

# SRC Web Online User Guide

1. Login to <https://online.src.org.sg/> or click **Online Services** in SRC's Main Page – <http://www.src.org.sg>
2. **Enter User ID, Password and click Login**
3. When logging in for the first time, you would be asked to install the trust certificate (Fig.1). Please examine and ensure that it is issued by [online.src.org.sg](https://online.src.org.sg/) (Fig.2) before installing the certificate. The option to install will not appear (for subsequent logins) once the certificate is installed.



Fig. 1

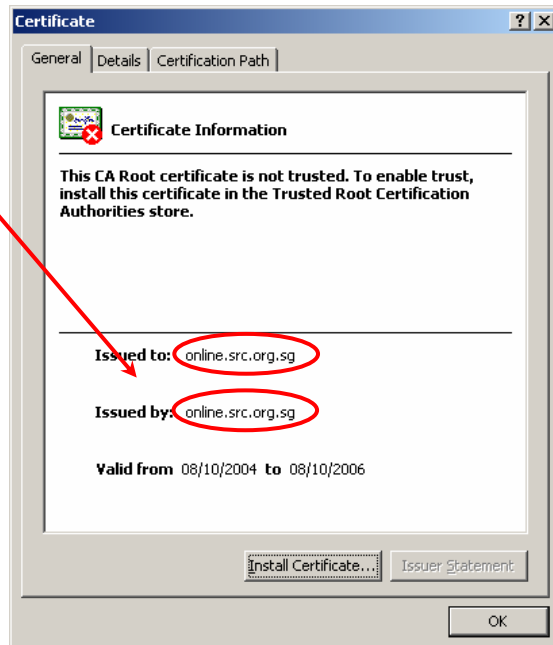


Fig. 2

4. **Change Password** – An alphanumeric combination with X characters, such as ynB6kh9q is recommended.



Fig. 3

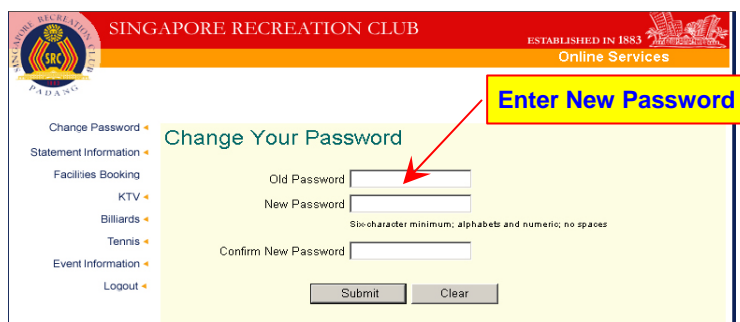


Fig. 4

(Six-character minimum; alphabets and numeric; no spaces **MAX 20 characters**)

5. **Statement Information** – Latest statement of each month will be available from the 7<sup>th</sup> of the subsequent month. Statements for earlier months can also be viewed.



Fig. 5

6. **Printing of statements** – Please select **Smallest** in **View / Text Size** (Fig. 6) and print only the current (displayed) page.

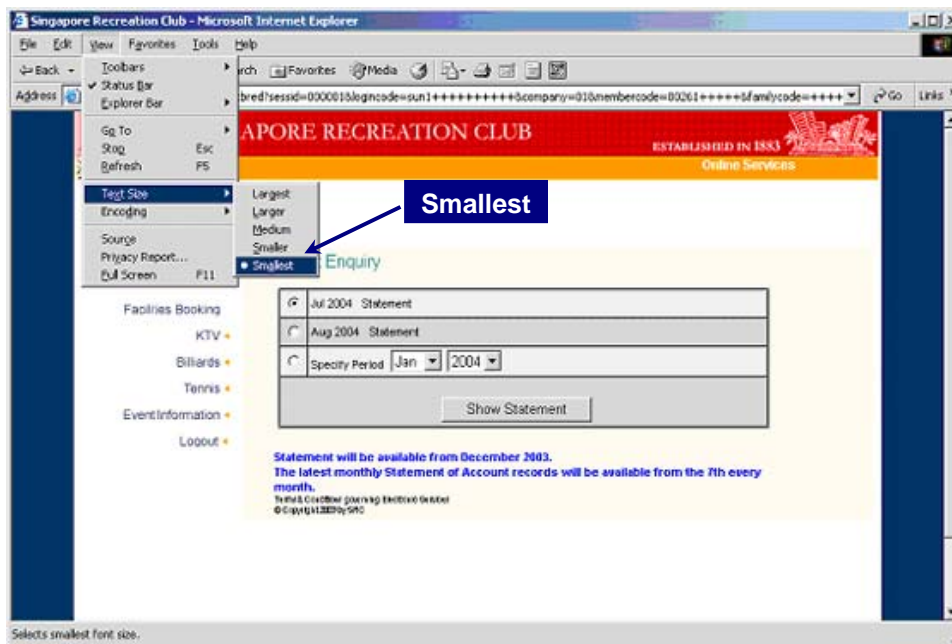


Fig. 6

7. Click on the **next** button and print it if it is displayed correctly, likewise for subsequent pages.

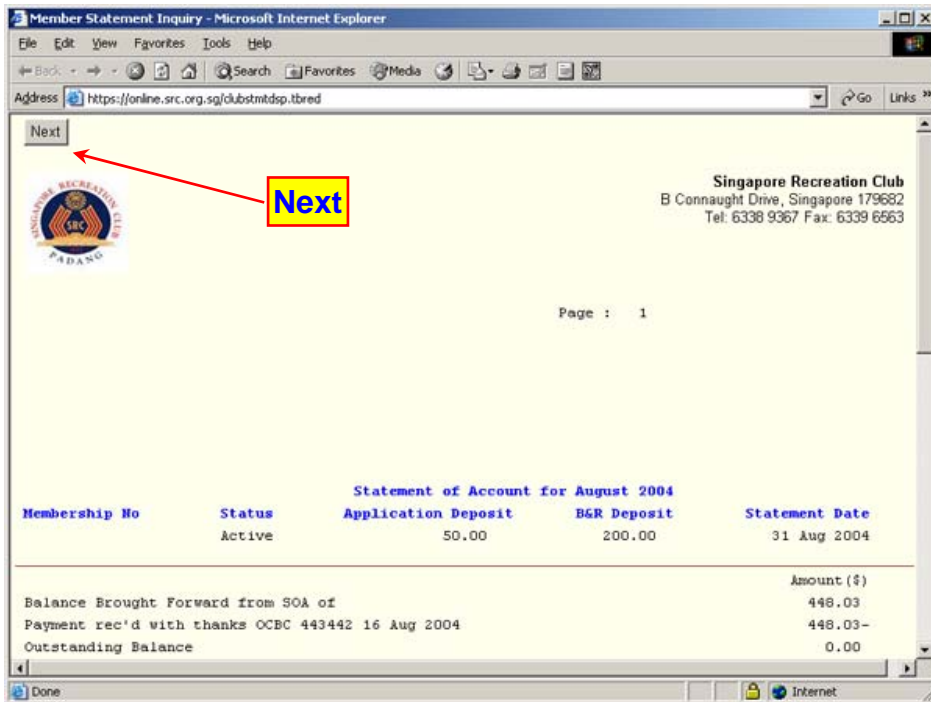


Fig. 7

8. **KTV, Billiards & Tennis** – Minimum and maximum slots, earliest and latest booking times are different for each facility, and are displayed on each facility's main booking page. To make a KTV booking, select KTV by clicking the navigation menu on the left.

The screenshot shows the 'Facilities Booking' page with a navigation menu on the left including KTV, Billiards, Tennis, Event Information, and Logout. The main content is a 'Booking Sheet (web)' for KTV, showing time slots and booking status for HIBISCUS and JASMINE. A legend explains the status codes: O (Open), P (Booking in Progress), B (Booked), N (Non Operational), X (Blocked Maintenance), and Y (Blocked Others). A yellow box labeled 'Booking Status' points to the legend.

Time Slot	HIBISCUS	JASMINE
15:30	O	O
16:00	O	O
16:30	O	O
17:00	O	O
17:30	O	O
18:00	O	O
18:30	O	O
19:00	O	Y
19:30	O	Y
20:00	Y	Y
20:30	Y	Y
21:00	Y	Y
21:30	Y	Y
22:00	Y	Y
22:30	Y	Y
23:00	Y	Y
23:30	O	Y

Legend:  
O – Open (Available)  
P – Booking in Progress  
B – Booked  
N – Non Operational  
X – Blocked (Maintenance)  
Y – Blocked (Others)

Fig. 8

To Make A Booking – Click on available “O” (open) slot

Member: XXXXX Name: XXX XXXXX XXX XXXX  
 Location: SRCL Facility: Large KTV Room Booking Date: 11-Nov-2004 Thursday

To start booking select the starting time and the facility name with open status (O)

Time Slot	HIBISCUS	JASMINE
00:00	O	O
00:30	O	O
11:00	N	O
11:30	N	O
12:00	N	O
12:30	N	O
13:00	O	O
13:30	O	O
14:00	O	O
14:30	O	O
15:00	O	O
15:30	O	O
16:00	O	O
16:30	O	O

**Available Open slot**

Fig. 9

Ensure that the numbers of slots and guests are correct before clicking on “Process Booking”

Member: XXXXX Name: XXX XXXXX XXX XXXXX  
 Location: SRCL Facility: Large KTV Room Booking Date: 11-Nov-2004 Thursday

Start Time: 20:00 Slot Duration: 30 Mins Facility No: JASMINE

Number of slots: 4  
 Number of guest: 0

**Process Booking**

Fig. 10

Bookings – All your successful bookings are displayed on the lower left corner.

Member: XXXXX Name: XXX XXXXX XXX  
 Location: SRCL Facility: Large KTV Room Booking Date: 09-Nov-2004 Tuesday

Start Time: 19:00 Slot Duration: 30 Mins Facility No: HIBISCUS

Number of slots : 4  
 Number of guest: 0  
 Booking number: B04110000035

Facility Charges:	36.00
Member Charges:	0.00
Guest Charges:	0.00
Machine Charges:	0.00
Total Amount:	37.80

GST Amount: 1.80 GST Exclusive 5.00%

**Booking Status**

**Your Default Registered Email Address**

Email address for notification:  
 xxxxxxxx@singnet.com.sg

Please note down your Booking Date, Start Time and Facility No for subsequent reference.

An email notification will be sent to the above registered email address (if any) for every successful booking made. No email notification will be sent to you if you have not register your email address with us. Please contact the Membership Services Department to register or update your email address.

Fig. 11 - An email notification will be sent to the above registered email address (if any) for every successful booking made. No email notification will be sent to you if you have not registered your email address with us. Please contact the Membership Services Department to register or update your email address.

9. **Event Information** – Events are displayed on this page and each event’s registration form (in PDF format) can be downloaded by clicking on the corresponding link (Fig. 12). To download the **Adobe Acrobat Reader**, **right click** on the image and select “**open in new window**”.

The screenshot shows the Singapore Recreation Club Online Services interface. At the top, there is a header with the club's logo and name, and a navigation menu. Below the header, there is a section for member information and a link to download Adobe Acrobat Reader. The main content area features a table titled "Event Information" with columns for Start Date, Start Time, Event Name, Venue, Maximum Participants, and Application Form. Two events are listed: "Testing" and "Standard Chartered Singapore Marathon 2004".

Start Date	Start Time	Event Name	Venue	Maximum Participants	Application Form
01/11/04	18:00	Testing		100	TESTING.PDF
03/12/04	19:00	GOLF SECTION AGM 2004	LOUNGE 1683	170	
03/12/04	21:30	Standard Chartered Singapore Marathon 2004	Padang Whole Field	8000	

**Fig. 12**

10. **Logout** – Please remember to log out after use.