Parents Gateway
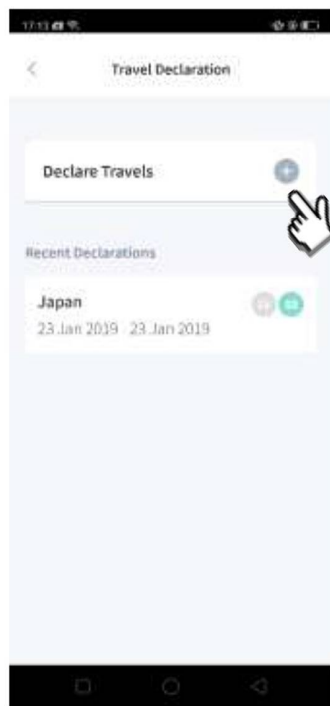
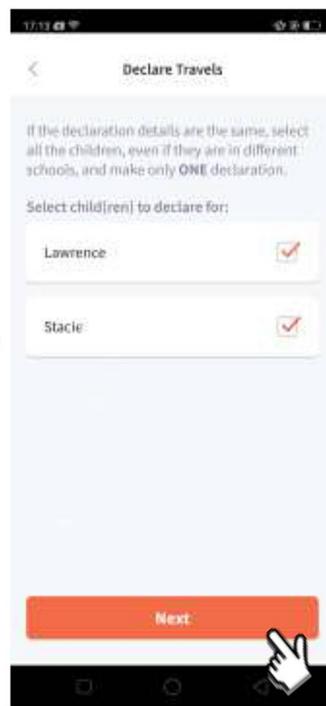A quick start guide to Travel Declaration and Update Contact Details for Parents
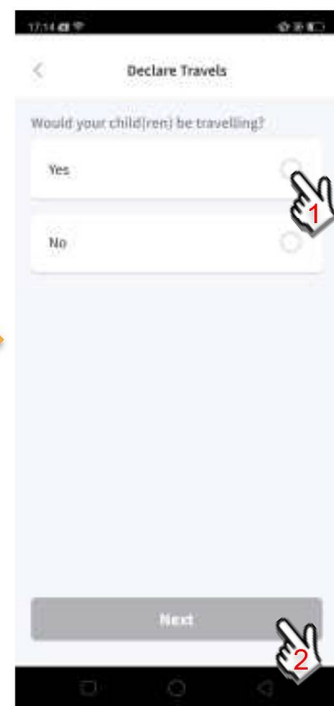
1. Declare Travel Plan

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.

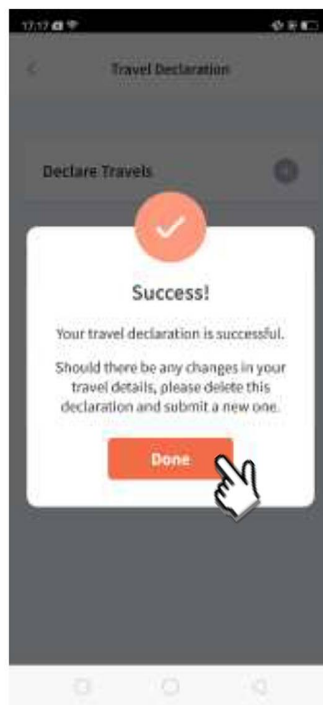Select your travel period and tap '**Select dates**'.

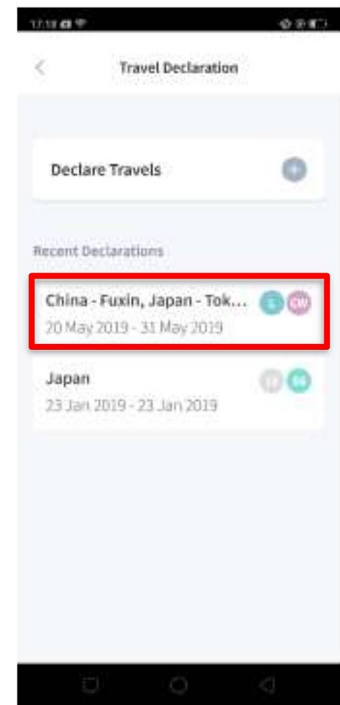Tap on '**Add a country/city**' to select the travel destination(s).

Type country name to s... for the country (/city). Ta... on right of all the countri... cities you're visiting, the... 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.
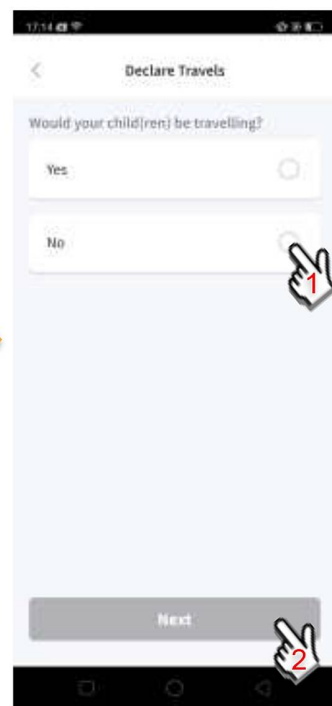
2. Declare NOT Travelling
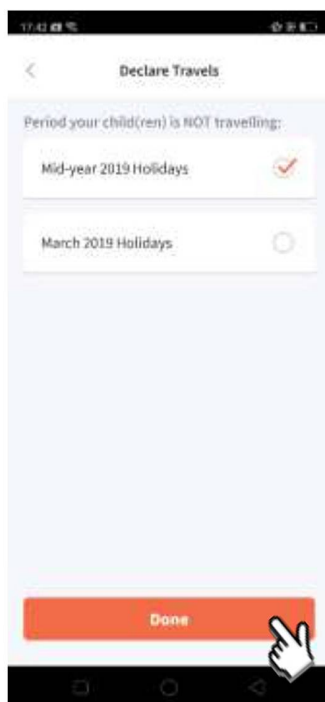
Go to '**SERVICES**' tab and tap on 'Declare Travels'

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

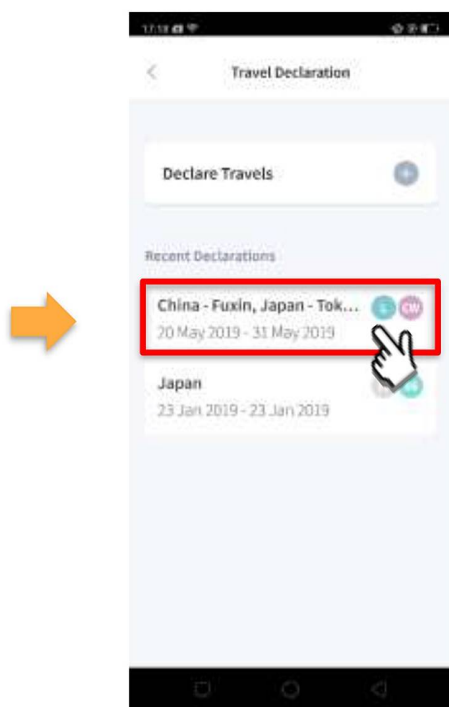Select the child(ren) that are not travelling and tap on '**Next**'.
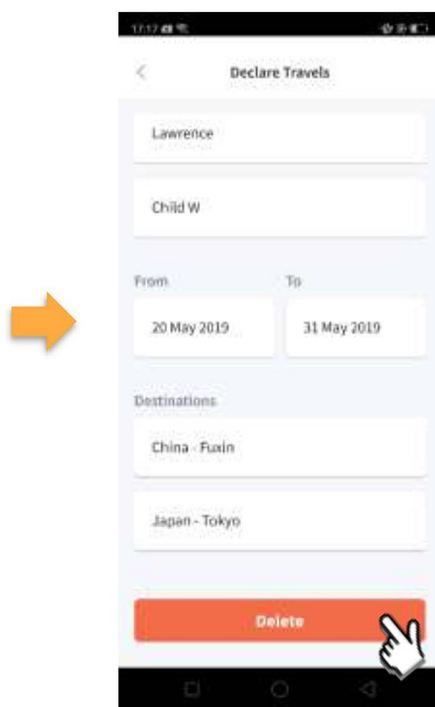
Select '**No**'.

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

3. Edit Travel Declaration

Delete the existing travel plan and create a new pla[n]

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)