Parents Gateway
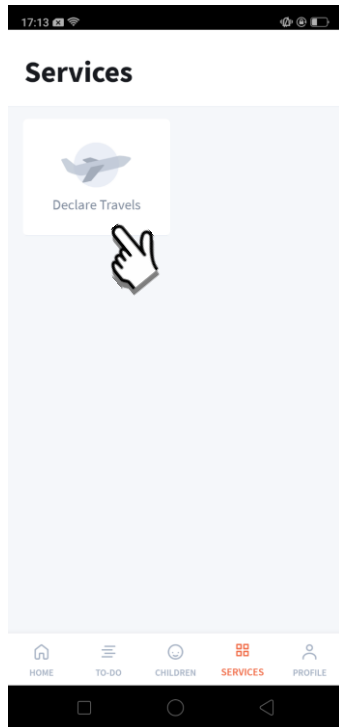
A quick start guide to Travel Declaration and Update Contact Details for Parents

1. Declare Travel Plan
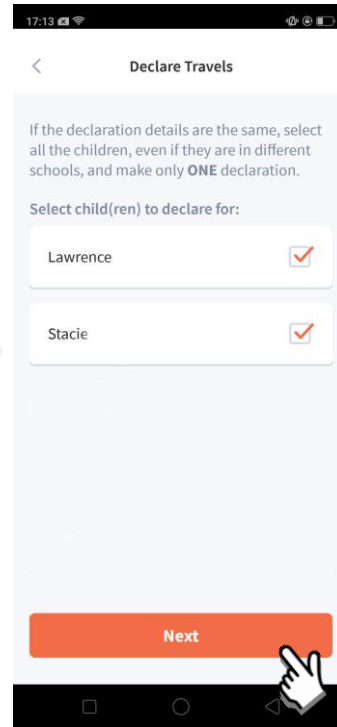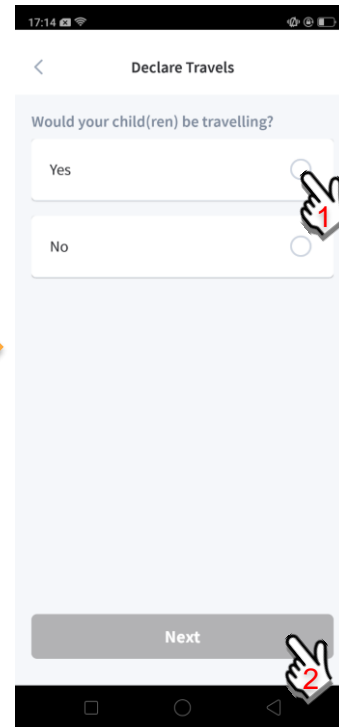
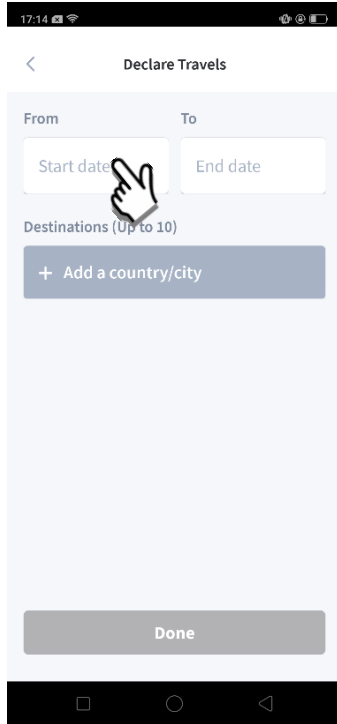Go to '**SERVICES**' tab and tap on 'Declare Travels'.
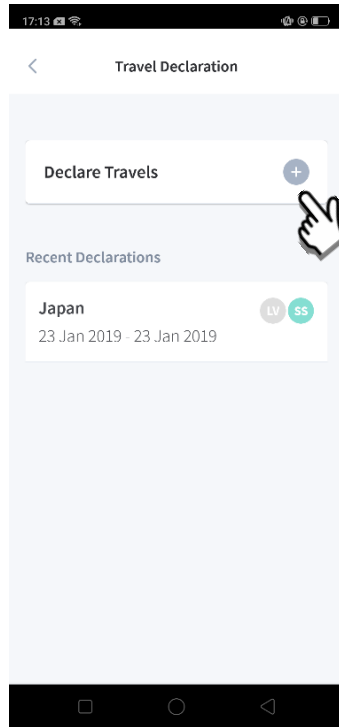
Tap on the '**+**' sign.

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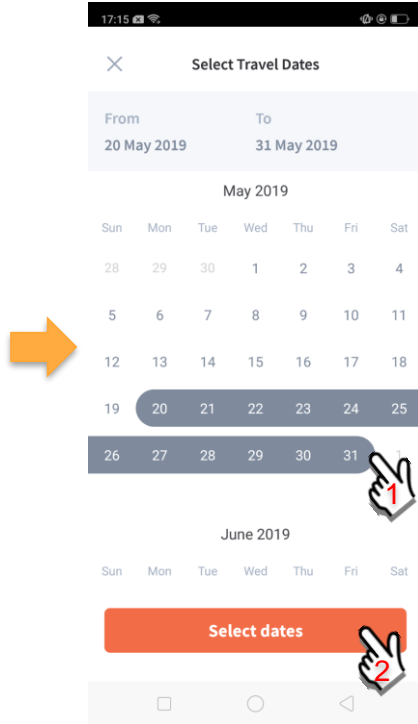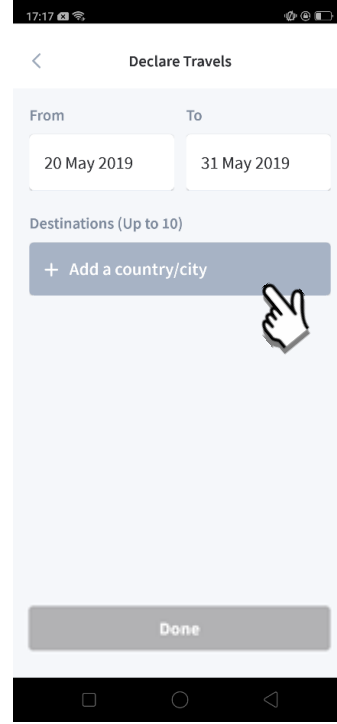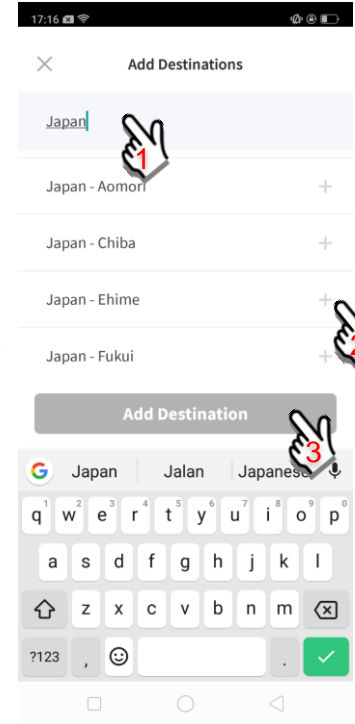
Select '**Yes**' for travelling and tap '**Next**'.

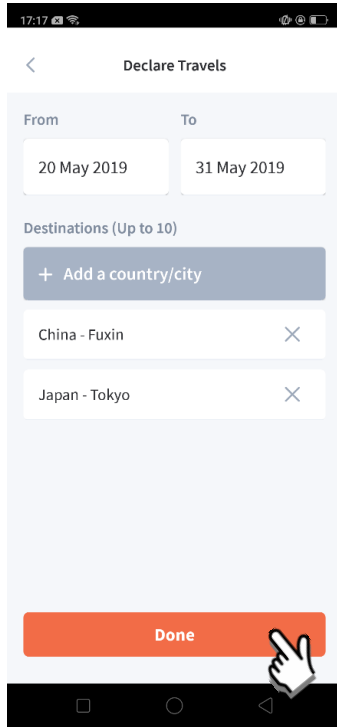Tap on '**Start date**' to select travel dates.

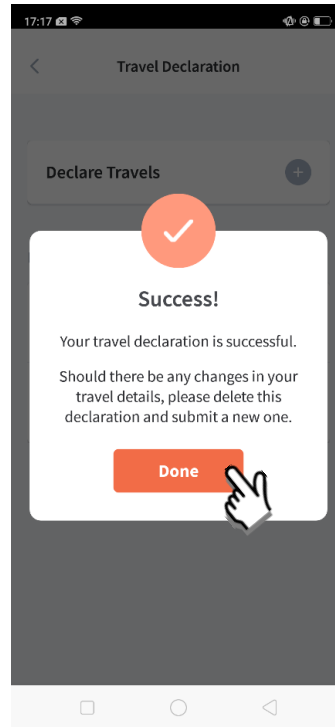Select your travel period and tap '**Select dates**'.

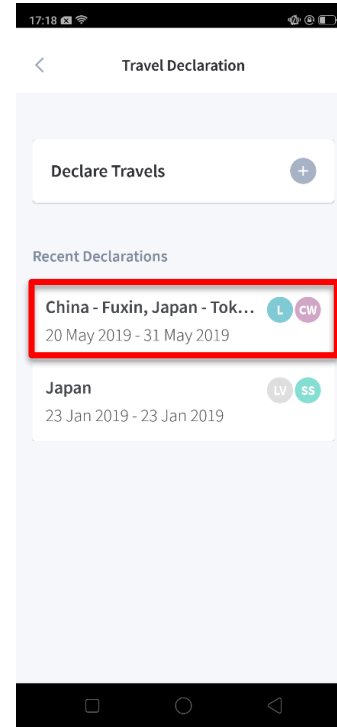Tap on '**Add a country/city**' to select the travel destination(s).

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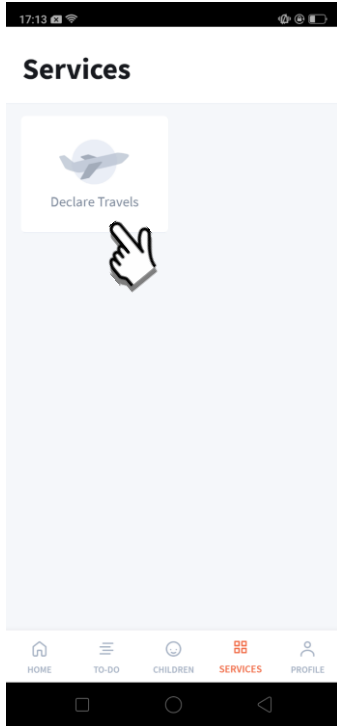
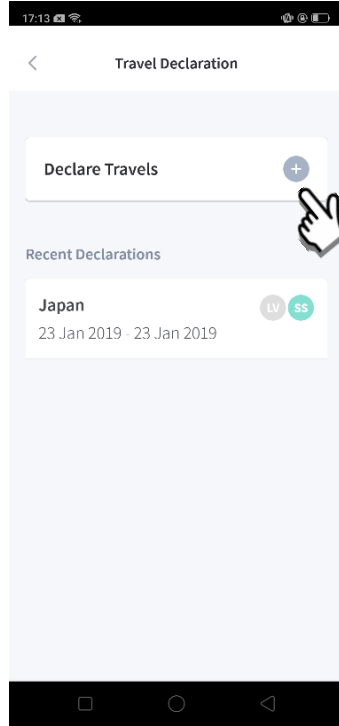Tap on 'Done' to confirm.

Successful Declaration.

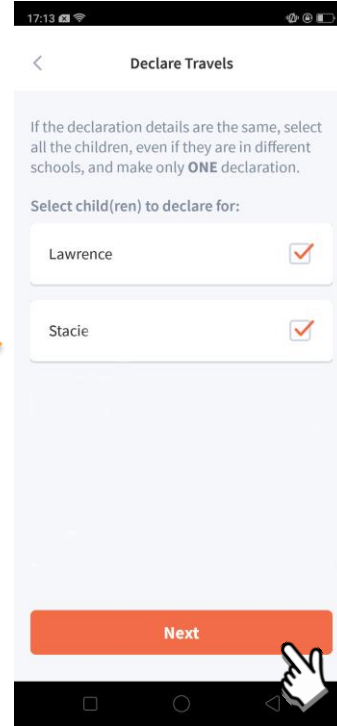Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.
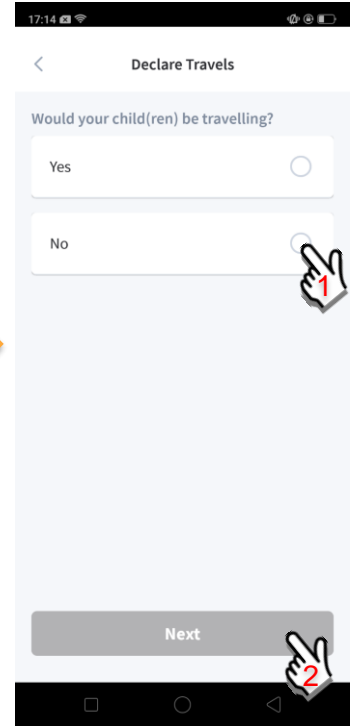
2. Declare NOT Travelling

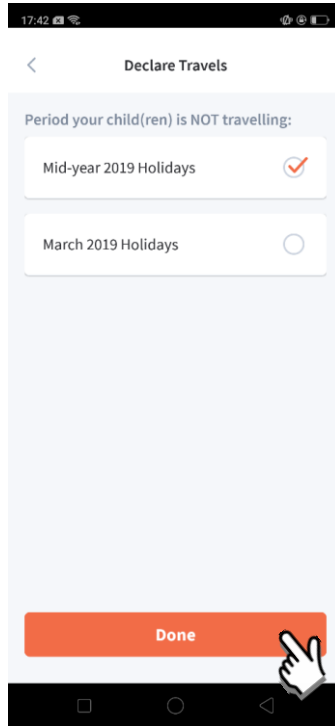Go to 'SERVICES' tab and tap on 'Declare Travels'

Tap on the '+' sig.

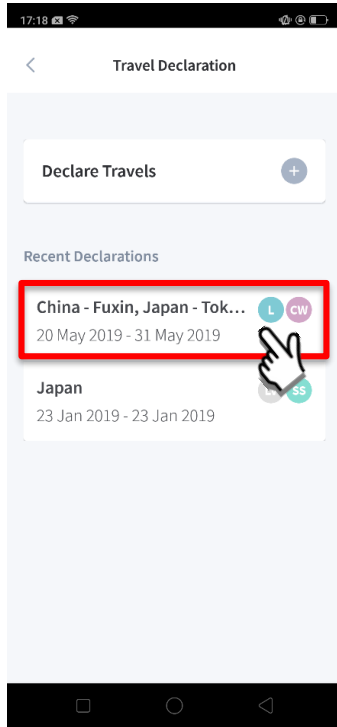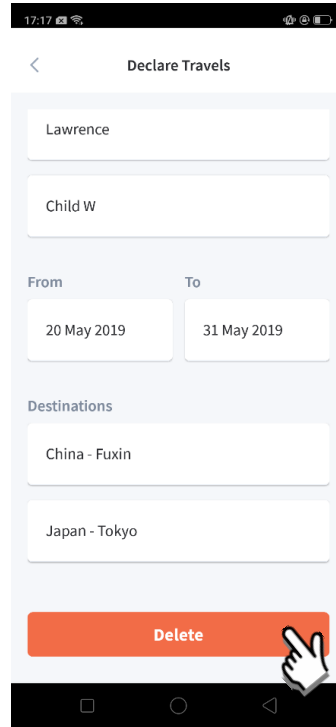Select the child(ren) that are not travelling and tap on 'Next'.

Select 'No'.

Pick the School Holiday period and tap on '**Done**'.

3. Edit Travel Declaration

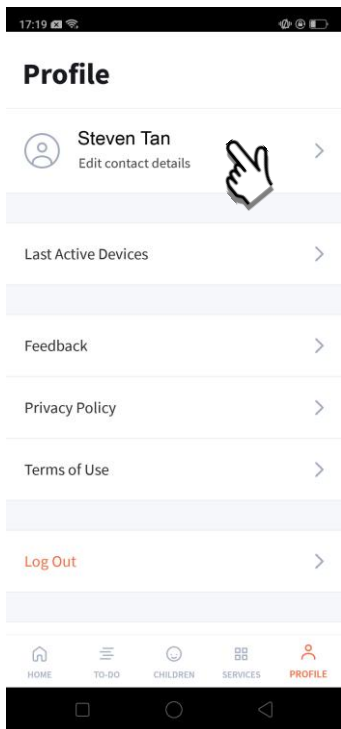# Delete the existing travel plan and create a new plan
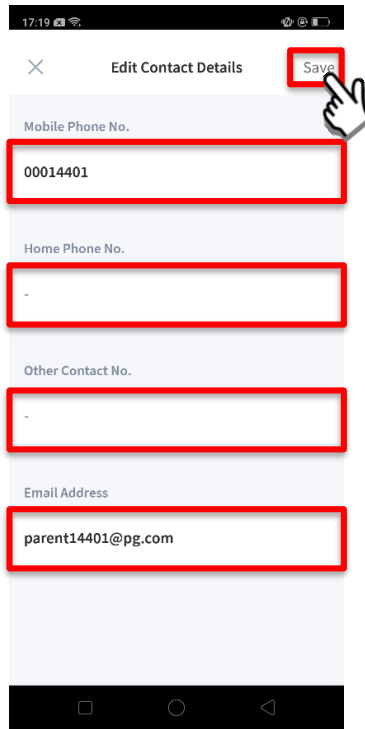

Tap on the travel plan to be changed.

Tap on '**Delete**' to delete the plan.

Create a new travel plan. (Refer to
1. Declare Travel Plan)

4. Update Your Contact Details

Tap on '**PROFILE**' then
your name.

Update your contact
details (must have at
least 1 phone/contact
number), then tap on
'**Save**'.

Thank You