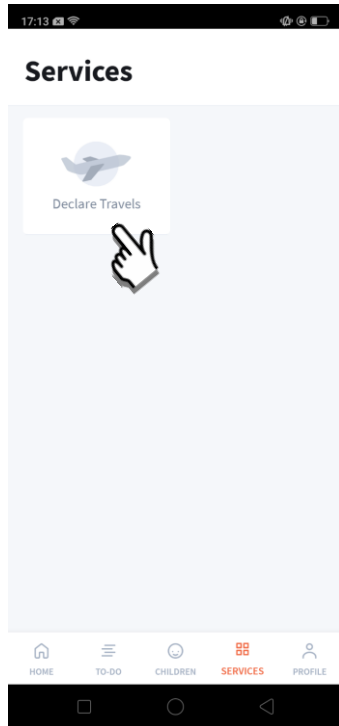




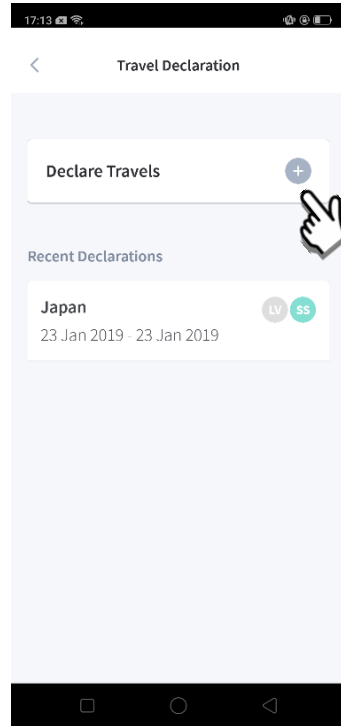
Parents Gateway

1. Declare Travel Plan

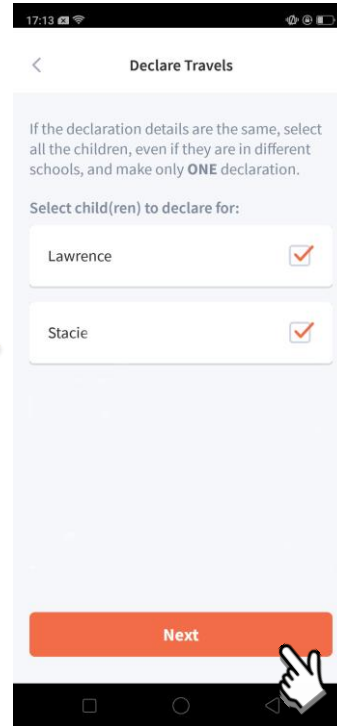
Note: If you do not see Services/Declare Travels tab, do download and install the latest version of Parents Gateway app.



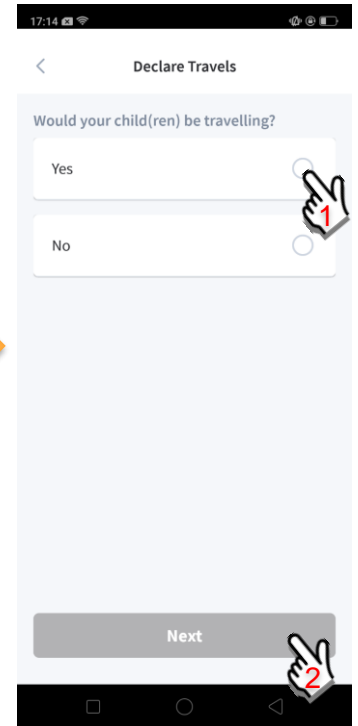
Go to '**SERVICES**' tab and tap on 'Declare Travels'.



Tap on the '+' sign.

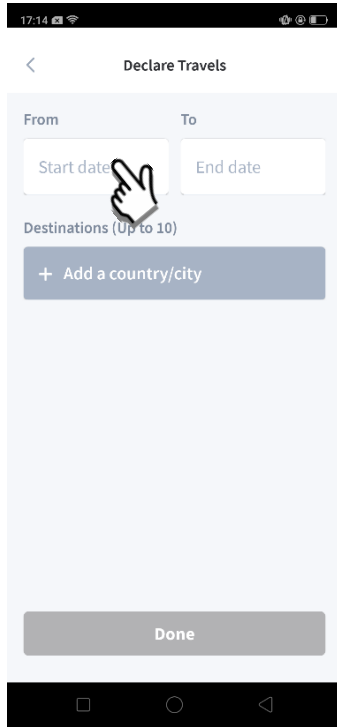


Select the child(ren) going on the trip and tap on '**Next**'.

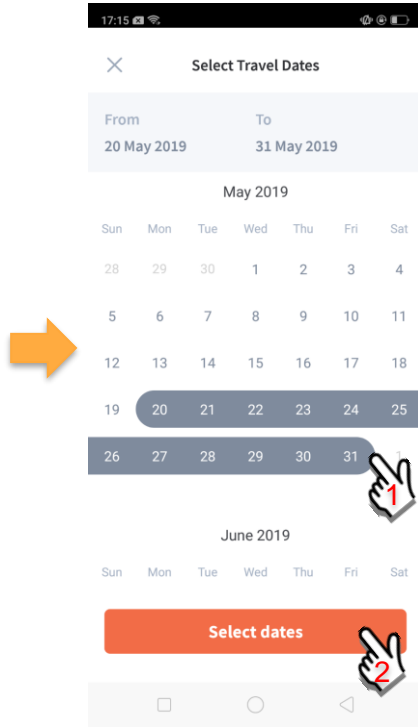


Select '**Yes**' for travelling and tap '**Next**'.

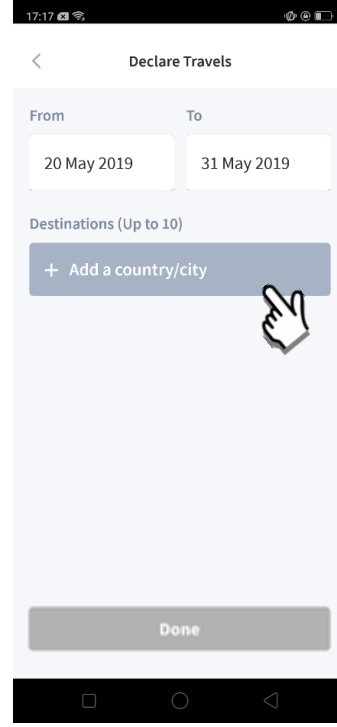




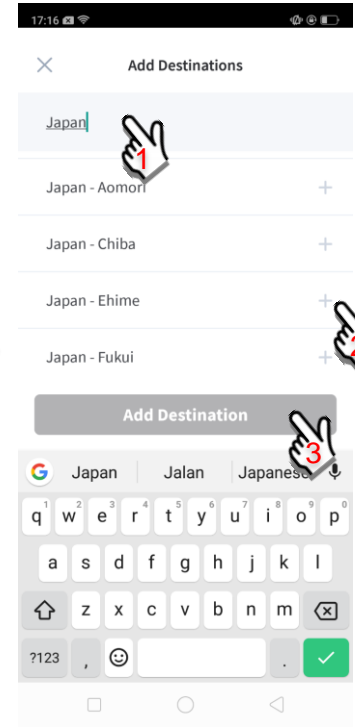
Tap on **'Start date'** to select travel dates.



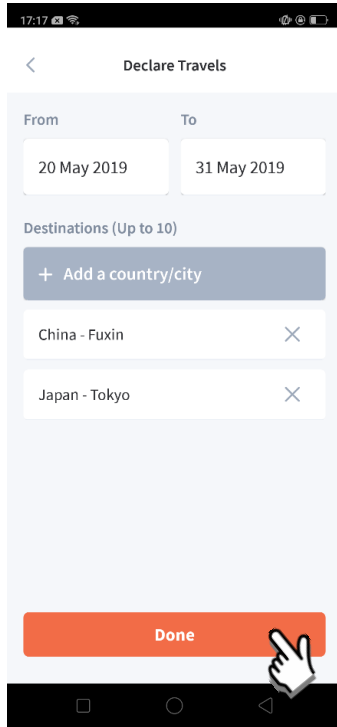
Select your travel period and tap **'Select dates'**.



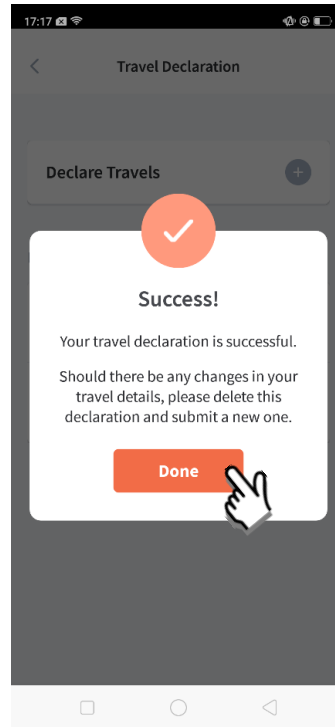
Tap on **'Add a country/city'** to select the travel destination(s).



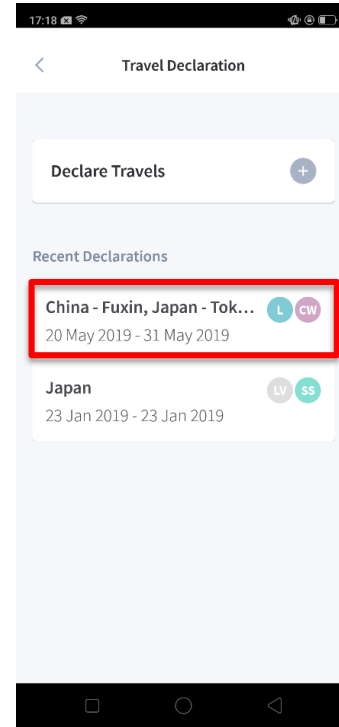
Type country name to search for the country (/city). Tap **'+'** on right of all the countries / cities you're visiting, then tap on **'Add Destination(s)'**.



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

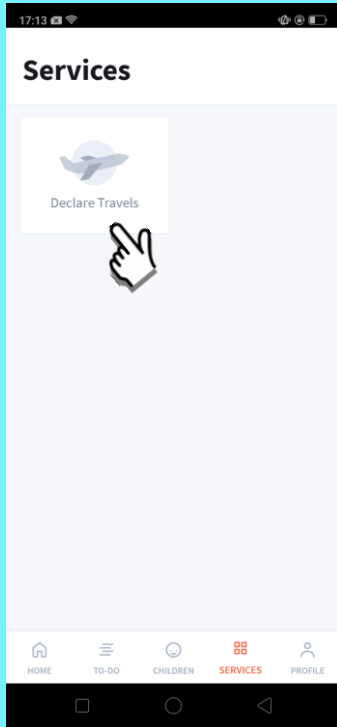


Successful Declaration.

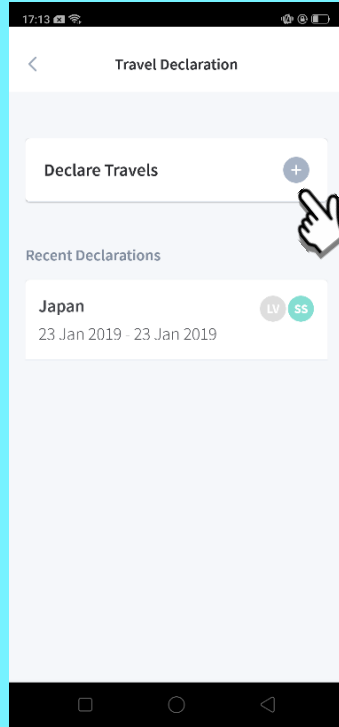


Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.

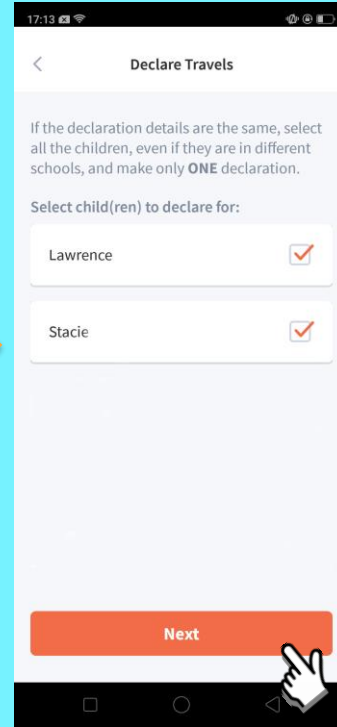
2. Declare Not Travelling



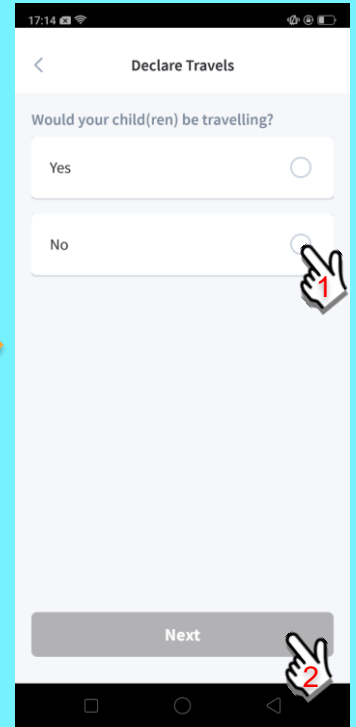
Go to **'SERVICES'** tab and tap on 'Declare Travels'



Tap on the **'+'** sig.

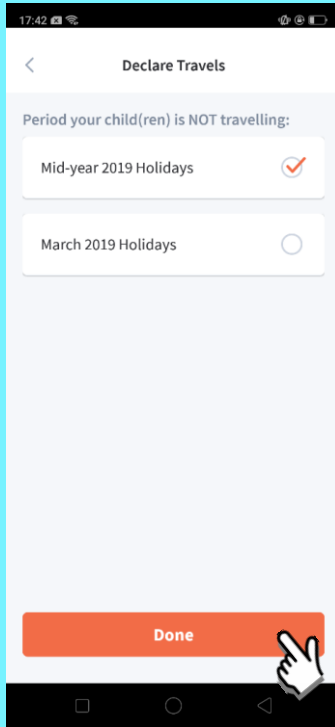


Select the child(ren) that are not travelling and tap on **'Next'**.



Select **'No'**.

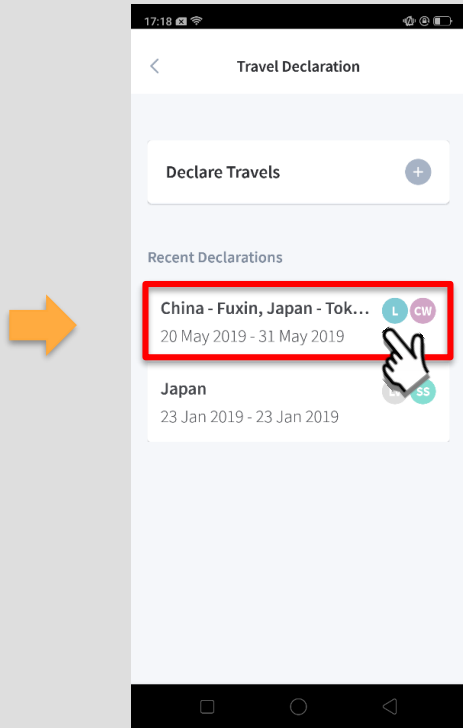




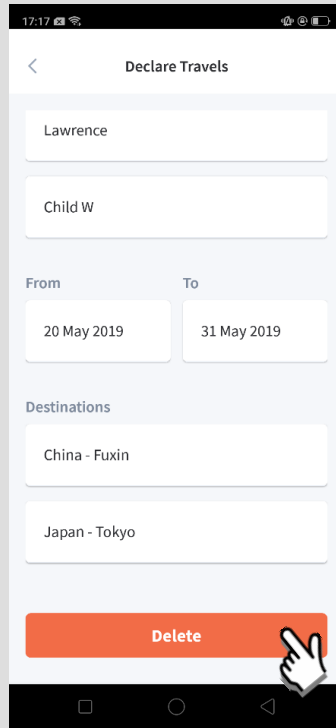
Pick the School Holiday period and tap on **'Done'**.

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)