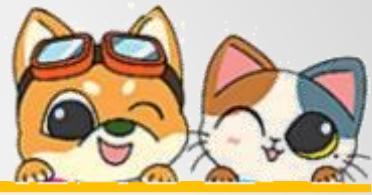
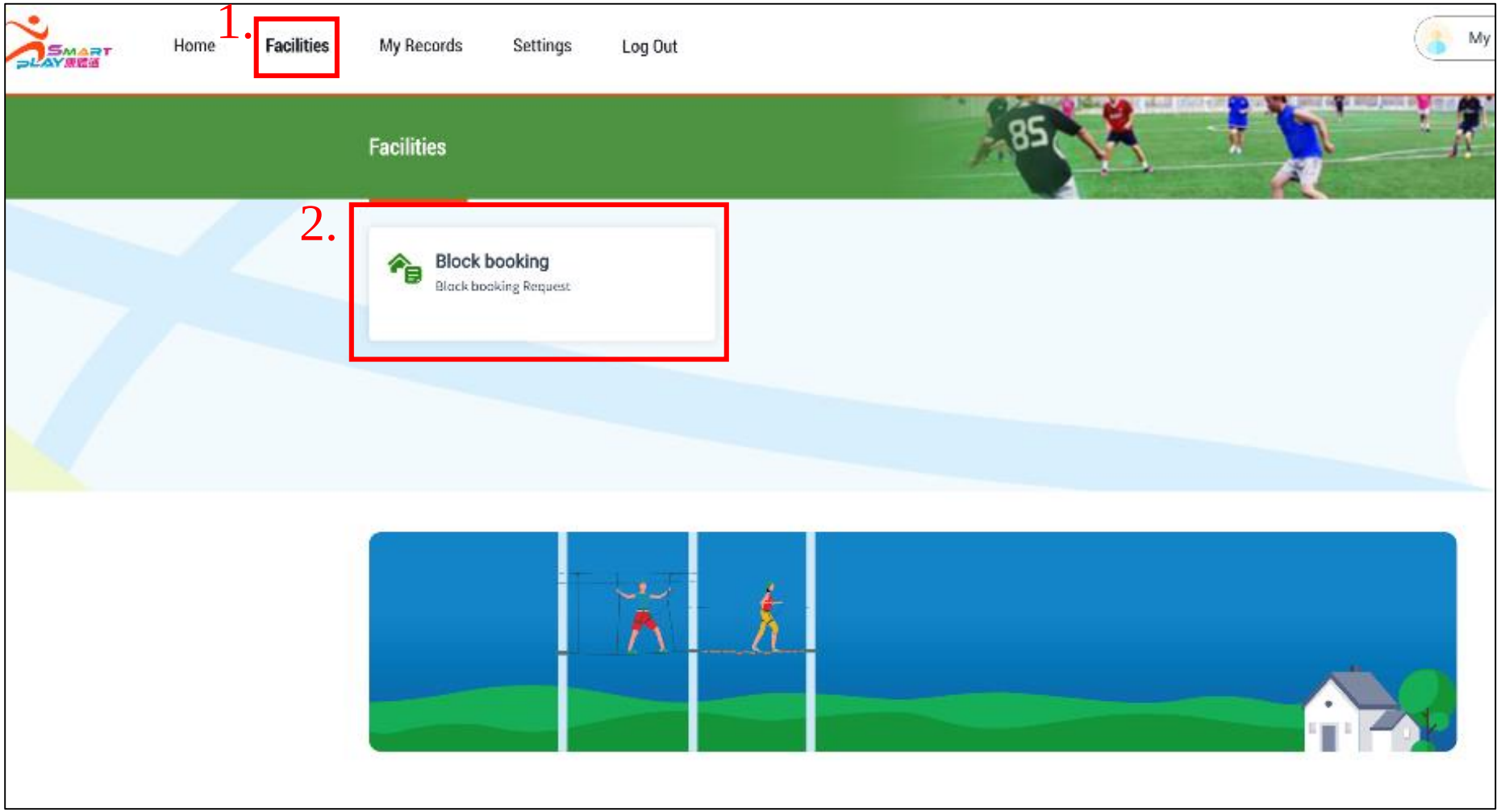
QUICK GUIDE FOR SMARTPLAY



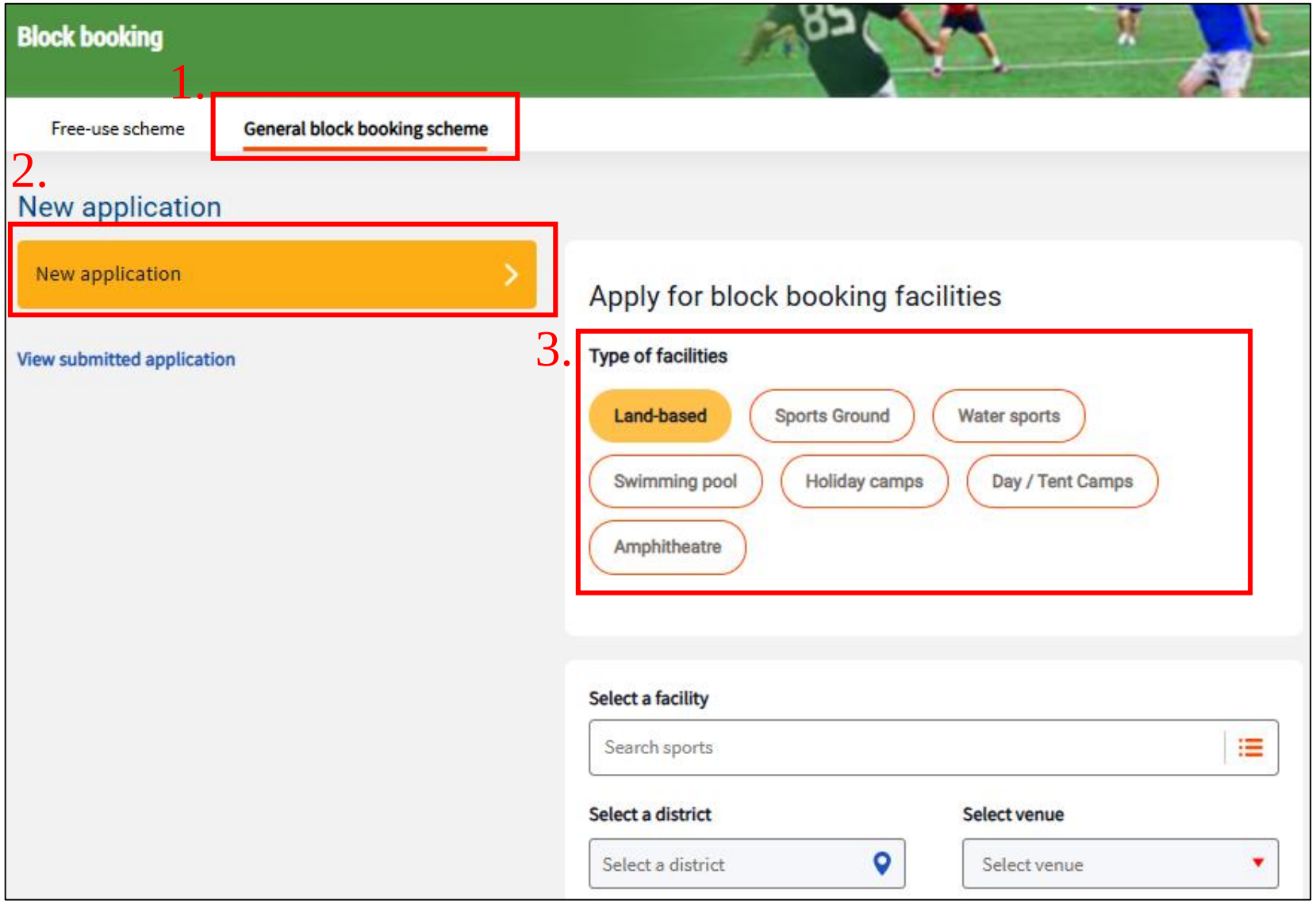
SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



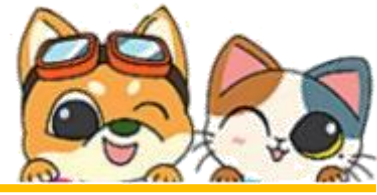
1. If organisation user would like to submit a block booking request, please click “Facilities” after login;
2. Then, click “Block booking” button to create a block booking request

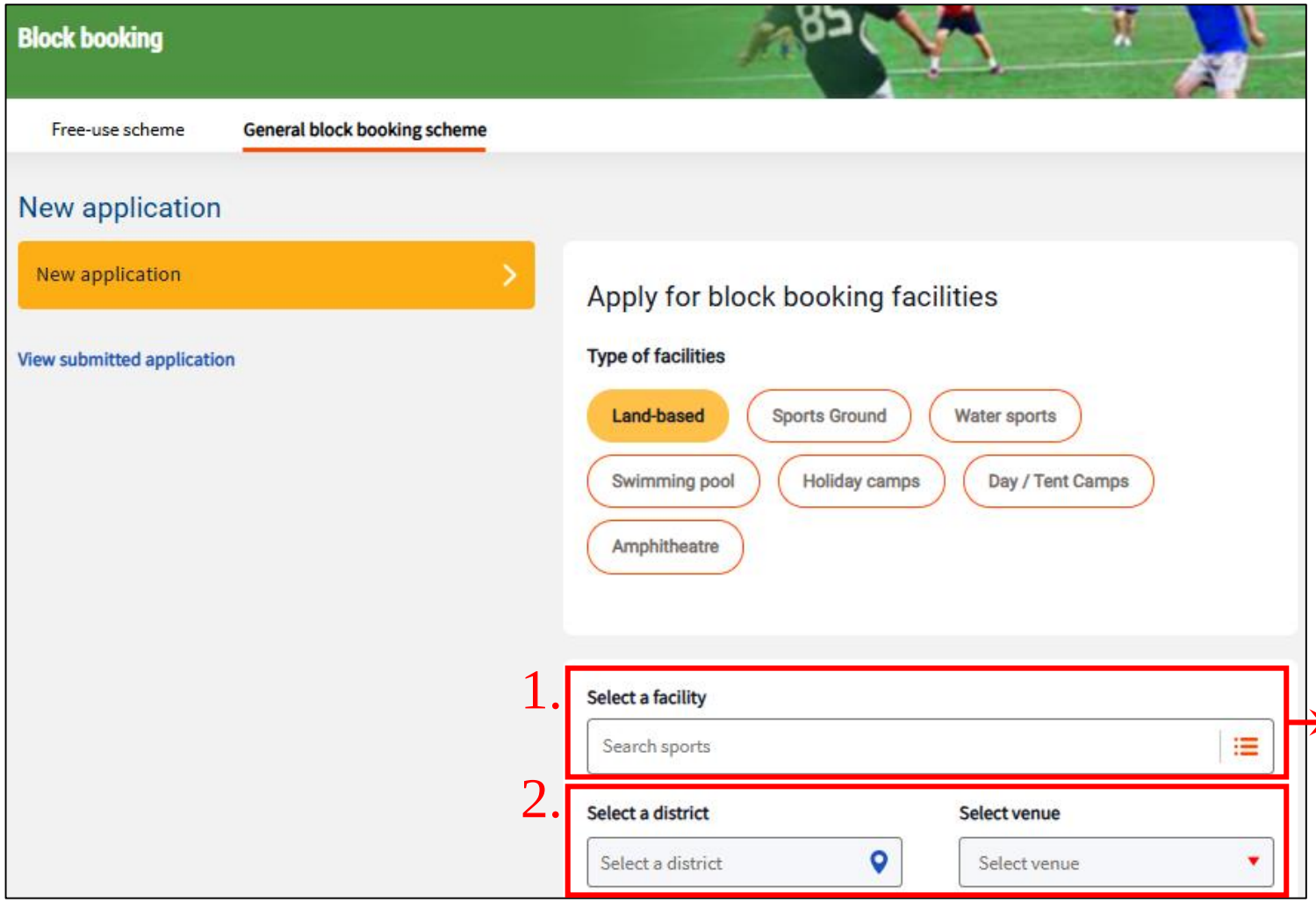
SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



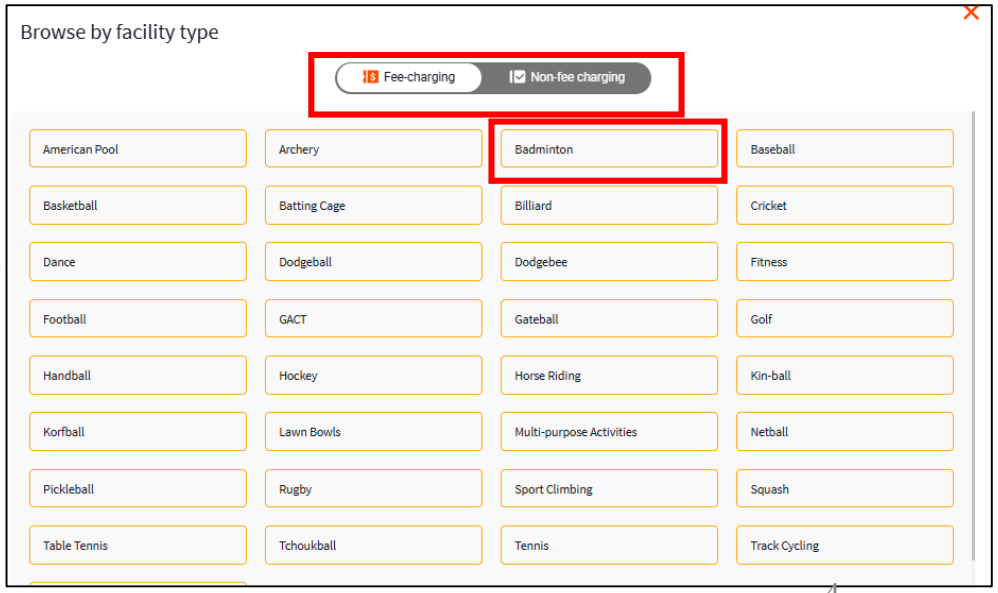
1. Select booking scheme, booking scheme may be varied for different organisation type;
2. Click “New application” to create a block booking application;
3. Choose “Type of facilities” and select “Land-based”

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)

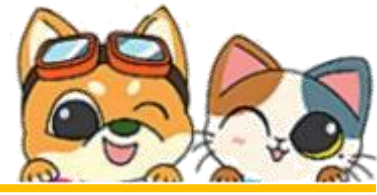


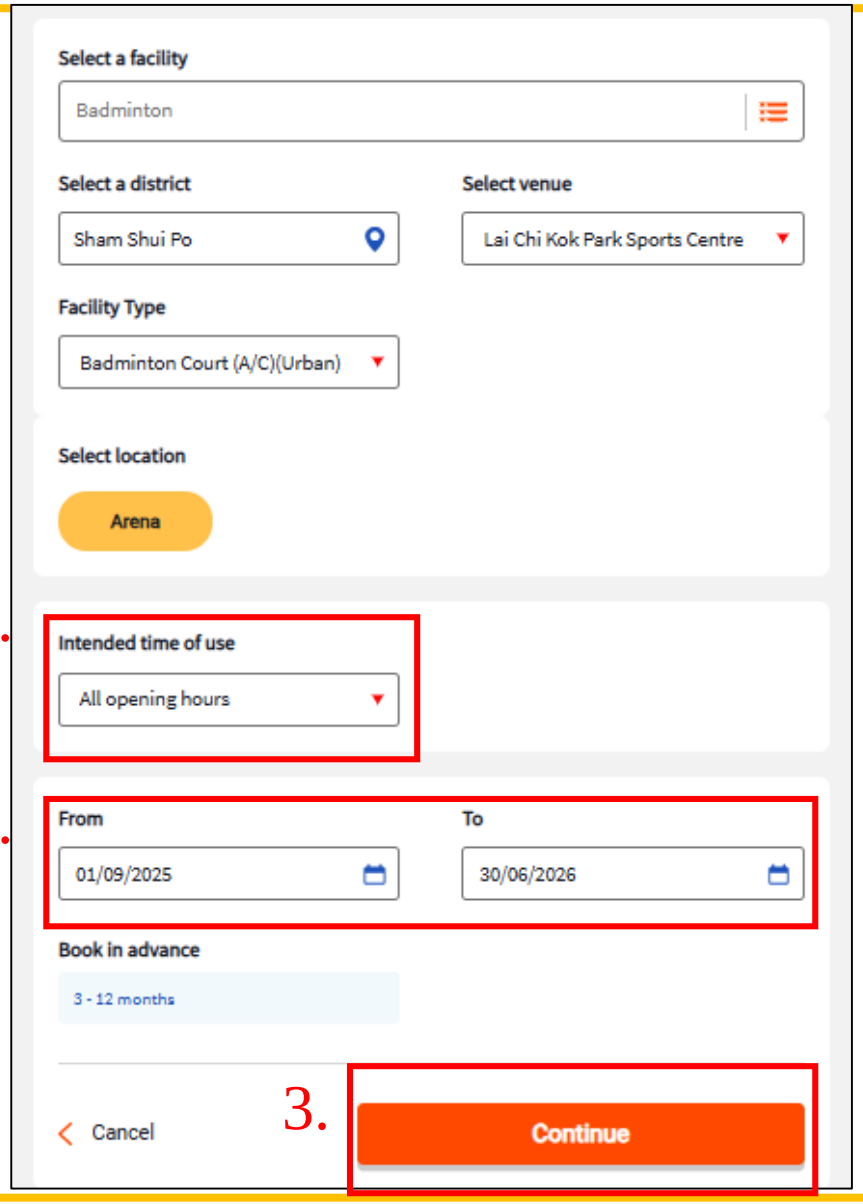


1. Select a facility, organisation user can select fee or non-fee charging facilities, e.g. Badminton;
2. Choose district and venue;



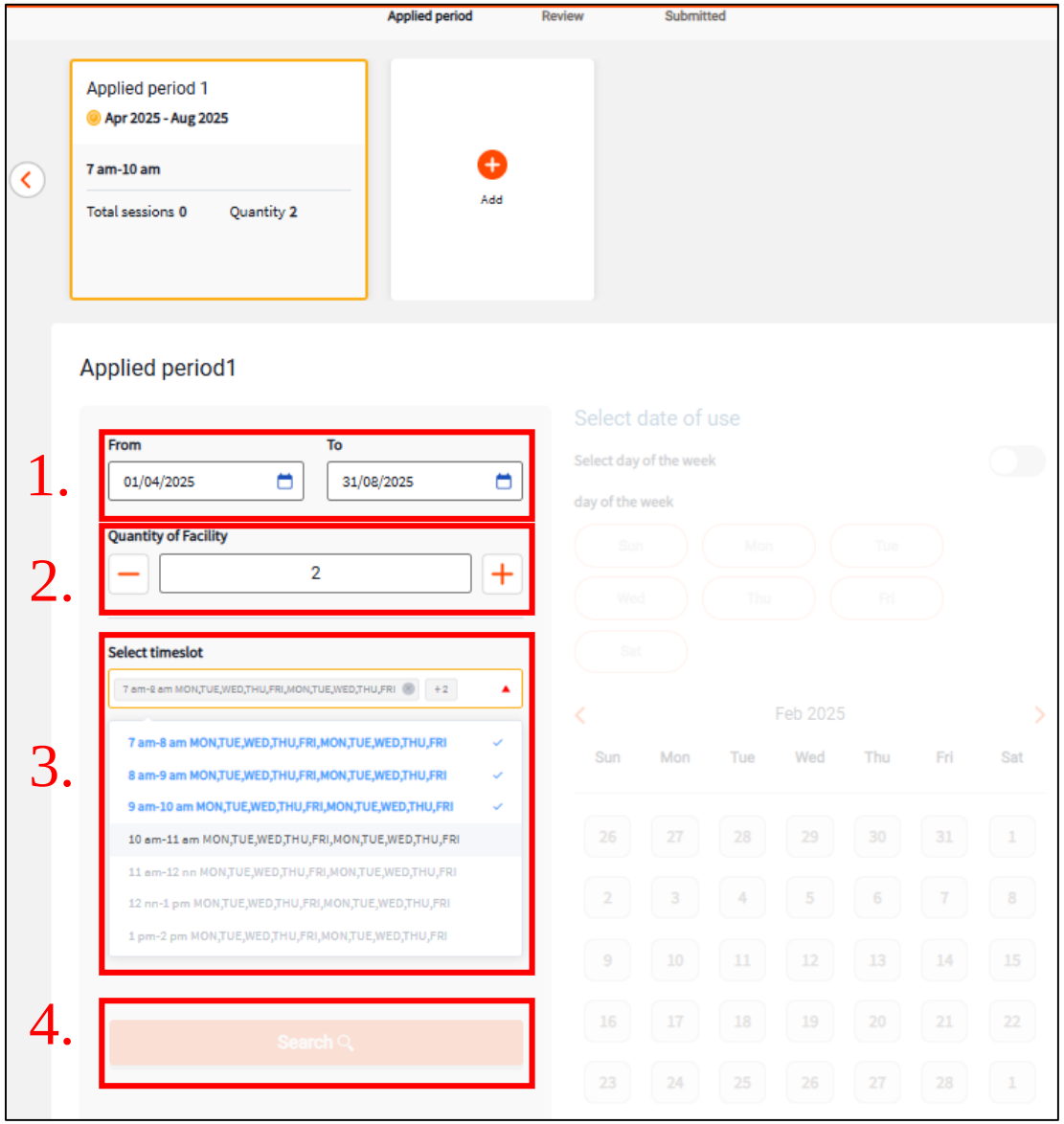
SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)





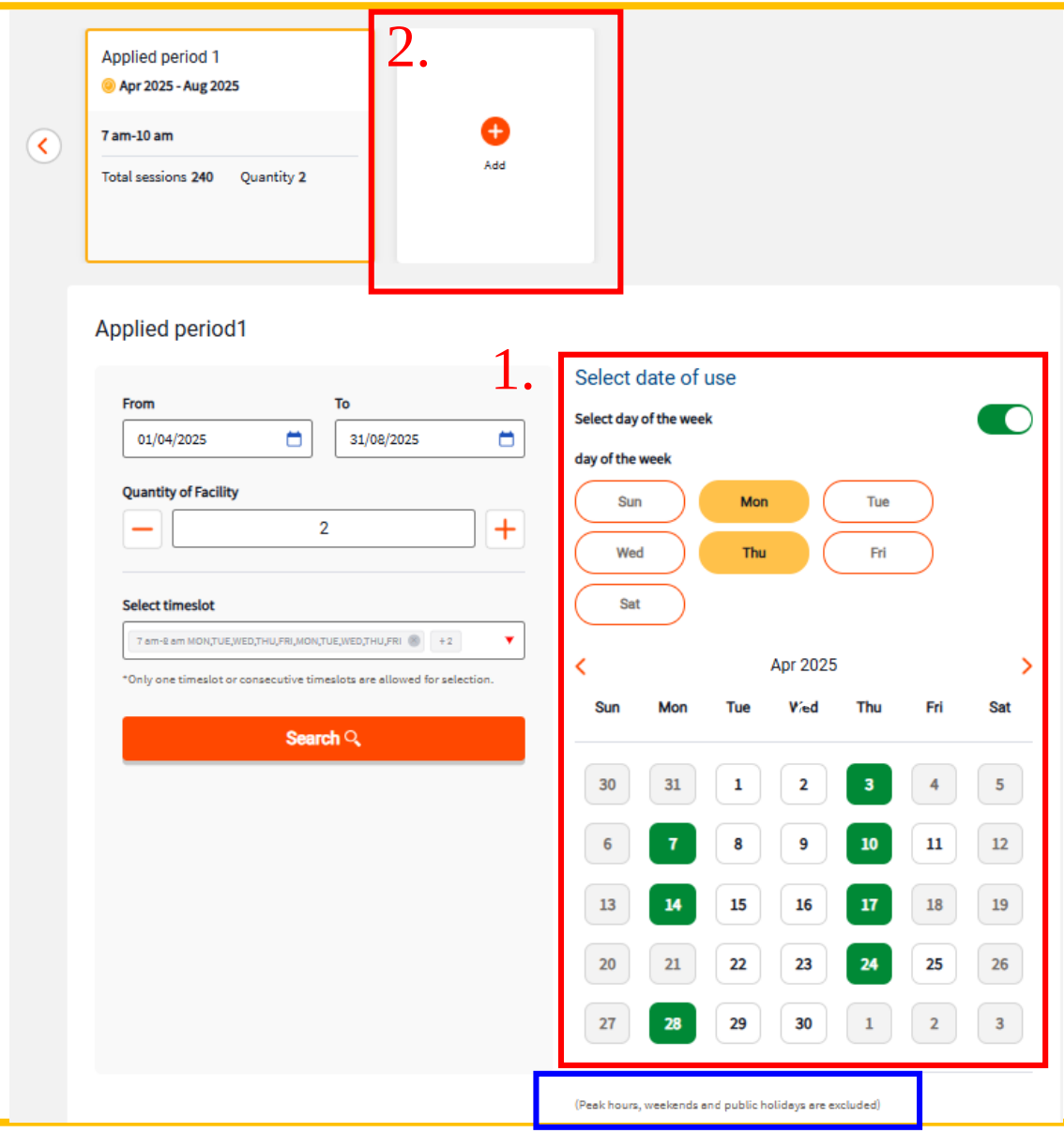
1. Choose “Intended time of use”;
2. Bookable period will be varied according to the different organisation type, booking scheme and intended time of use.
3. Click “Continue” to proceed the application

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



1. Select the applied period;
2. Select quantity of facility required;
3. Select timeslot;
   - ➢ organisation user can select one timeslot or consecutive timeslots;
4. Then click “Search”

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



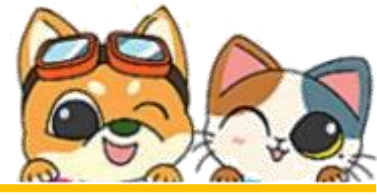
1. Organisation user can select day of the week or just choose specific dates in the calendar;
2. Organisation user can apply more than one booking period in the request by clicking " ⊕ " button.

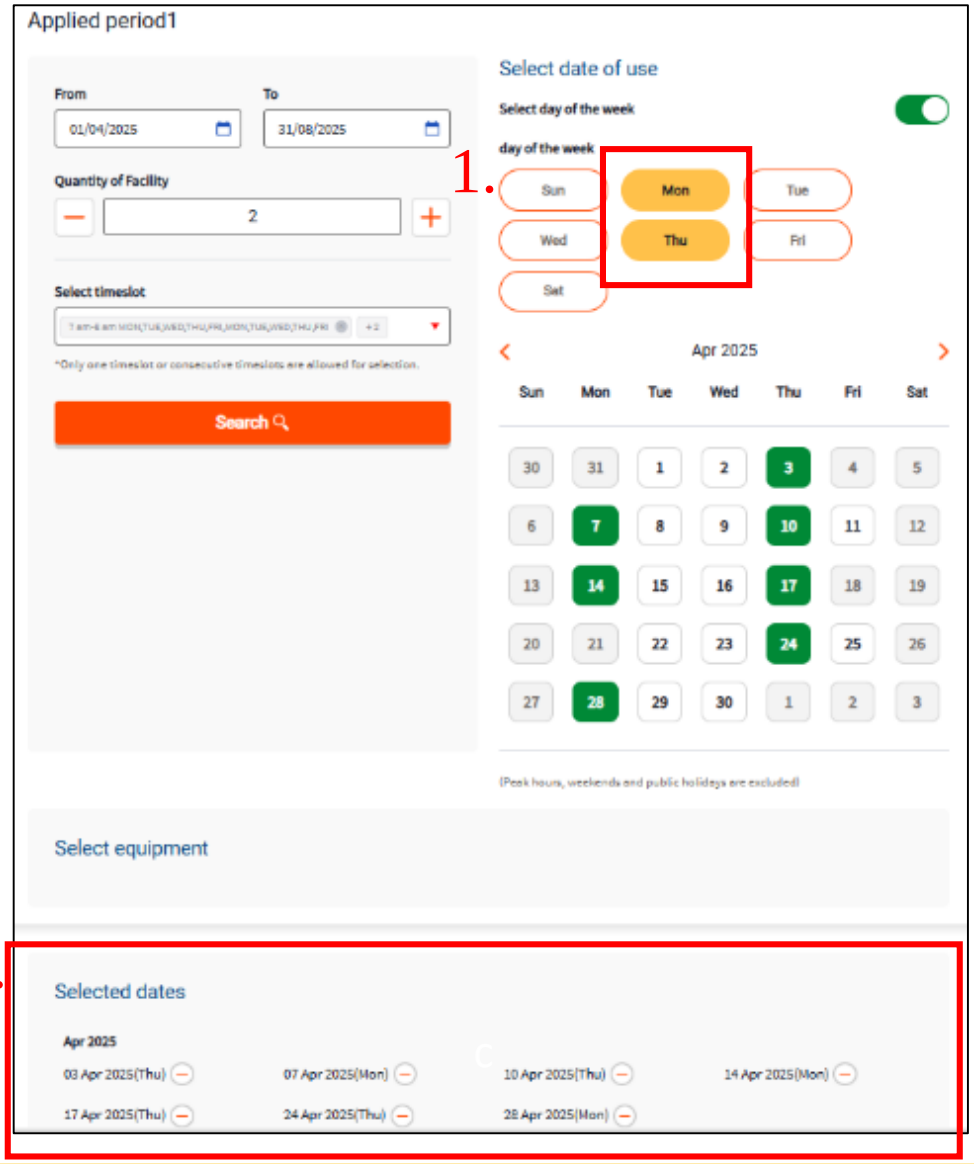
Add

**Remarks:

- If the organisation user selected non-peak hours in "Intended time of use" at the previous page, then weekend & PH cannot be selected.
- System will only show the available dates e.g. maintenance day / unavailable dates cannot be selected.

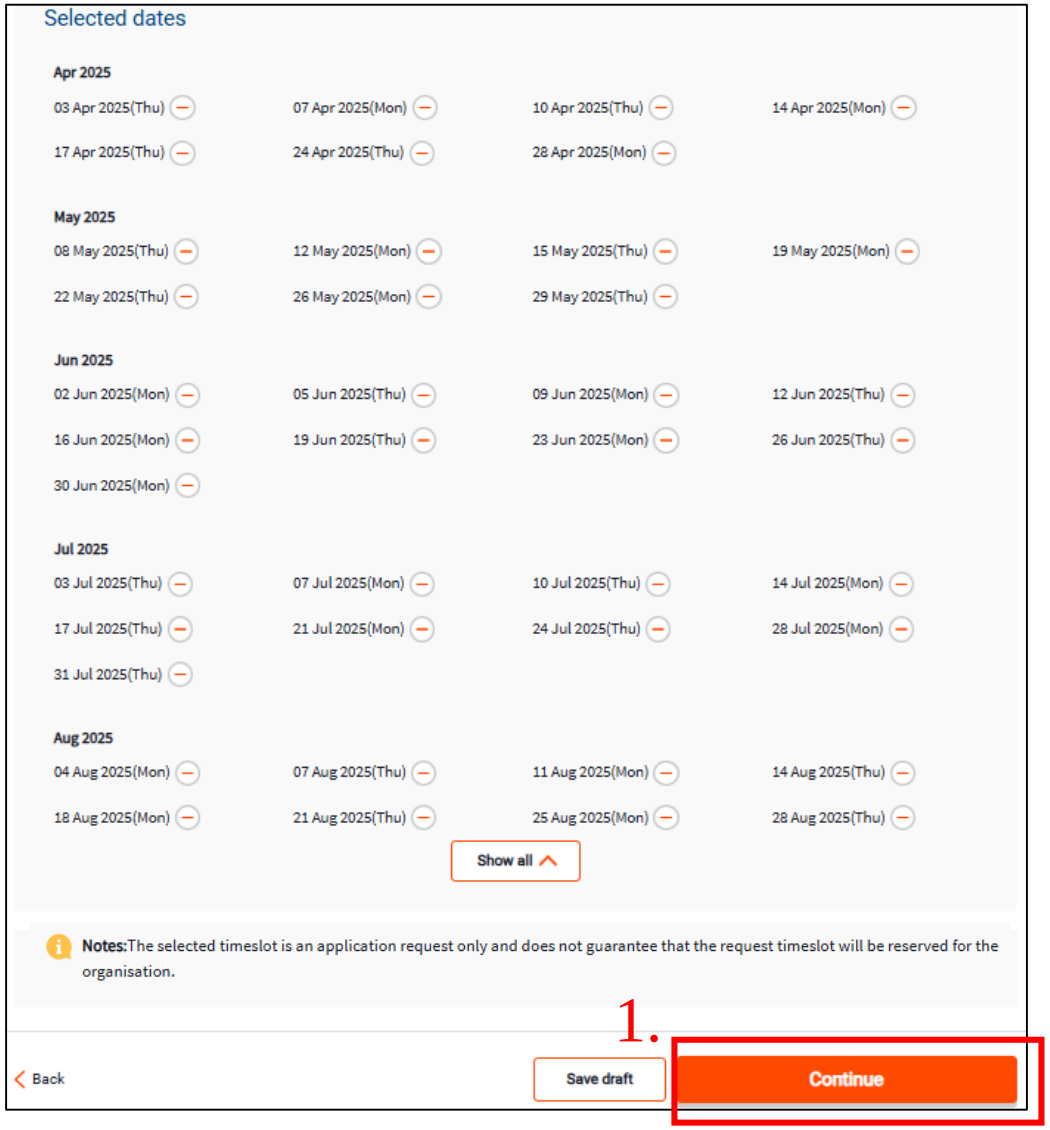
SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)





1. After selected day of the week, all the available sessions will be generated;
2. Organisation user can use “ ⊖ “ to delete specific dates.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)

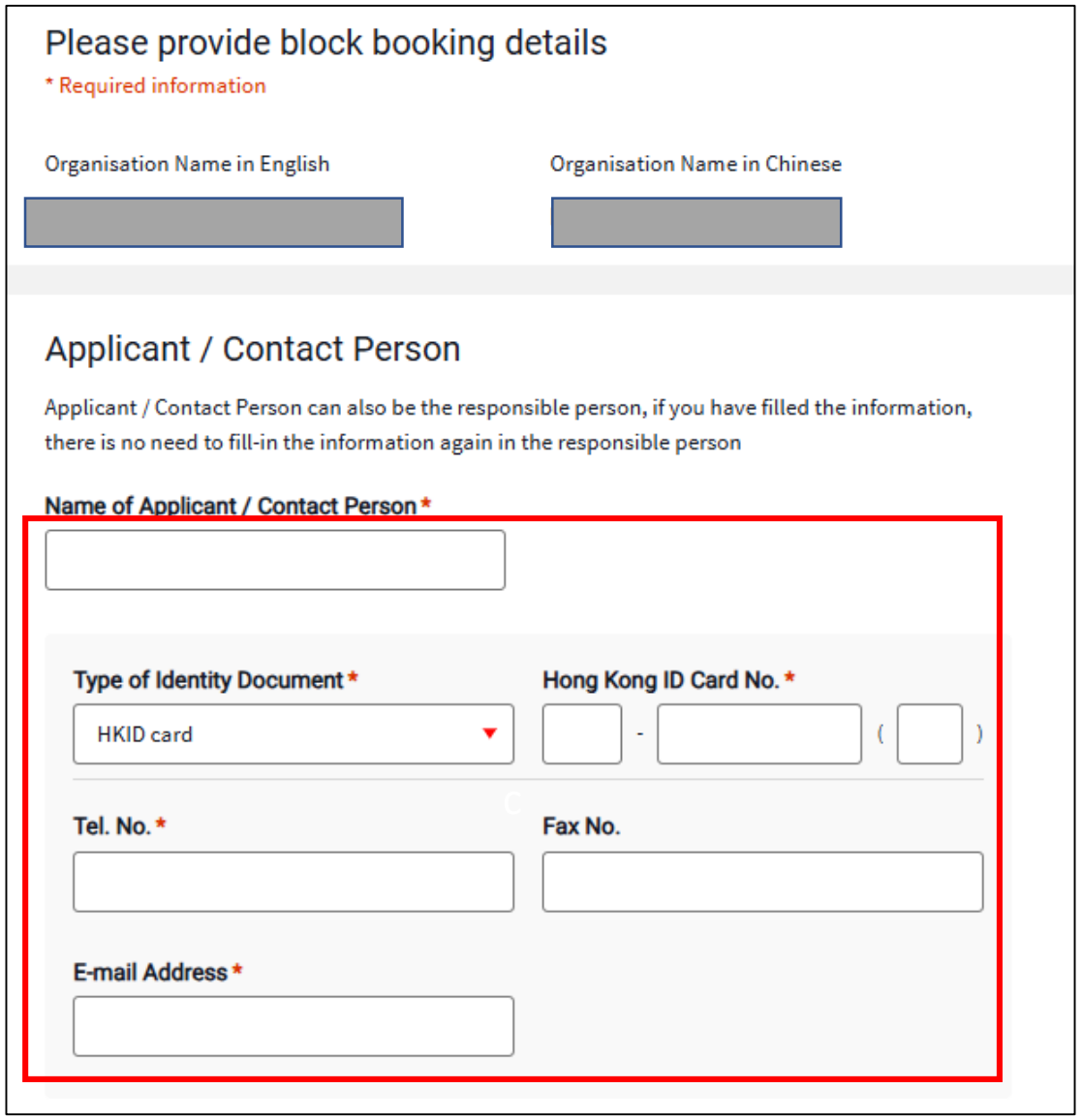


1. Once the sessions generated are checked in order, click “Continue” to proceed the application.

**Remarks:

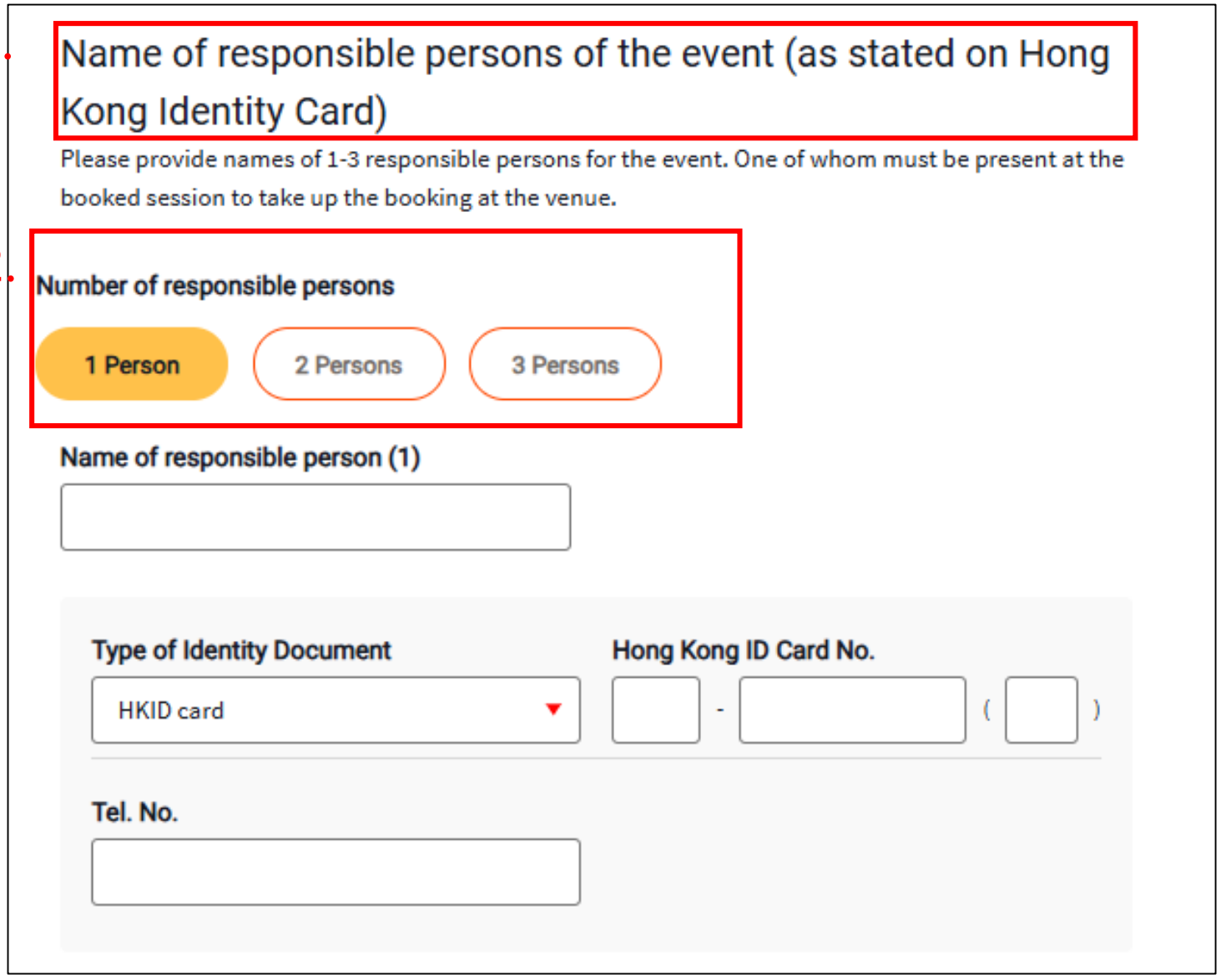
- The selected timeslot is an application request only and does not guarantee that the request timeslot will be reserved for the organisation.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



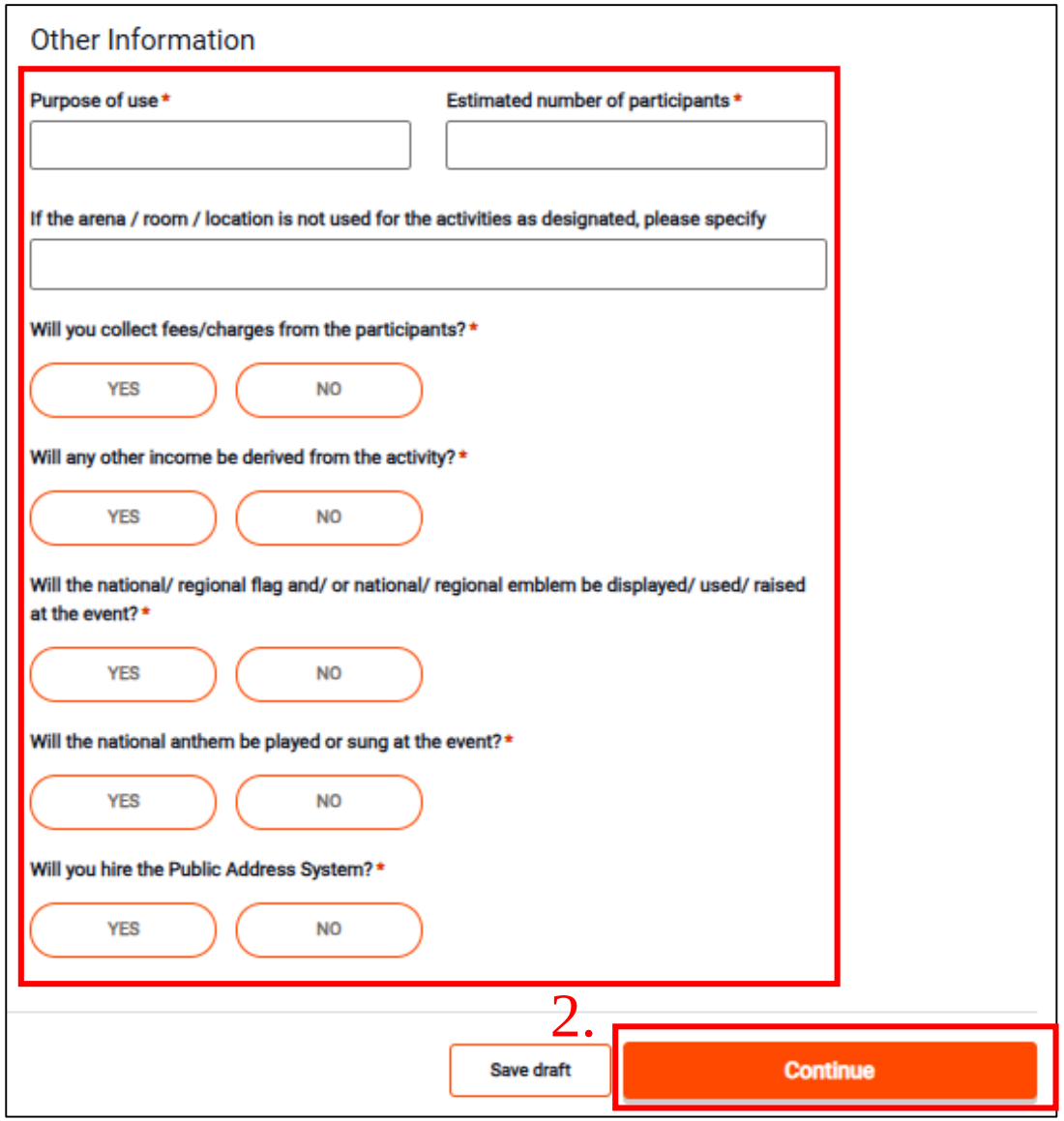
1. Fill-in the details of applicant / contact person.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



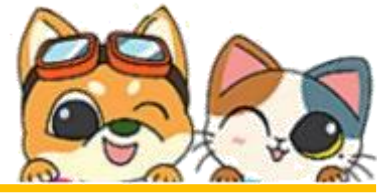
1. Input the details of the responsible persons of the event;
2. Organisation user can provide 1-3 nos. of responsible person based on the actual need, one of whom must be present to take up the booking at the venue;
3. If the applicant / contact person will also be the responsible person, there is no need to fill-in information again here.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)

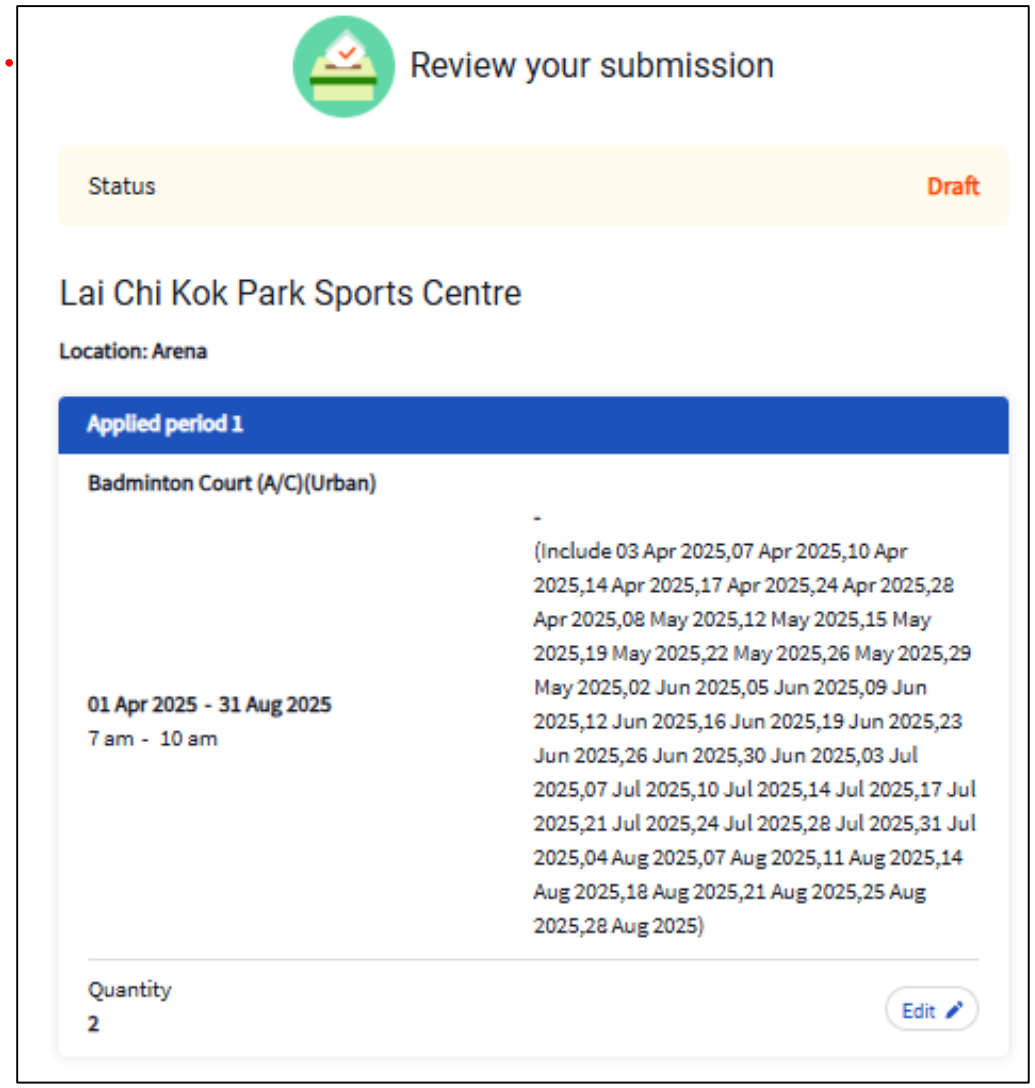


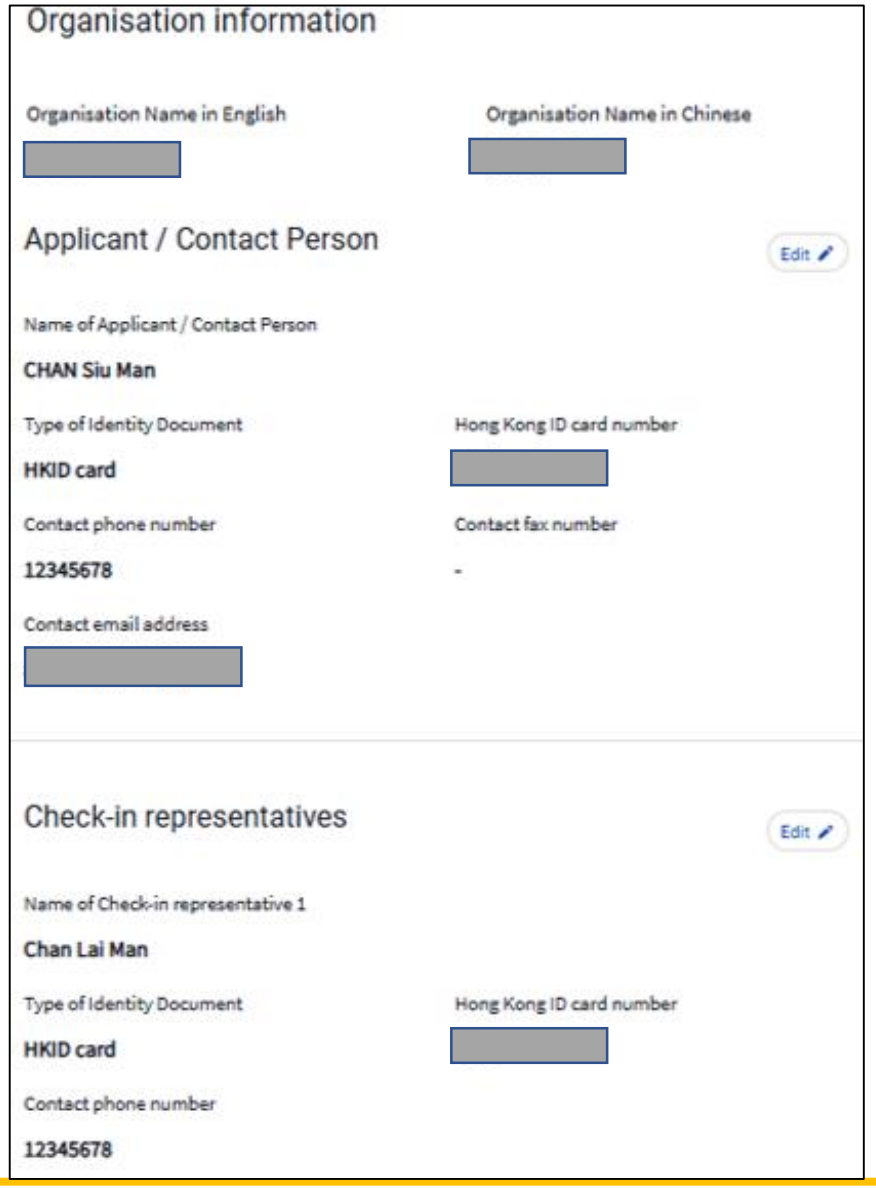
1. Fill-in other information (such as purpose of use and estimated no. of participant etc.)
2. Click “Continue” after all the information are fill-in.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)



1.

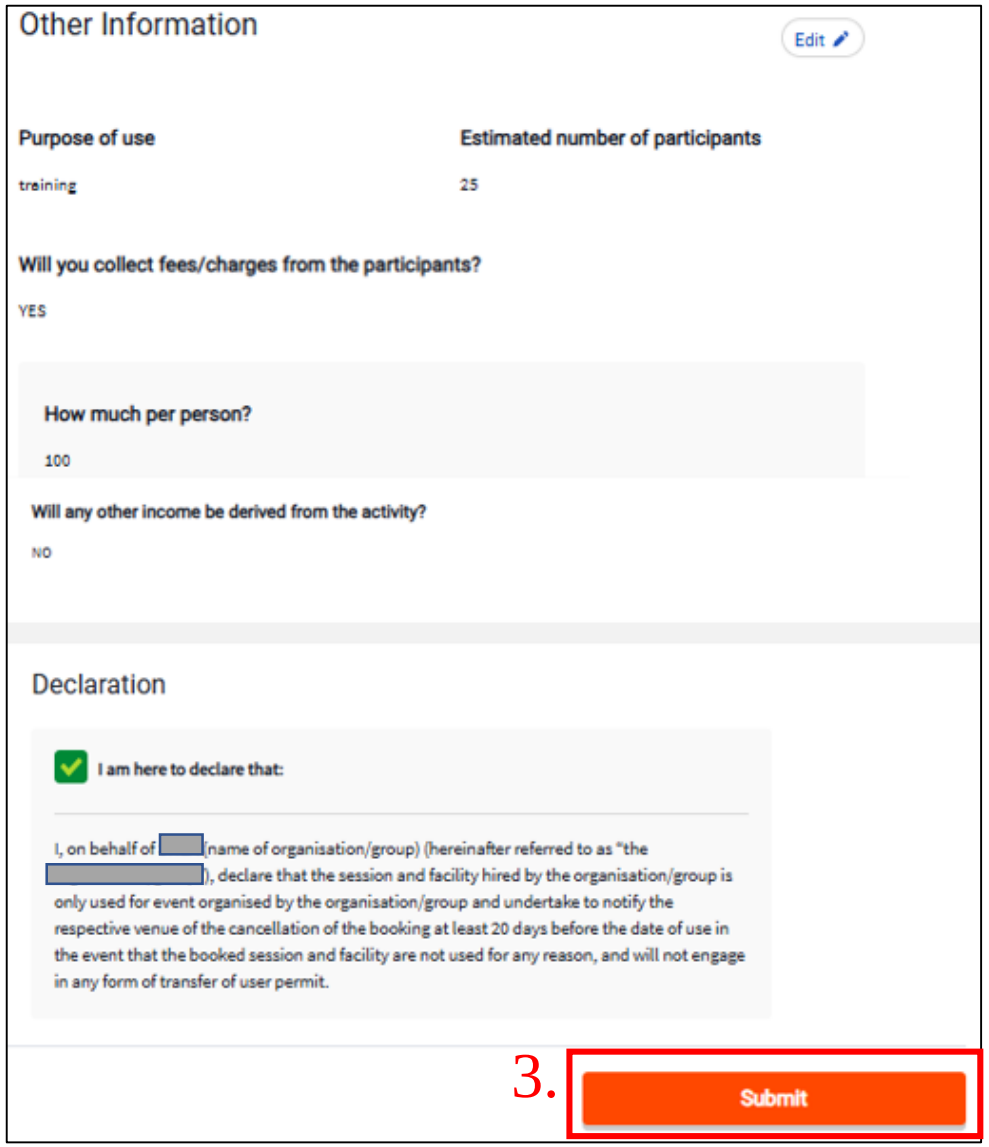




1. Review the booking details

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)

1.

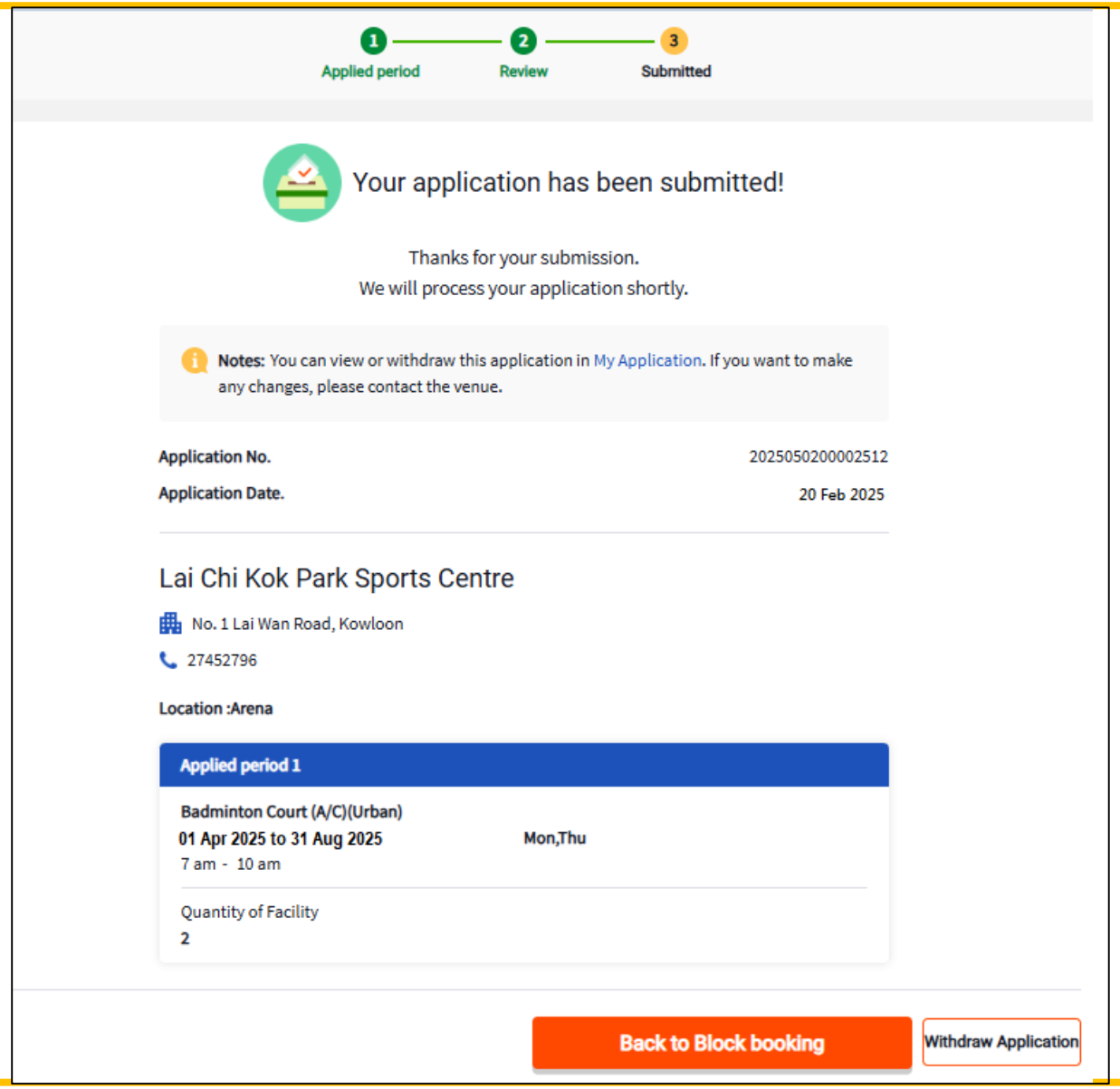


1. Review the booking details
2. Read & confirm the declaration
3. Click “Submit” button to submit the application

** Each organisation can only submit one application to **each venue** for the **same use period / booking pattern** and **facility type**.

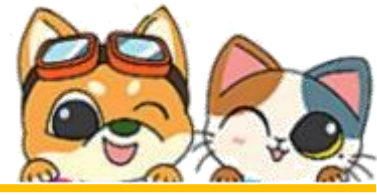
SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)

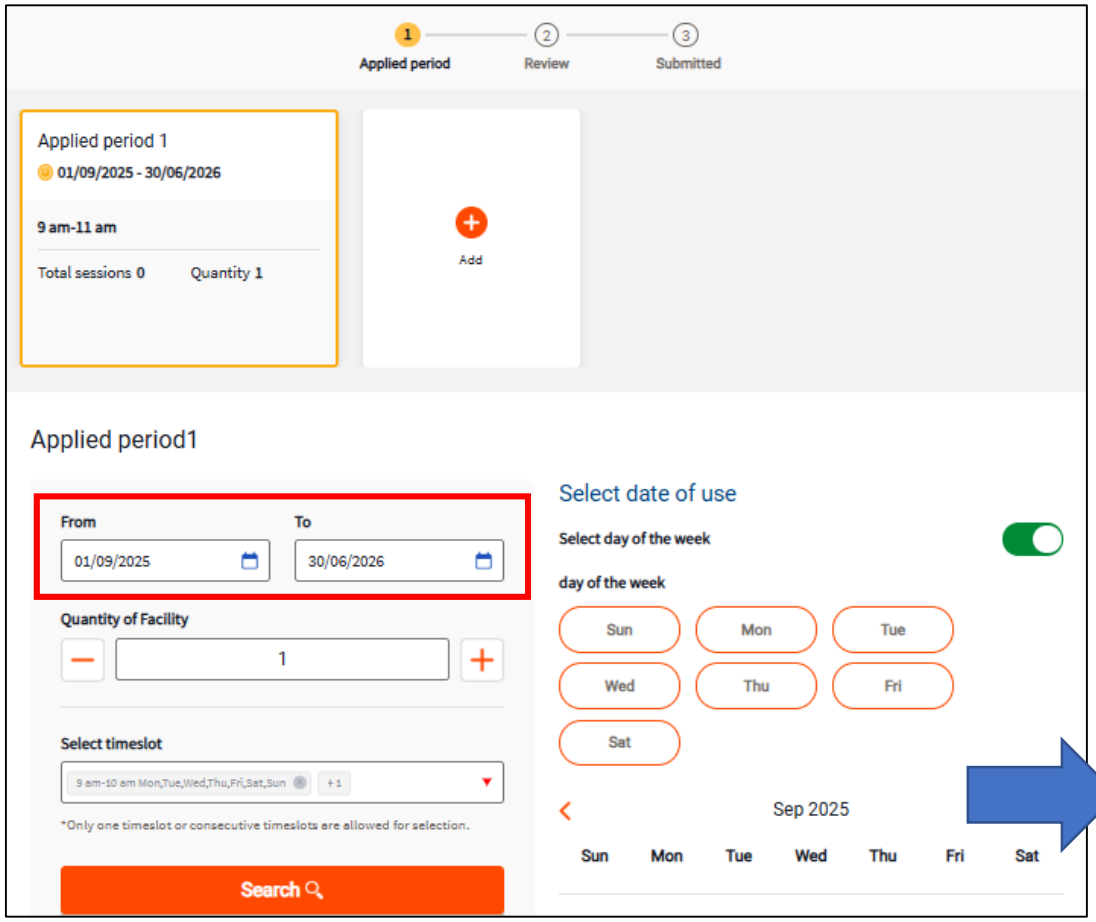
1.

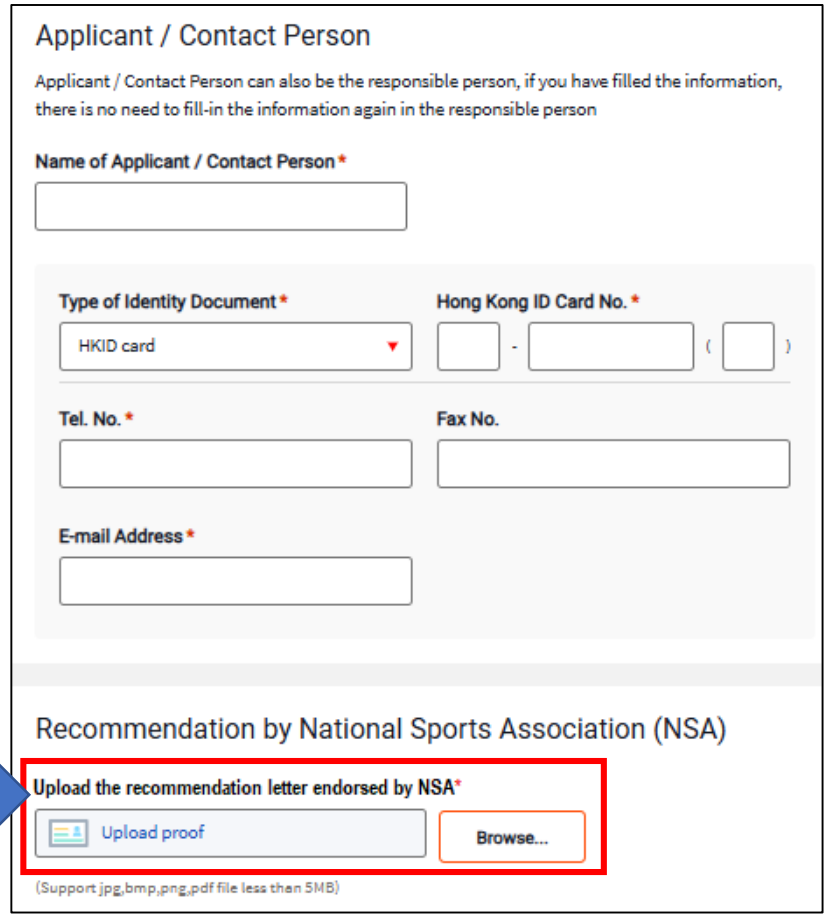


1. Block booking request is submitted successfully.

SUBMIT BLOCK BOOKING REQUEST BY ORGANISATION USER (LAND-BASED FACILITIES)







- If Community sports club users need to apply a block booking request within 12 months, the organisation user must upload a recommendation letter endorsed by National Sports Association in the system to complete the application