Parents Gateway

A quick start guide to Travel Declaration and Update Personal Contacts for Parents

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1. Declare Travel Plan



Go to 'SERVICES' tab and click on 'Declare Travels' Select the child/children going on the trip and click on 'Next'.



Click on 'Start date' to select travel dates.

Select the range of dates and clock 'Select dates'

Click on 'Add a country/city' to select the travel destination.

Type the country of travel to search for the city. Pick the city and click on 'Add Destination'.



Repeat the same process to add another Country/city if you travel to multiple destinations. Click on 'Done' to confirm.



Successful Declaration.



Travel Plan is shown as entered.

2. Nil return for Declaring Travel



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

Click on the '+' sign

Select the child/children that are not travelling and click on 'Next'.



Pick the School Holiday period and click on 'Done'

3. Edit Travel Declaration

Delete the existing travel plan and create a new plan

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Declare Travels +	Lawrence Child W		
Recent Declarations	From To 20 May 2019 31 May 2019 Destinations China - Fuxin	P D	Create a new travel lan. (Refer to 1. Declare Travel Plan)
	Japan - Tokyo Delete		

Click on the travel plan to be changed.

Click on 'Delete' to delete the plan

4. Update Personal Contacts

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Click on Parent's Name under 'PROFILE'



Update the 4 contact details and click on 'Save'

Thank You