

Members' Portal Tutorial

SEMBAWANG COUNTRY CLUB

HOME REGISTER FORGET PASSWORD

LOGIN

USER ID

PASSWORD [Forgot?](#)


RETYPE THE CHARACTERS FROM THE PICTURE
NKKJXP

[LOG IN](#)

[CREATE LOGIN](#)

Weather Forecast

Sembawang



Fair & Warm

Time Period: 22-03-18 14:00 - 22-03-18 16:00

[Refresh](#) Press to update

—NEA 2 Hours Forecast—

ABOUT US TERMS & PRIVACY

CONNECT WITH US :

© Copyright Sembawang Country Club 2017. All Rights Reserved

General Information



- Members may log in the Members' Portal by web via Sembawang Country Club website "Member's Login" or mobile app which can be downloaded via Google Playstore (Androids) or App Store (iPhone).
- Member's Portal will be made available by 1st May 2018. From 15th April onwards we will set up 2 laptops at the Club Lobby for Staffs to assist Members in using the new portal.
- All members, visitors and staff bookings will be shown LIVE.
- Time limit of 10 minutes will countdown once "book" button is clicked on the tee-off time slot.
(This is to ensure members already have players names / membership numbers ready for booking)
- Members are not able to open multiple booking tabs as there is a minimum 6 minutes before being able to book next booking on the same day or different day and time.
(This is to ensure fairness to all members and no multiple bookings per time)
- Guests names and handicap must be filled in to confirm booking.
(The system will no longer allow empty guest names in the flights according to SOP)
- Members are able to take control and responsibility of their own flights. Example, cancel whole flight, change players and players' details.
- All flight notifications will be via email. This includes waiting list, flight cancellations, amendments and rainchecks.
- Members are able to monitor past games and upcoming games, including bookings made by other members which involves them and also guests signed-in under their membership number.
(This is to ensure no misuse of membership numbers by other members)
- First player in the flight must be the logged in member or the logged in members' guests.
(Therefore, booking for other members or other members' guests is not allowed)

Website - Log In Page

LOGIN

- 1 USER ID
- 2 PASSWORD [Forgot?](#)
- 3 RETYPE THE CHARACTERS FROM THE PICTURE
3X65
- 4 LOG IN
- 5 CREATE LOGIN

Weather Forecast

Sembawang

Partly Cloudy (Day)

Time Period: 21-03-18 14:30 - 21-03-18 16:30

[Press to update](#)

—NEA 2 Hours Forecast—

1. User ID is the email address you have registered with the Club.
2. Enter password, (first time log in, members will receive an email, also by letter and SMS blast to click on forgot password to create their own password. The Club will not issue default password due to security reasons)
3. Enter Captcha code, able to refresh if unclear (not case – sensitive)
4. Log In
5. Those who do not have any email address recorded in our system will have to create log in.

First Time Member Log In / Reset Password

- Email is recorded in SCC system

FORGOT YOUR PASSWORD?

To reset your password, please enter your e-mail address below. To return to the previous page, [click here](#).

E-MAIL

RECOVER PASSWORD

1



This screen will pop-up once forget password is clicked.

Dear SCCTEST011,

We received a request from you to reset the password for your membership account. To reset your password, click on the link below:

2 [RESET PASSWORD](#)

Please contact us at membership@sembawanggolf.org.sg or 67510350 / 392 if you need further assistance. Thank you.

Please do not reply to this auto-generated message.



Member will receive this email to reset password.

RESET YOUR PASSWORD

A request to reset your Sembawang Country Club password has been made. If you did not make a request for a password reset, please [click here](#)

USER ID

MEMBER CARD NO

PASSWORD

For your security, please enter an 8 character password. The password must consist at least one capital letter, one number and one symbol (i.e. '%'; '@', etc)

CONFIRM PASSWORD

CHANGE PASSWORD

3

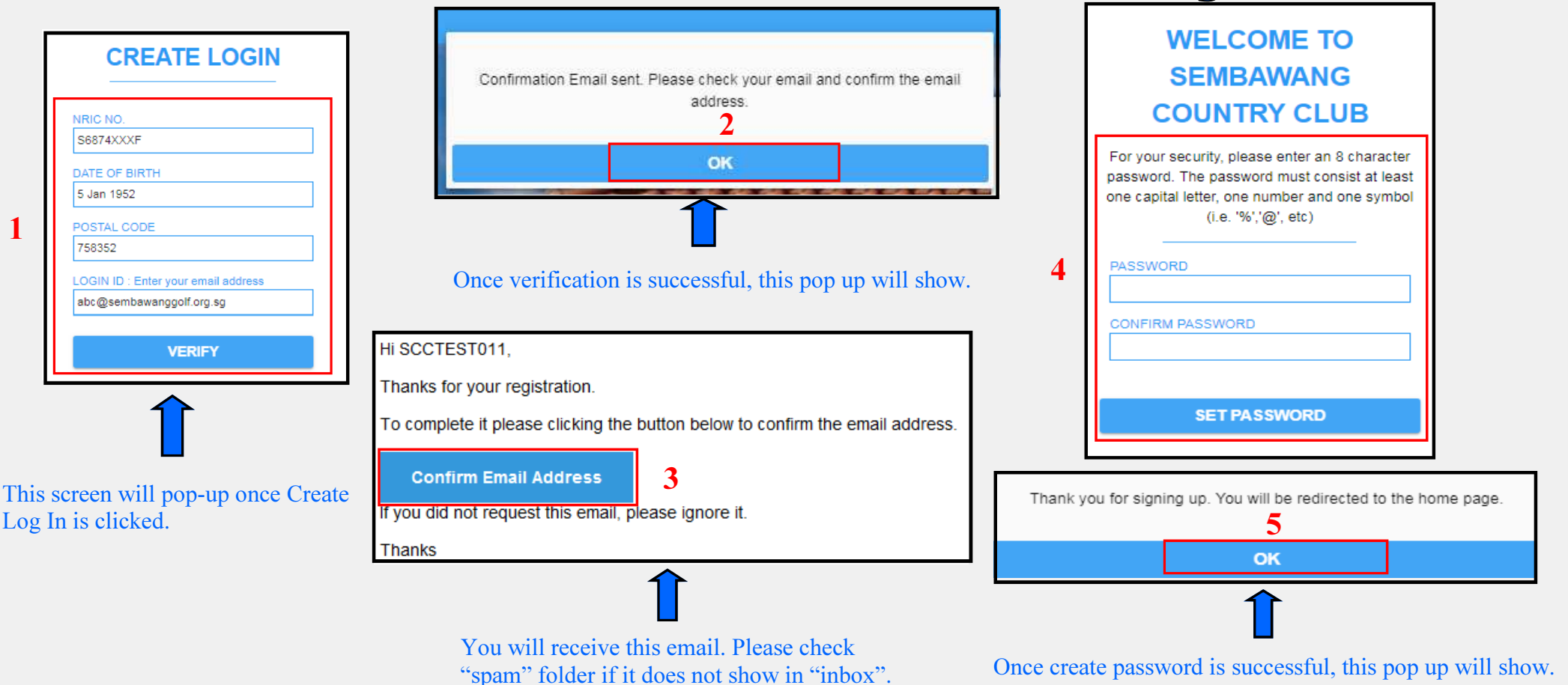


Link will be directed to this screen.

1. Enter valid email address.
2. Click on link and page will be re-directed. Link will expire within a few minutes.
3. Input all required information. Member Card No column is case-sensitive, example G001 not g001. New password must consist at least one capital letter, one number and one symbol (i.e. '%'; '@', etc). Re-enter confirmed password and click on "CHANGE PASSWORD". Page will then refresh back to log in page.

First Time Member Log In / Create Log In

- Email is not recorded in SCC system



1. Details entered are to be verified by the system to ensure Membership Number.
2. Click “OK”, and proceed to check email.
3. Click on the “Confirm Email Address” and you will be re-directed to Create Password page.
4. Create password for your login, new password must consist at least one capital letter, one number and one symbol (i.e. %”@; etc). Re-enter confirmed password and click on “SET PASSWORD”.
5. Once done, a pop-up will show. Click “OK” and you will be re-directed to the home page to start updating your profile.

Homepage

HOME | **1** PROFILE UPDATE | VOUCHERS | **2** BOOKING | **3** TRANSACTIONS | OTHER CLUBS | CHANGE PASSWORD | LOG OUT

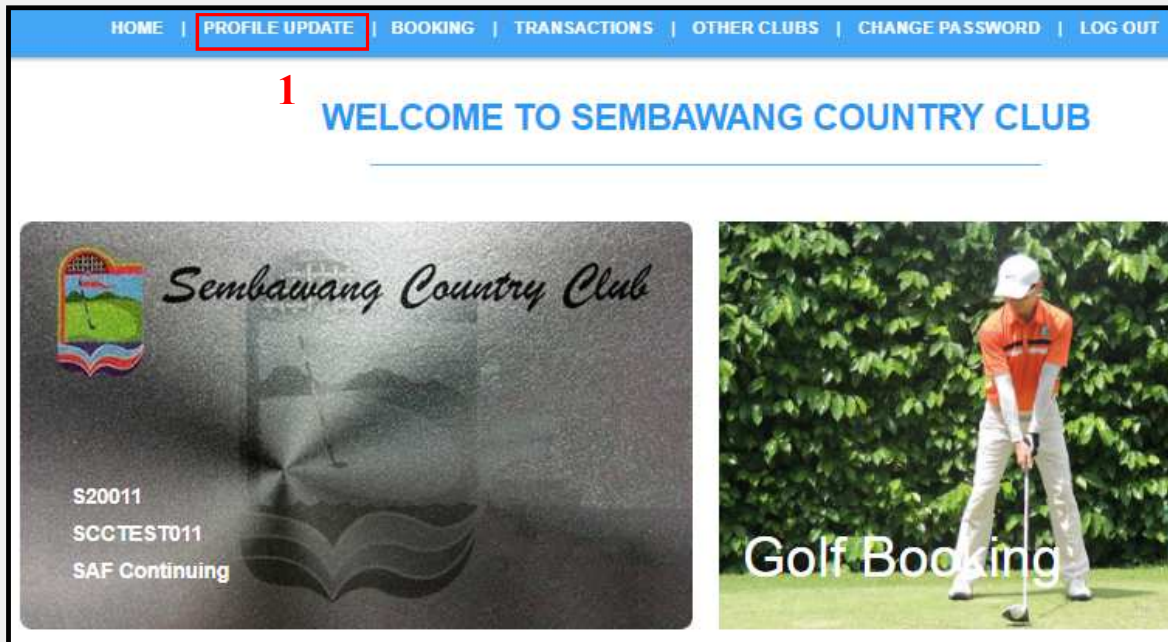
4 **6**

5

The screenshot shows the homepage of the Sembawang Country Club. At the top is a blue navigation bar with the following links: HOME, PROFILE UPDATE (highlighted with a red box and number 1), VOUCHERS, BOOKING (highlighted with a red box and number 2), TRANSACTIONS (highlighted with a red box and number 3), OTHER CLUBS, CHANGE PASSWORD, and LOG OUT. Below the navigation bar is a large blue heading that reads 'WELCOME TO SEMBAWANG COUNTRY CLUB'. Underneath this heading are two main content areas. The left area, highlighted with a red box and number 4, displays a digital membership card for Sembawang Country Club. The card includes the club's logo, the name 'Sembawang Country Club', and the following details: S20003, SCCTEST002, and SAF Continuing. Below the card is a barcode, highlighted with a red box and number 5. The right area, highlighted with a red box and number 6, features a photograph of a golfer in an orange shirt and white pants swinging a club on a green field. The text 'Golf Booking' is overlaid on the bottom of the photo.

1. Able to update new email, home & mailing address, mobile number and vehicle number without having to drop an email to Membership Department.
2. Access Golf & Facility bookings such as KTV or Mahjong Room.
3. Monitor all transactions made in SCC for the last 12 months without having to contact Accounts Department for records.
4. Digital membership card. If at any time a member forgot to bring their physical card with them for verification, they can show this digital card which is accessible at any time. Example, during Reciprocal registration. (Photo will be included)
5. Bar code can be scanned by F&B department to be charged to their account if member did not bring along Membership card.
6. Access straight to browse timesheet for Golf bookings.

Profile Update



PROFILE PAGE - SCCTEST011

2 ACCOUNT DETAILS

E-MAIL ADDRESS

COUNTRY CODE AREA CODE MOBILE NO

VEHICLE NO

IU NO

1. Click on "Update Profile".
2. Please update email address as all notifications such as golf booking, amendments, cancellations, waiting list, rainchecks...etc will be sent via email.

Golf Booking - Browse Timesheet

BROWSE TIMESHEET

Date: 21/03/2018 Tee Period: Wednesday Public Holiday: No Promotion: No

Session Choice: AM PM No. of Golfers: 1 2 3 4

Tee Group: Front 9 Back 9 All

SEARCH

1

GOLF BOOKING

07:01	07:00	07:09	07:08	07:17	07:16
Flight Code	Flight Code	Flight Code	Flight Code	Flight Code	Flight Code
Booked Status	Booked Status	Booked Status	Booked Status	Booked Status	Booked Status
Allowable	Allowable	Allowable	Allowable	Allowable	Allowable
Tee Group: Front 9	Tee Group: Back 9	Tee Group: Front 9	Tee Group: Back 9	Tee Group: Front 9	Tee Group: Back 9
2 3 4 5 6 Book	Book	Book	Book	Book	Book

1. Choose date of play. Details of the day will show Public Holiday or promotion for the day, if available. Filter for number of golfers, sessions and tee group. (No. of golfers default to 2 pax - minimum requirement for weekdays)
2. Browse through Flight times.
3. Number of golfers already in the flight will light up. (Quick view for ball match-up)
4. Shows Front or Back nine for each timings. (Unless filtered)
5. Flight information button. Pop-up will show details of players already in the flight.
6. Book button to select time slot and proceed to booking screen. If flight is already full, book button will not appear.

Golf Booking - Flight Information Page

1 Remaining Time: 09: 24

TEE OFF DETAILS

Tee Off Date	22/03/2018	Tee Group	Front 9	Tee Time	07:00
Tee Period	Thursday	Session	AM	Public Holiday	No
Promotion	No				

ADD GOLFER

3 Club Member Member Code VALIDATE

4 Non-Member

GOLFERS

Member Code	Email	Golfer Name	Member Type	Member SignIn	CMS Code	RainCheck	Buggy	Golfing Fee	HI	GIRO	Actions
5											

TERMS AND CONDITIONS

6 I have read and confirm acceptance of the Terms & Conditions as below.
Booking T&C

7 8

1. Countdown defaults at 10 minutes, auto start once book button is selected. Countdown will resume despite Refreshing page.
2. To add yourself into the flight without needing to type own membership number. (First player must be logged-in member unless guest sign-in and member already in another flight in the same session. System will auto-check for verification)
3. To input other members into the flight as second player onwards. Click on “Validate to verify and add other members.
4. To add guests into the flight, page will expand to prompt member sign-in validation and guest details.
5. Added players will show in this section to double check names and details before confirming flight booking.
6. Click on Terms and Conditions box (unable to “BOOK & SAVE” if box is un-checked).
7. Click book and save to confirm booking.
8. Previous button will go back to browse timesheet page. Date and filters selected will remain.

Golf Booking - Guest Information

ADD GOLFER

Club Member
 Non-Member 1

Member Sign in (Available Sign In count can be used for same session is 70 times.)

Retrieve HI from Handicap Book's Home Club:

Home Club: 2

Golfer Name Email

Search Results

Add Unlisted Golfer

Golfer Name: * Gender: Male Female
 Date of Birth:
 Home Club: No
 Contact:
 Email:
 Handicap Index: *

3

↑
Page will expand once Non-Member is clicked

Search Results

Home Club	Golfer Name	Email	Actions
No	martin.quek	mcmartin@ncs.com.sg	4 <input type="button" value="+"/> 5 <input type="button" value="Add Unlisted Golfer"/>

↑
If guest is not in database, this information box will pop-up

←
If guest is already in database, this pop-up box will show

1. Member sign-in and membership number will be auto-filled. Guest sign-in count will reduce each time a guest is signed-in under the same membership number. SOP applies, max 7 guests on weekdays and 3 guests on weekends.
2. Enter guest name or email (if guest is already in the database). Click Validate.
3. If the guest is not in the database, members are to fill up the details of the guest to create into the database for future use / reference. The info needed are all optional except for Handicap Index. It is advisable to input email for raincheck purposes or to differentiate guests with same names in the data base.
4. If the guest is already in the database, members can just click the plus sign under “Actions” to add into the flight.
5. If the guest name is the same but it is not the correct person, members are to add unlisted golfer and create input details to include into the database.

Golf Booking - Flight Confirmation

GOLFERS

Member Code	Email	Golfer Name	Member Type	Member SignIn	CMS Code	RainCheck	Buggy	Golfing Fee	HI	GIRO	Actions
J003	mcmartin@ncs.com.sg	Face Test 3	Continuing		Continuing	RC-180309-001	<input type="checkbox"/>	40	PC	Yes	<input type="button" value="info"/> <input type="button" value="delete"/>
I009	mcquek75@yahoo.com.sg	SCC POST TEST	Continuing		Continuing		<input type="checkbox"/>	80	18	Yes	<input type="button" value="info"/> <input type="button" value="delete"/>
	james@test.com	james	Guest	J003	Guest	RC-180309-002	<input type="checkbox"/>	50	20	No	<input type="button" value="info"/> <input type="button" value="delete"/>
	sallywho@what.com	SALLY	Guest	J003	Guest		<input type="checkbox"/>	100	24	No	<input type="button" value="info"/> <input type="button" value="delete"/>

Note: The Golfing Fee calculated may not be the final fee

TERMS AND CONDITIONS

I have read and confirm acceptance of the Terms & Conditions as below.
Booking T&C

FACE x
Save Succeed.

OK

BOOK & SAVE PREVIOUS

1. If there is a raincheck issued under the email address, it will be included automatically the next time a golf booking is made. Members are able to delete the rainchecks if they or their guests do not wish to use the raincheck for this game.
2. Members may delete any of the players in the flight by clicking the bin icon under actions before clicking on “BOOK & SAVE”.
3. Click on Terms and Conditions box (unable to “BOOK & SAVE” if box is un-checked).
4. Once all the flight information are correct and in order, click “BOOK & SAVE” to confirm the flight.
5. A pop-up will appear informing that the booking is successful. Click OK to close the pop-up. Page will be redirected back to Browse Timesheet page.

Golf - Search Booking

1

2

3

4

5

6

7

8

Tee Date	Tee Time	Tee Group	Booking No	Member Code	Golfer Name	Last Update By	Last Update Time	Actions
09/03/2018	07:00	Front9	B-180308-004	J003	Face Test 3	Shu Ting	08/03/2018 12:52:18	
09/03/2018	07:01	Back9	B-180308-005	I009	SCC POST TEST	Rez	09/03/2018 18:00:00	
09/03/2018	07:08	Front9	B-180308-006	J003	Face Test 3	Rez	09/03/2018 18:00:00	
09/03/2018	07:09	Back9	B-180308-007		jim	Face Test 3	09/03/2018 18:00:00	
12/03/2018	07:00	Front9	B-180309-001	J003	Face Test 3	Rez	09/03/2018 14:35:46	
13/03/2018	07:01	Back9	B-180309-003	J003	Face Test 3	Rez	09/03/2018 15:22:54	
22/03/2018	07:00	Front9	B-180322-001	J003	Face Test 3	Face Test 3	22/03/2018 11:26:21	
22/03/2018	07:01	Back9	B-180322-002		ANDY	Face Test 3	22/03/2018 11:29:36	
23/03/2018	12:05	Front9	B-180322-003	I009	SCC POST TEST	Rez	22/03/2018 11:50:10	
23/03/2018	13:10	Back9	B-180322-004	I009	SCC POST TEST	Rez	22/03/2018 11:51:49	

Total Records : 10

1. Mouse over "Golf".
2. Mouse over "Booking".
3. Select "Search Booking".
4. Choose dates to search.
5. Click filter to refresh page.
6. Dates of bookings made, able to check past and future booking.
7. Shows Mainbooker of the flight.
8. Guest signed-in by member will also be included in the search for members to keep track of all signed-in guests.

Golf - Booking Report

1 **Golf**

Booking 2 > New Booking

Waiting List Search Booking

Booking Report 3

Member Report

Booking Date From: 09/03/2018 To: 23/03/2018 4

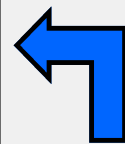
Session Choice: AM PM Evening

Generate Report 5 Export to Excel

Member: J003 Name: Face Test 3 Location: SCC Printed on: 22/03/18 14:19:18 Page 1 of 1

Booking date from 12 Mar 2018 (Monday) to 24 Mar 2018 (Saturday)

Tee Off Date	Booked Date	Course	Time	Player No	Player Name	Buggy	Holes	Handicap	Payer	Booking No
23/03/2018	22/03/2018	Front 9	12:05	I009	SCC POST TEST	Y	18	14		B-180322-003
				J003	Face Test 3	Y	18	PC		
23/03/2018	22/03/2018	Back 9	13:10	I009	SCC POST TEST	Y	18	14		B-180322-004
				Guest	kim	Y	18	20		
				Guest	JACK	Y	18	20		



Report will be downloaded and a new tab will open to

File Edit View Insert Format Tools Data Window Help

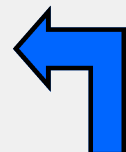
Arial 10 B I U

E15

Member: J003 Name: Face Test 3 Location: SCC Printed on: 22/03/18 14:22:04 Page 1 of 1

Booking date from 12 Mar 2018 (Monday) to 24 Mar 2018 (Saturday)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Member: J003 Name: Face Test 3 Location: SCC Printed on: 22/03/18 14:22:04											
2	Page 1 of 1											
4	Booking date from 12 Mar 2018 (Monday) to 24 Mar 2018 (Saturday)											
6												
7	23/03/2018	22/03/2018	Front 9	12:05	I009	SCC POST TEST	Y	18	14			B-180322-003
8					J003	Face Test 3	Y	18	PC			
9	23/03/2018	22/03/2018	Back 9	13:10	I009	SCC POST TEST	Y	18	14			B-180322-004
10					Guest	kim	Y	18	20			
11					Guest	JACK	Y	18	20			










Report will be converted to Excel which members can work on if they prefer.

1. Mouse over "Golf".
2. Mouse over "Booking".
3. Select "Booking Report".
4. Select dates and sessions
5. Generate reports for viewing (printer friendly) or by Excel.

Golf - Amend Booking

Tee Date	Tee Time	Tee Group	Booking No	Member Code	Golfer Name	Last Update By	Last Update Time	Actions
23/03/2018	12:05	Front9	B-180322-003	I009	SCC POST TEST	Rez	22/03/2018 11:50:10	 
23/03/2018	13:10	Back9	B-180322-004	I009	SCC POST TEST	Rez	22/03/2018 11:51:49	 

Member Code	Golfer Name	Member Type	Member SignIn	CMS Code	RainCheck	Buggy	Golfing Fee	HI	GIRO	Actions
I009	SCC POST TEST	Continuing		Continuing	<input type="text"/>	<input checked="" type="checkbox"/>	80.00	14	Yes	 4
	kim	NonMember	I009	Guest	<input type="text"/>	<input checked="" type="checkbox"/>	100.00	20	No	   5
	JACK	NonMember	J003	Guest	<input type="text"/>	<input checked="" type="checkbox"/>	100.00	20	No	   6

1. Search for the flight to be amended. Click on Edit (pencil icon).
2. In this situation, these 2 guests are signed-in under 2 different members. Therefore the logged-in member can only amend or delete guest under their sign-in membership number.
3. Members can uncheck buggy column if they prefer to walk. Not able to uncheck for visitors and guests as they are compulsory buggy at all times.
4. Unable to delete or change the first player / mainbooker. The only way to change first player, mainbooker is to cancel whole flight and re-book again. But cancelling whole flight will auto-prompt waiting list (if any) to kick in. Therefore, members will have to contact the Golfing Office for assistance.
5. Click on the change player icon to replace existing player with someone else.
6. Delete icon to remove specific golfer from the flight.

Amend Booking - Change Player

JACK NonMember J003 Guest [] [] 100.00 20 No [] [] []

1 []

Edit Golfer

Edit Member: **2** Member Code [] [Add]

Edit Non-Member:

Member Sign In [] [Validate]

Retrieve HI from Handicap Book's Home Club:

Home Club: [No] [v]

Non-Member Types:

Visitor(Default) Staff Others: [Please Select CMSCode]

Golfer Name [] Email: [] [Validate]



3 []

4 [] I have read and confirm acceptance of the Terms & Conditions as below. Booking T&C

5 [UPDATE BOOKING] [CANCEL BOOKING] [PREV]

1. Select change player icon.
2. To change to member, key in membership number and click add. Changing guest to member only allowed within SOP timings. (Weekdays 48 hours, Weekends 72 hours)
3. Changing to guest will be logged-in member guest. Input guest name and validate to add guest from database or create guest. (Same procedure as adding guest to flight in New Booking)
4. Click on Terms and Conditions box (unable to "UPDATE BOOKING" if box is un-checked).
5. Once amendments are done, click UPDATE BOOKING to confirm changes.


Amend Booking - Remove Player / Cancel Whole Flight

JACK NonMember J003 Guest 100.00 12 No    1

Error :
Information: Cannot delete Member because there is Guest Sign In by the Member () in




Tee Date	Tee Time	Seesion
26/03/2018	07:00	AM

 2

3 JACK NonMember J003 Guest 400.00 12 No  4

5 **TERMS AND CONDITIONS**

I have read and confirm acceptance of the Terms & Conditions as below.
Booking T&C

6

7

1. Select delete player icon.
2. Unable to delete member from a flight if there is a guest signed-in under that membership number. The signed-in guest / guests must be deleted first in order to remove member. Date and time of the signed-in guest / guests will be shown in a pop-up.
3. The player selected will be struck off.
4. If wrong player was selected, select undo icon.
5. Click on Terms and Conditions box (unable to “UPDATE BOOKING or CANCEL BOOKING” if box is un-checked).
6. Once amendments are done, click Update Booking to confirm changes.
7. To cancel whole flight booking, click on Cancel Booking. This will enable waiting list (if any) to kick in automatically.

Golf - Add Waiting List

Golf **1**

Booking >

Waiting List **2**

ADD WAITING LIST CONDITIONS

Tee Date: 28/03/2018

Booking for how many golfers: 1 2 3 4

Preferred Session: AM PM


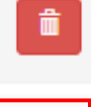
ADD GOLFER

Club Member Member Code: J003 **VALIDATE**

Non-Member

FILTER WAITINGLIST

ADD NEW WAITINGLIST **3**

Member Code	Email	Golfer Name	H'Cap	Member Sign In	Member Type	GIRO	MB	Actions
J003	mcmartin@ncs.com.sg	Face Test 3	PC		Continuing	Y	Y	
	jim@test.com	jim	20	J003	Guest	N	N	

TERMS AND CONDITIONS

I have read and confirm acceptance of the Terms & Conditions as below
Waiting List T&C

SUBMIT **8**

1. Mouse over "Golf".
 2. Select "Waiting List"
 3. Click on Add New Waiting list
 4. Choose preferred date, number of golfers and morning or afternoon session.
 5. Input players' details for members / guests.
 6. Able to delete and replace golfer.
 7. Click on Terms and Conditions box (unable to "SUBMIT" if box is un-checked).
 8. Click SUBMIT to confirm flight for waiting list.
- *Members will receive an email if they are promoted to the waiting list when a flight is cancelled on the date and session selected. Members will then have 4 hours to confirm the booking via email they received.

Golf - Search / Edit Waiting List

FILTER WAITINGLIST

Date From Date To 1

Waiting List No.	Tee Date	Balls	Main Booker	Member Code	Golfer Name	Session	Lastupdate By	Lastupdate Time	
W-180322-001	26/03/2018	4	J003	J003	Face Test 3	AM	Face Test 3	22/03/2018 22:28:47	
W-180322-001	26/03/2018	4			kim	AM	Face Test 3	22/03/2018 22:28:47	
W-180322-001	26/03/2018	4	I009	I009	SCC POST TEST	AM	Face Test 3	22/03/2018 22:28:47	
W-180322-001	26/03/2018	4			james	AM	Face Test 3	22/03/2018 22:28:47	

Total Records: 1

EDIT WAITING LIST CONDITIONS

Tee Date

Booking for how many golfers: 1 2 3 4

Preferred Session: AM PM

GOLFERS

Member Code	Email	Golfer Name	H'Cap	Member Sign In	Member Type	GIRO	MB	Actions
J003	mcmartin@ncs.com.sg	Face Test 3	PC		Continuing	Y	Y	5
		kim	14	J003	NonMember	N	N	
I009	mcquek75@yahoo.com.sg	SCC POST TEST	12		Continuing	Y	N	6
	james@test.com	james	14	J003	NonMember	N	N	

TERMS AND CONDITIONS

I have read and confirm acceptance of the Terms & Conditions as below
Waiting List T&C

1. Select date range to search.
2. Click on edit icon to amend players on waiting list.
3. Able to change number of golfers (increase / reduce) and session preferred.
4. Click on Add Golfers to input players' details after selecting increase in number of golfers.
5. To cancel whole flight from the waiting list, click delete icon on the first player / mainbooker.
6. Click edit icon to replace players.
7. Click on Terms and Conditions box (unable to "SUBMIT" if box is un-checked).
8. Select submit to confirm changes.