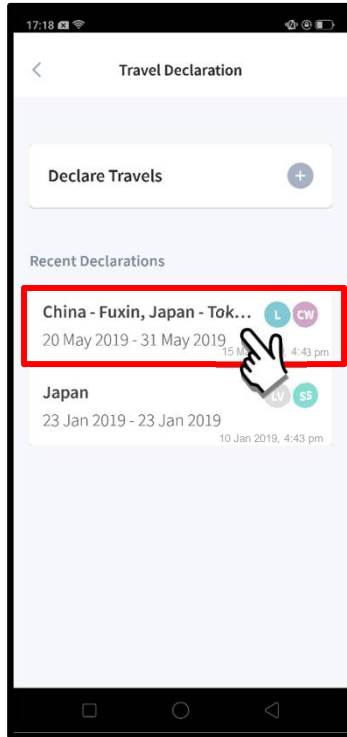
Travel Plans are shown as entered. You would need to delete and declare again if amendments are required.



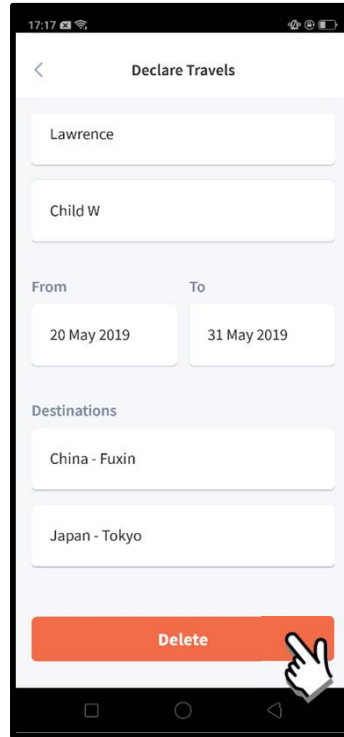
# 3. Edit Travel Declaration

# Edit Travel Declaration

**Delete** the existing travel plan and replace with the new travel plan.



Tap on the travel plan to be changed.



Tap on '**Delete**' to remove the previous declaration.

Create a new travel plan.  
(Refer to  
'2. Declare Travel Plans')

# Thank You