

**Instructions to book your preferred time online:**

1. Launch your Internet Browser.
2. Type in the web address: <http://www.mconline.sg>
3. Log in using **the parent account**

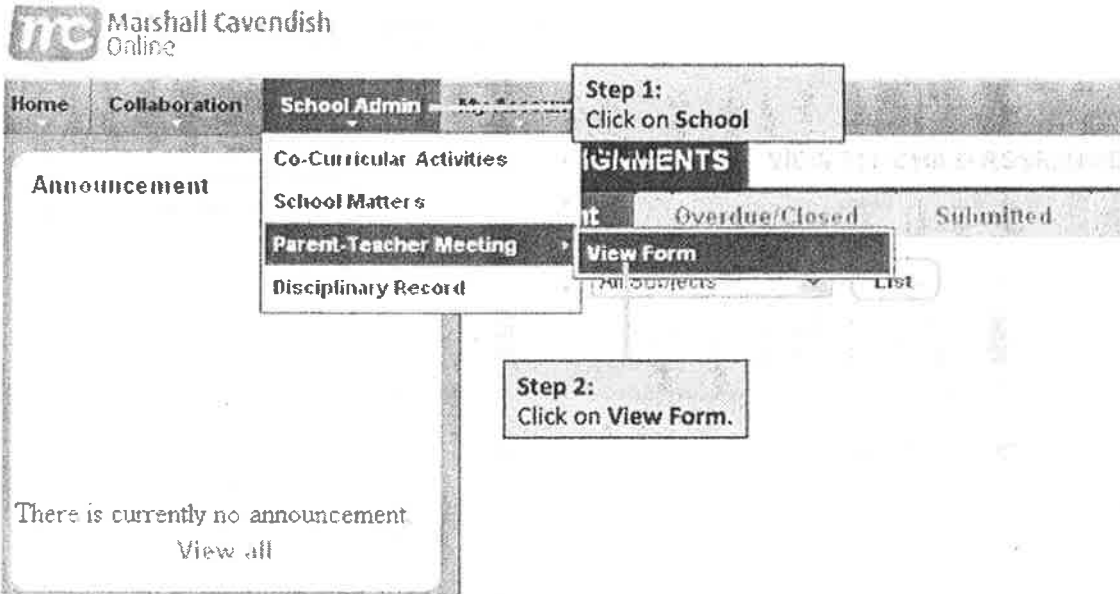
User ID: p\_<Child's Login ID > (eg. p\_GDPS12345A)

**\*\*Note: Child's Login ID starts with GDPS + last 6 characters of BC**

School ID: GDPS

Password: Parent123

4. If you have **more than 1 child**, please log on to all your children's accounts.
5. Select "School Admin" tab on top of menu bar.
6. Click "View Form"



7. Select the teacher you will be meeting.



8. Enter YOUR name and YOUR contact number.
9. Click on available slots (non-available are blocked)
10. Check box showing, "I declare that the information entered here is correct and accurate as of time of submission."
11. Click "Book select" to complete booking.

Title: Meeting with Mrs Tan (Sec 1A)

Description:

Venue: School Hall

Form Class / Group Name: 1 HOPE

Registration Date: 28/05/2012 - 27/08/2012

Event Date: 13/07/2012

Parent's Name:

Parent's Contact No.:

I will NOT be attending.

Time Slots:

08:00 - 08:20	Available	08:20 - 08:40	Available
08:40 - 09:00	Available	09:00 - 09:20	Available
09:20 - 09:40	Available	09:40 - 10:00	Available
10:00 - 10:20	Available	10:20 - 10:40	Available
10:40 - 11:00	Available	11:00 - 11:20	Available
11:20 - 11:40	Available	11:40 - 12:00	Available

**Step 5:**  
Enter your name and your contact number in the boxes provided.

**\*Note:**  
Buttons which are greyed out indicates time slots when the teacher is unavailable.

**Step 6:**  
Please check this box if you are not attending.  
Otherwise, please click on any available time slots.

**Step 7:**  
Please check this box to declare the accuracy of your entries and click **Book Selected** to confirm the booking.

Slots are detailed by School Admin.  
Slots are booked.  
 I declare that all the information entered here is correct and accurate as of the time of submission.  
[Book Selected](#) [Return](#)

12. You are advised to print the acknowledgement slip and take note of date and time-slot selected.

If you encounter any problem, please call hotline at 6777 5198 on  
Monday - Friday: 7.00 a.m. - 9.00 p.m.  
Saturday: 7 a.m. - 2 p.m.

or  
submit your enquiry by clicking on the icon "Technical Support" on the login page.