

# How to Make a Booking

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

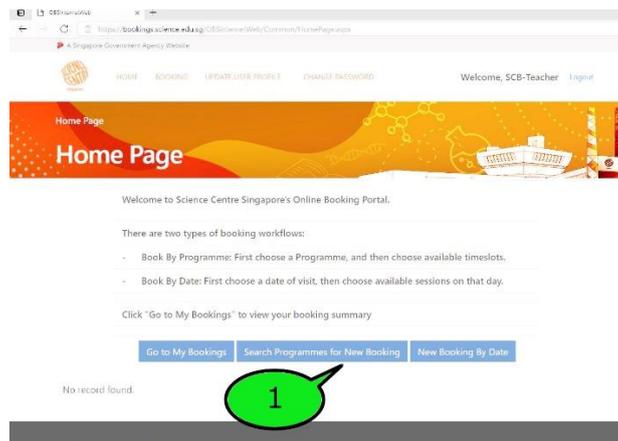
1. One way is to first select a specific Programme, followed by searching for available Timeslots
2. The other workflow is to first select a desired Date of Visit (or Class Date), and then choose from the available Programmes running on that day

We will take a look at each way 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.

Click the Search button to show matching Programmes.

- 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 accommodate 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.

Programme Name **Genes and our Traits (A. In-Person At School)**

From  5a

To  5a

AM/PM  Both  AM  PM 5b

5c

- 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"

S/No	Programme	Delivery	Date	Time	Class Size	No. of Slot Available	No. of Slot to Book	No. of Seat Available
1	Genes and our Traits (A. In-Person At School)	A. In-Person At School	09 Jul 2021	14:00 - 15:30	60 - 80	1 <span>6a</span>	<input type="text"/>	<input type="text"/> <span>6b</span>
2	Genes and our Traits (A. In-Person At School)	A. In-Person At School	09 Jul 2021	14:30 - 16:00	60 - 80	1	<input type="text"/>	<input type="text"/> <a href="#">Add</a>
3	Genes and our Traits (A. In-Person At School)	A. In-Person At School	09 Jul 2021	15:00 - 16:30	60 - 80	1	<input type="text"/>	<input type="text"/> <a href="#">Add</a>
4	Genes and our Traits (A. In-Person At School)	A. In-Person At School	09 Jul 2021	15:30 - 17:00	60 - 80	1	<input type="text"/>	<input type="text"/> <a href="#">Add</a>

- 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

3 Genes and our Traits (A. In-Person At School) A. In-Person At School 27 Jul 2021 10:00 - 11:30 60 - 80 1  [Add](#)

6c Slots in Booking Request

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher
1	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002361		09 Jul 2021	14:00 - 15:30	0	0
2	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362		27 Jul 2021	10:00 - 11:30	0	0

6d

Online Booking System

- 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

Please click the Update link to supply complete information for each of your booking requests. Please note that the booking requests below will be cleared if you are idle for 20 minutes or more.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed		
1	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002361		09 Jul 2021	14:00 - 15:30	0	0	No	Update	Delete
2	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362		22 Jul 2021	10:00 - 11:30	0	0	No	Update	Delete

7a

Continue To Confirmation More Booking Delete All

- 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)

https://bookings.science.edu.sg/UBSInternetWeb/booking/bookingLart.aspx

A Singapore Government Agency Website

### Class Details

Programme Name: Genes and our Traits (A. In-Person At School)

Delivery: A. In-Person At School

Date: 09 Jul 2021

Time: 14:00 - 15:30

School: SCB-PUBLIC

Fee: Per Student: S\$8.00 Per Teacher: S\$0.00

Class Name\*: P5 Honesty **7b**

No. of Student\*: 37 **7c**

No. of Teacher\*: 2

Level\*:  P5  P6 **7d**

If you have students who require special attention, do let us know. (Eg. ASD, ADHD and/or other developmental and learning disabilities)

**7e**

Instruction: If there is any special need for this class, please contact SCB.

- 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.

Term & Condition	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student Fee (\$\$) with GST	Teacher Fee (\$\$) with GST	Per Run Fee (\$\$) with GST	Total (\$\$)
<input type="checkbox"/> I have read & accept the Terms and Conditions	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362	P5 Creativity	22 Jul 2021	10:00 - 11:30	62	3	0	496.00	0.00	0.00	496.00
<input type="checkbox"/> I have read & accept the Terms and Conditions	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002361	P5 Honesty	09 Jul 2021	14:00 - 15:30	60	2	0	480.00	0.00	0.00	480.00

Total without GST: \$5912.15  
Total GST: \$163.85  
Total: \$5976.00

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

**Booking Acknowledgement**

**Booking Progress**

Search Class  Update Class Info  Payment Detail  Complete

Your booking (booking reference no: B21001531) has been confirmed. A notification email will be sent to you. Thank you.

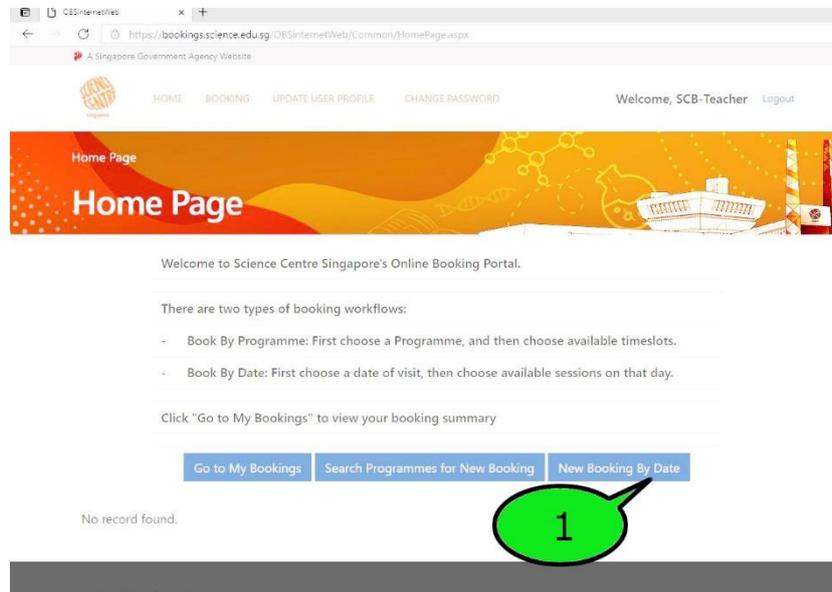
S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student Fee (\$\$) with GST	Teacher Fee (\$\$) with GST	Per Run Fee (\$\$) with GST	Total (\$\$)
1	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362	P5 Creativity	22 Jul 2021	10:00 - 11:30	62	3	0	496.00	0.00	0.00	496.00
2	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002361	P5 Honesty	09 Jul 2021	14:00 - 15:30	60	2	0	480.00	0.00	0.00	480.00

Online Booking System

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

Please follow these steps in order:

### 1. Click "New Booking by Date" to start

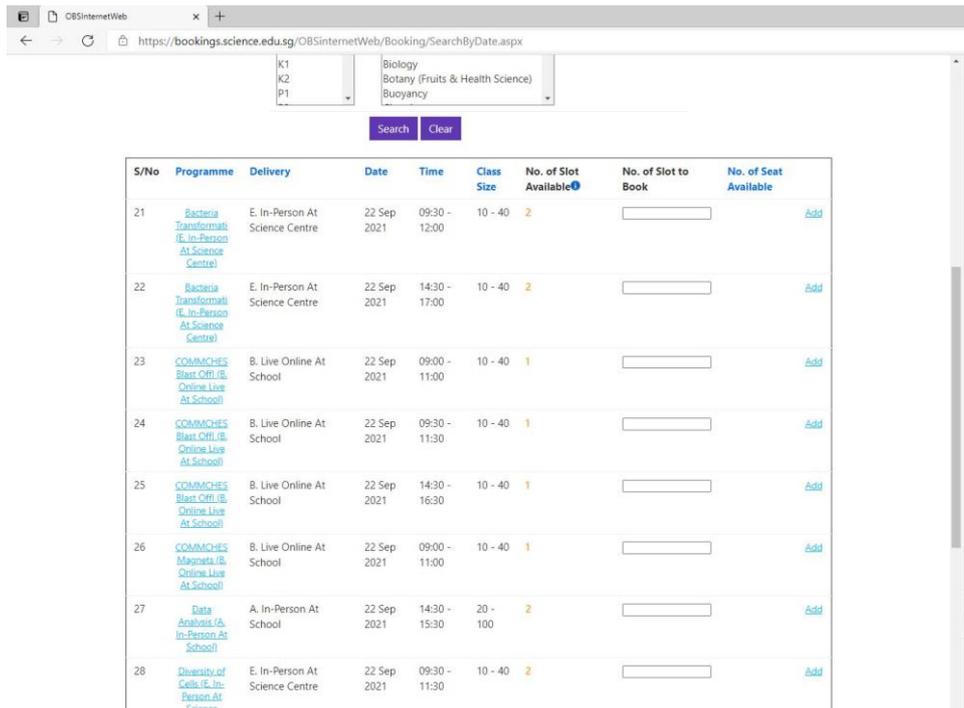


### 2. Specify search criteria

- Date ~ specify the desired Class Date This will be the date the Programme will be conducted for your class
- AM/PM ~ you can further specify morning only (AM), afternoon only (PM), or both
- Further specify Education Level and/or Subject Area. Leave unset to search for all available Programmes and Timeslots

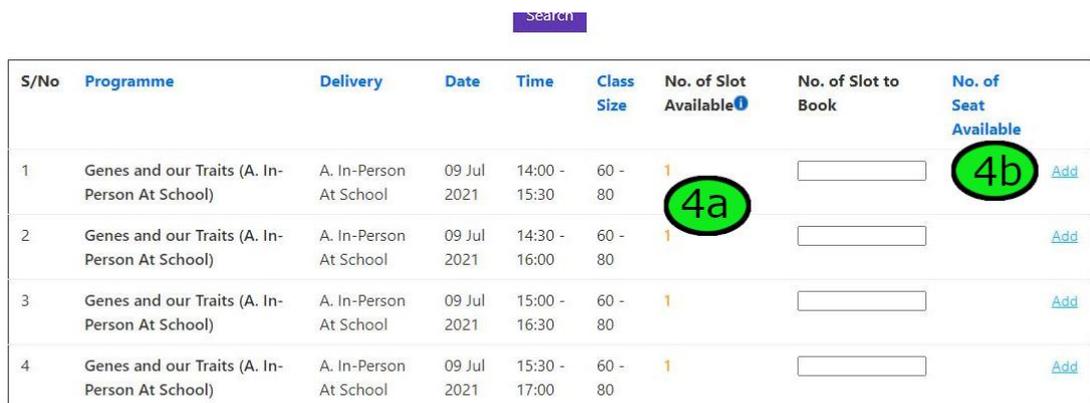
IMPORTANT: Number of Slots Available is subject to change at any time, please your Booking Request immediately.

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



4. Add Timeslots

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



- 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
- click "Continue" to move on to the next step

3	Genes and our Traits (A. In-Person At School)	A. In-Person At School	27 Jul 2021	10:00 - 11:30	60 - 80	1		<a href="#">Add</a>
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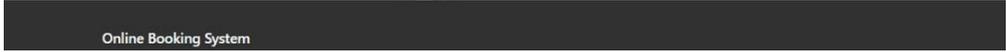
4c

Slots in Booking Request

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	
1	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002361		09 Jul 2021	14:00 - 15:30	0	0	<a href="#">Delete</a>
2	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362		22 Jul 2021	10:00 - 11:30	0	0	<a href="#">Delete</a>

4d

[Continue](#) [Cancel](#)



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.

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2	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362		22 Jul 2021	10:00 - 11:30	0	0	No	<a href="#">Update</a>	<a href="#">Delete</a>

5a

[Continue To Confirmation](#) [More Booking](#) [Delete All](#)

- 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)

**Class Details**

Programme Name: Genes and our Traits (A. In-Person At School)

Delivery: A. In-Person At School

Date: 09 Jul 2021

Time: 14:00 - 15:30

School: SCB-PUBLIC

Fee: Per Student: S\$8.00 Per Teacher: S\$0.00

Class Name\*: P5 Honesty **5b**

No. of Student\*: 37 **5c**

No. of Teacher\*: 2

Level\*:  P5  P6 **5d**

If you have students who require special attention, do let us know. (Eg. ASD, ADHD and/or other developmental and learning disabilities)

**5e**

Instruction: If there is any special need for this class, please contact SCB.

- 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

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

Term & Condition	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student Fee (\$\$) with GST	Teacher Fee (\$\$) with GST	Per Run Fee (\$\$) with GST	Total (\$\$)
<input type="checkbox"/> I have read & accept the Terms and Conditions	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002362	P5 Creativity	22 Jul 2021	10:00 - 11:30	62	3	0	496.00	0.00	0.00	496.00
<input type="checkbox"/> I have read & accept the Terms and Conditions	Genes and our Traits (A. In-Person At School)	A. In-Person At School	C21002361	P5 Honesty	09 Jul 2021	14:00 - 15:30	60	2	0	480.00	0.00	0.00	480.00
<b>Total without GST: S\$912.15</b>													
<b>Total GST: S\$63.85</b>													
<b>Total: S\$976.00</b>													

**7a**

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

**Booking Acknowledgement**

**Booking Progress**

Search Class Update Class Info Payment Detail Complete

Your booking (booking reference no: B21001531) has been confirmed. A notification email will be sent to you. Thank you.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student Fee (\$\$) with GST	Teacher Fee (\$\$) with GST	Per Run Fee (\$\$) with GST	Total (\$\$)
1	Genes and our Traits (A In-Person At School)	A, In-Person At School	C21002362	P5 Creativity	22 Jul 2021	10:00 - 11:30	62	3	0	496.00	0.00	0.00	496.00
2	Genes and our Traits (A In-Person At School)	A, In-Person At School	C21002361	P5 Honesty	09 Jul 2021	14:00 - 15:30	60	2	0	480.00	0.00	0.00	480.00

OK

Online Booking System