Parents Gateway

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

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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'.





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'

that are not travelling and tap on 'Next'.



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

3. Edit Travel Declaration

Delete the existing travel plan and create a new plan

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Recent Declarations China - Fuxin, Japan - Tok 1 cw 20 May 2019 - 31 May 2019 1 cw Japan 23 Jan 2019 - 23 Jan 2019	•	From 20 May 2019 Destinations China - Fuxin	To 31 May 2019	-	Create a new travel plan. (Refer to 1. Declare Travel Plan)
		Japan - Tokyo	Delete	L	

Tap on the travel plan to be changed.

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

4. Update Your Contact Details

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your name.



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

Thank You