How to Make a Booking

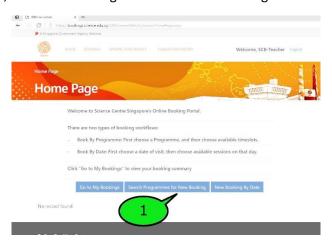In the Online Booking System there are two workflows to make a booking:

1. One way is to first select a specific Programme, followed by searching for available Timeslots
2. The other workflow is to first select a desired Date of Visit (or Class Date), and then choose from the available Programmes running on that day

We will take a look at each ways in turn. Both ways will allow you to book for multiple Programmes/sessions in one seating, if you wish to. The system will send out confirmation emails for the Programmes/sessions you booked.

Workflow 1 – Select a Programme, then select Timeslots

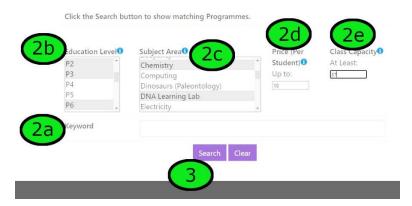Please follow these steps in order:

1. After logging in, click "Search Programmes for New Booking"

2. Set the search criteria using a variety of filters:

   NOTE: *There's no need to set all filters. The more filters you set, the more specific the search criteria become, and the search will return fewer matches. It is perfectly fine to leave any of the filters not set to any values.*

   a. Keyword ~ type in the Keywords you have in mind, to get the system to find matching Programmes, e.g. "robot arm", "bacteria", "simple machines"

   b. Education Level ~ left-click to specify a desired education level, hold down CTRL and left-click to select more than one. CTR L+ Left-click on a selected item to deselect it.

c. Subject Area ~ left-click to specify a desired subject area. Multiple selection is possible, works just like Education Level.

d. Price ~ type in a numerical value. System will search for all Programmes with matching Student price, up to the amount typed. Leave blank if Student price is not your criteria

e. Class Capacity ~ type in a numerical value. System will search for Programmes with class-size that can acommodate your class. If you are booking for multiple classes, please key in individual class size instead of a combined whole.

3. Click "Search" and wait for System to show matching Programmes

4. Choose a Programme

   a. Click on the Programme title to read the synopsis

   b. Click on the "Book" button to book the Programme, which will bring you to Timeslot selection page

5. Search for Timeslots

   a. Specify your desired date range, by setting values of the "From" and "To" date-pickers. Note that you can only search up to the end of the year, with a maximum search range of one week (7 days) at a time.
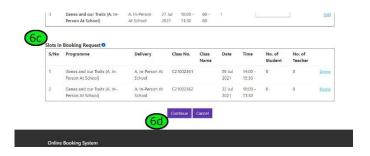
b. You can also specify whether to search for Morning only (AM), Afternoon only (PM), or both

c. click "Search" to see if theres any available Timeslots within your specified search range

6. Add Timeslots

a. System shows number of available Timeslots (orange number) within your specified search range. The orange number indicate how many parallel Timeslots are available on that particular timing.

b. Type in the number of Timeslots you would like to take, and then click "Add"

c. The session(s) will be added into your "Booking Request". This portion shows how many sessions you are attempting to book. You can continue to add more sessions into your "Booking Request" as needed

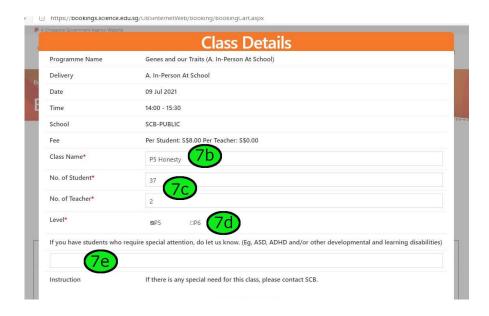d. click "Continue" to move on to the next step

e.   If the search did not return any Timeslots, please search different dates

NOTE: *as the System is open to all, there may be other concurrent users who are trying to book. The orange numbers are subject to change at any moment. If other concurrent users confirmed their bookings first, the number of Timeslots will have already been reduced by the time you attempted to add it into your Booking Request.*

7.   Supply details for each session in your Booking Request

a.   You need to supply more details for each session before continuing further. You can do so by clicking on "Update", which will open a popup window
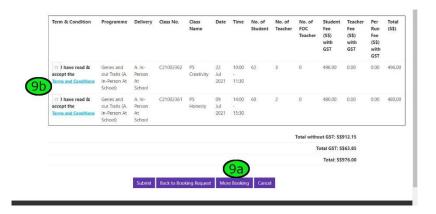

b.   key in the name of your class e.g. "P5 Honesty"

c.   key in how many students and teachers in this class

d.   select the level

e.   Please supply details on any Special Needs assistance required (if any)
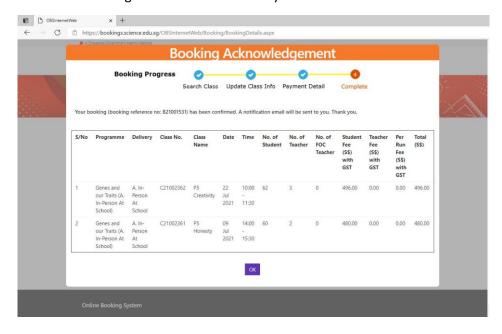
    f.   indicate whether you would like the group to visit our Science Galleries after the lesson ended

    g.   Click "OK" to set the details

8. Click "Continue" after supplying details for all the sessions in your Booking Request

9. Review and Confirm

Please take a moment to review the details as well as charges for all of the sessions in your Booking Request. At this point you are able to:

a. Add more bookings

b. Confirm and Submit your bookings. Please acknowledge the Terms and Conditions for all sessions before submitting.
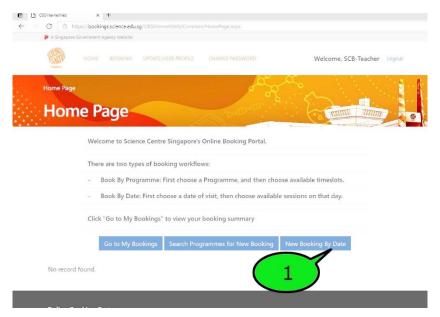

10. Systems show a Summary of the Programmes you have just booked. Note that System will also send out booking confirmation emails to you.

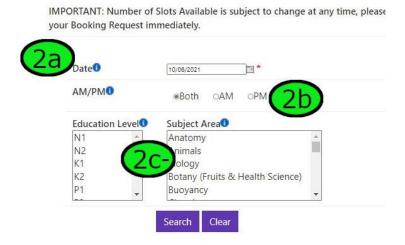# Workflow 2 – Select a Date, then select Programmes and Timeslots

Please follow these steps in order:

1. Click "New Booking by Date" to start

2. Specify search criteria

    a. Date ~ specify the desired Class Date This will be the date the Programme will be conducted for your class

    b. AM/PM ~ you can further specify morning only (AM), afternoon only (PM), or both

    c. Further specify Education Level and/or Subject Area. Leave unset to search for all available Programmes and Timeslots

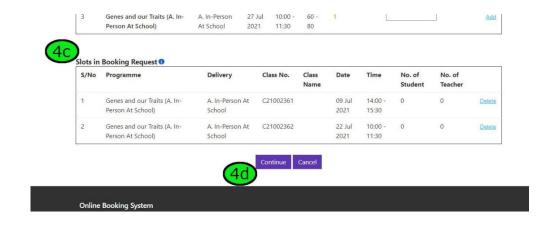3. Clisk "Search" and wait for System to show available Programmes and Timeslots

4. Add Timeslots

    a. System show available Timeslots for the various Programmes on that day. The orange numbers indicate how many parallel Timeslots are available. Click on the Programme title to read its synopsis.

    b. Type in the number of Timeslots you would like to take, and then click "Add"

    c. The session(s) will be added into your "Booking Request". This portion shows how many sessions you are attempting to book. You can continue to add more sessions into your "Booking Request" as needed
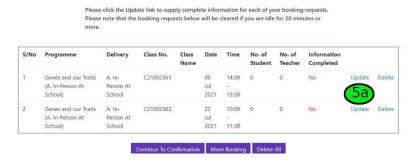
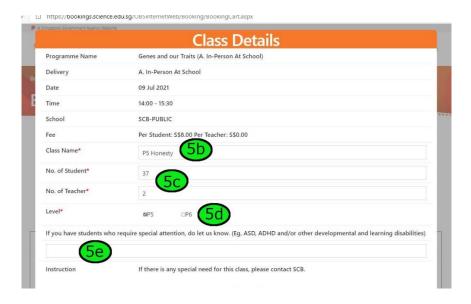   d. click "Continue" to move on to the next step

e. If the search did not return any Timeslots, please search different dates

NOTE: *as the System is open to all, there may be other concurrent users who are trying to book. The orange numbers are subject to change at any moment. If other concurrent users confirmed their bookings first, the number of Timeslots will have already been reduced by the time you attempted to add it into your Booking Request.*

5. Supply details for each session in your Booking Request

   a. You need to supply more details for each session before continuing further. You can do so by clicking on "Update", which will open a popup window
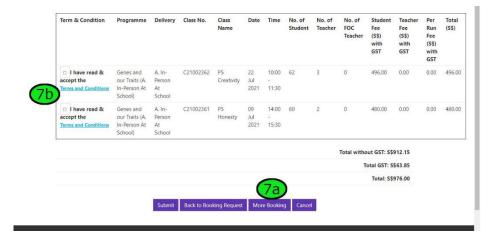

   b. key in the name of your class e.g. "P4 Honesty"

   c. key in how many students and teachers in this class

   d. select the level

   e. Please supply details on any Special Needs assistance required (if any)

f.   indicate whether you would like the group to visit our Science Galleries after the lesson ended

g.   Click "OK" to set the details

6.   Click "Continue" after supplying details for all the sessions in your Booking Request

7.   Review and Confirm

Please take a moment to review the details as well as charges for all of the sessions in your Booking Request. At this point you are able to:

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b.   Confirm and Submit your bookings. Please acknowledge the Terms and Conditions for all sessions before submitting.

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