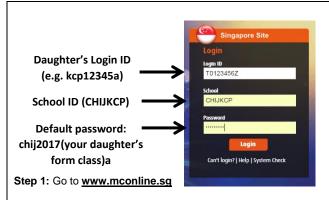
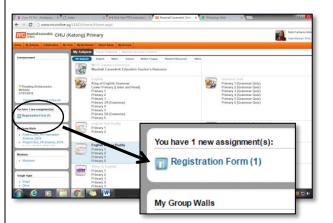
## MID-YEAR PARENT-TEACHER MEETING 2017 ONLINE REGISTRATION GUIDE



Key in Login ID: Login ID is our School ID 'kcp' followed by the *last* 5 digits and last alphabet of your child's BC number (all in lowercase) and Key in School ID: CHIJKCP

**Key in Password: chij2017(your daughter's form class)a** e.g.: chij2017am1a, chij2017bu2a, chij2017ce3a (all in lowercase)



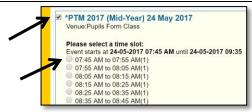
Step 2: Click on Registration Form on the left sidebar.



Step 3: Click on PTM 2017 (Mid-Year)



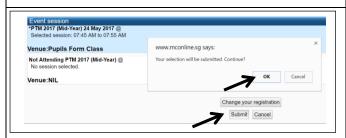
**Step 4:** Please fill in all fields marked with an asterisk (\*). The form will not advance unless you fill in all mandatory fields.



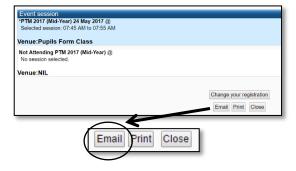
**Step 5:** Select the event marked with an asterisk (\*) and one time slot. After selection, click the **SUBMIT** button which can be found at the bottom right of the page.



Step 6: If you are unable to attend the meeting, select Not Attending PTM 2017 (Mid-Year). After selection, click the SUBMIT button.



**Step 7:** The highlighted portion shows the time slot you've selected. Click the **SUBMIT** button and then click **OK** (in pop-up box) to submit your selection.



Step 8: Check the time you have booked on the FORM REGISTRATION ACKNOWLEDGEMENT. It is advisable to print this slip if you need it for your reference.