



Parents Gateway

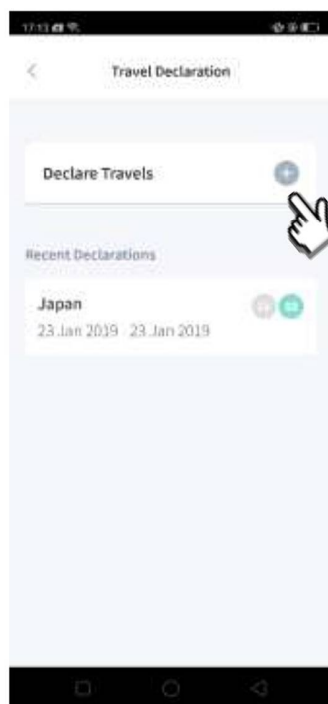
A quick start guide to Travel
Declaration and Update Contact
Details for Parents

Updated as at 1

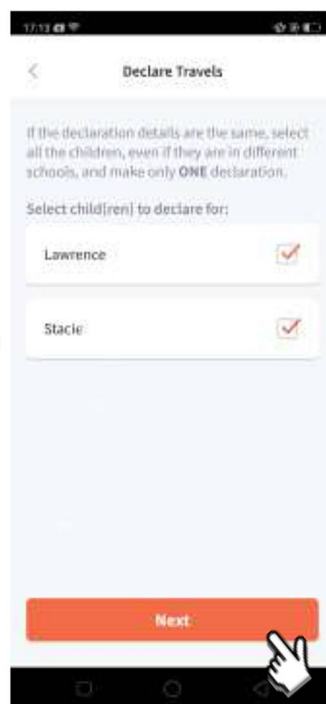
1. Declare Travel Plan



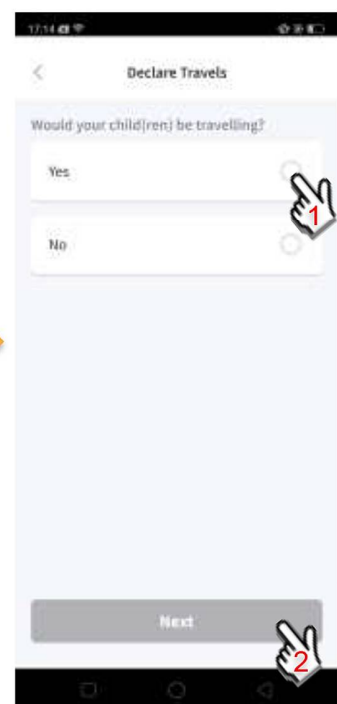
Go to '**SERVICES**' tab and tap on 'Declare Travels'.



Tap on the '+' sign.



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



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



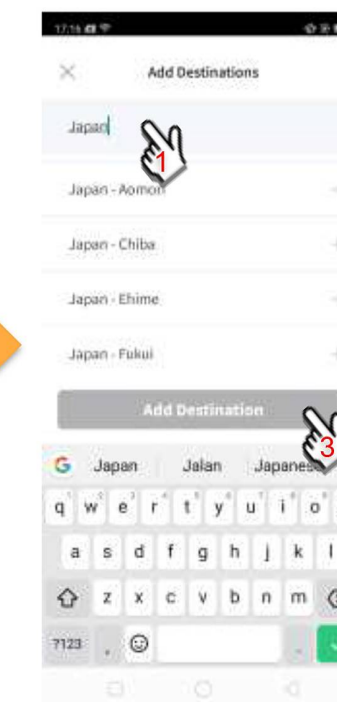
Tap on '**Start date**' to select travel dates.



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



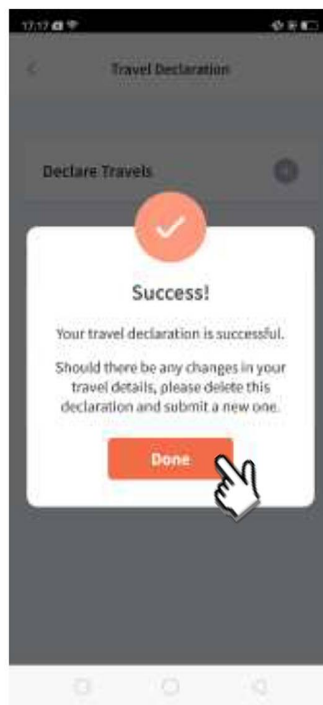
Tap on '**Add a country/city**' to select the travel destination(s).



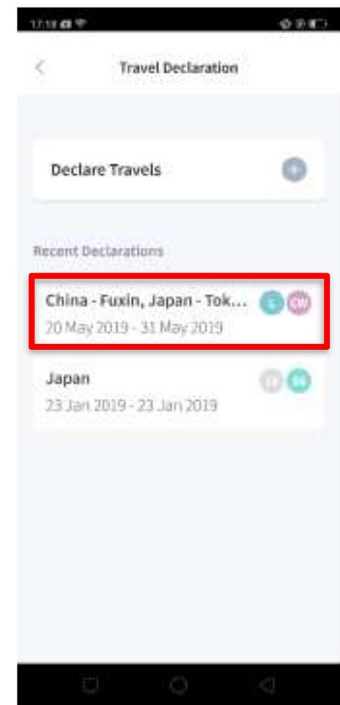
Type country name to search for the country (/city). Tap on right of all the countries/cities you're visiting, then tap on '**Add Destination(s)**'.



Tap on 'Done' to confirm.



Successful Declaration.

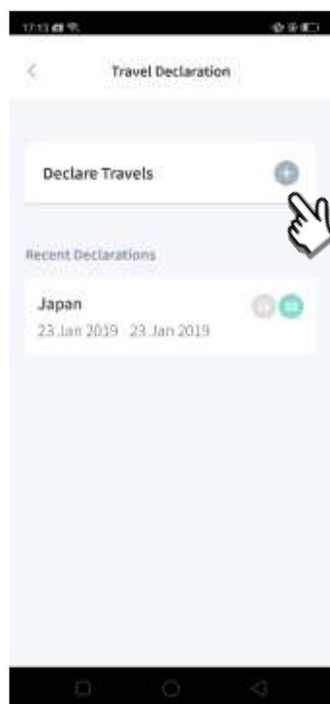


Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.

2. Declare NOT Travelling



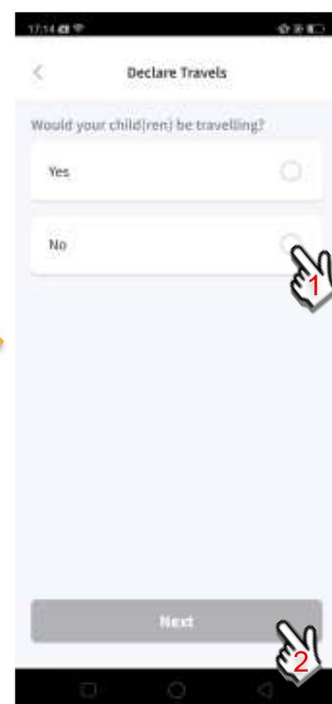
Go to '**SERVICES**' tab and tap on 'Declare Travels'



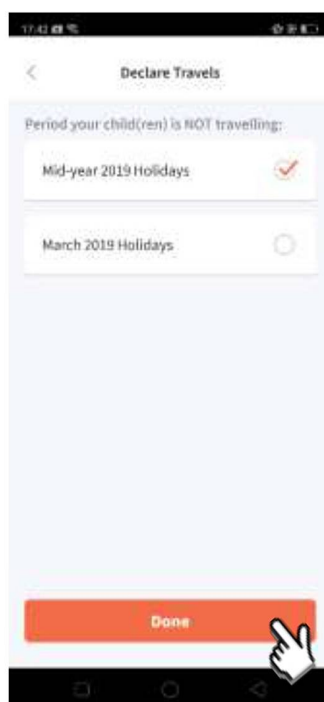
Tap on the '+' sig.



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

