

NOTE: Before you start, if you have made at least one booking with us for 2021, you may already have an account that you can use to log in. Please email schools@science.edu.sg to enquire.

If you don't have an account yet, you would need to first register for an account. Please follow the instructions on **page 11** to register for an account. Note that you need to provide your official MOE school / organization email to register.

Thank you.

How to Make a Booking

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

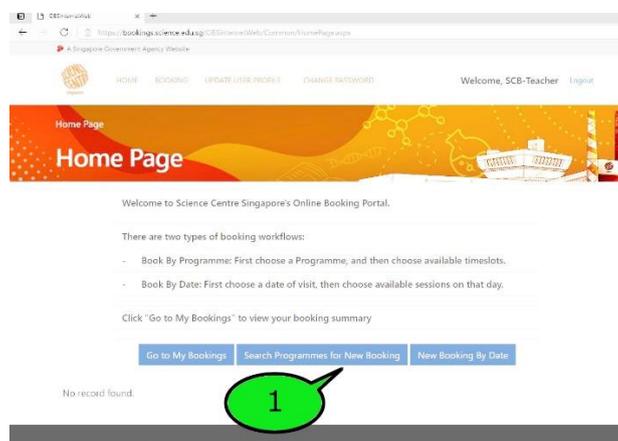
1. One way is to first select a specific Programme, followed by searching for available Timeslots
2. The other workflow is to first select a desired Date of Visit (or Class Date), and then choose from the available Programmes running on that day

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:

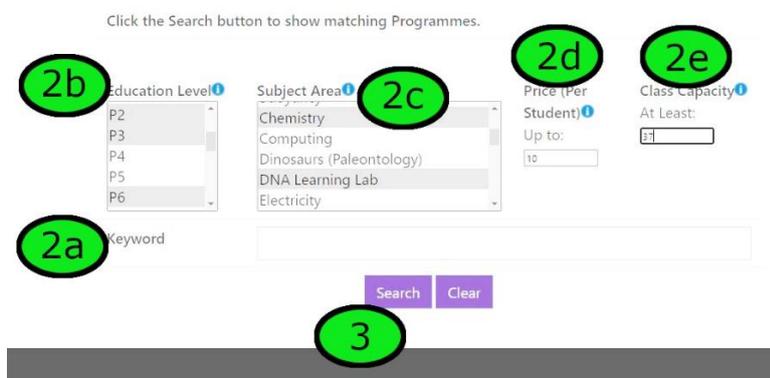
1. After logging in, click "Search Programmes for New Booking"



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. CTRL 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 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

S/No
6

4a **DNA Basics (C. Live Online HBL)**

Delivery Method: C. Live Online HBL Level: P5,P6 Duration: 1 Hour 30 Minutes

Class Size: 20-40 Price (Per Student): S\$8.00

4b [Book](#)

Ever seen how DNA looks like? Why is DNA so important? Be a DNA scientist for the day and join us in this introductory lesson to learn the basics of DNA. See what DNA looks like in real life and make a 3D DNA model to bring home!

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 **5b**

AM/PM Both AM PM **5c**

[Search](#)

- 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

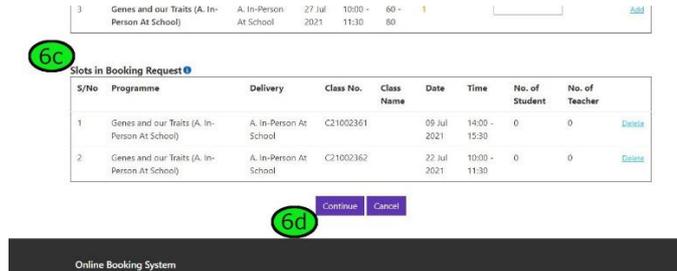
6. Add Timeslots

- 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"

[Search](#)

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 6a	<input type="text"/>	6b Add
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"/>	Add
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"/>	Add
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"/>	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

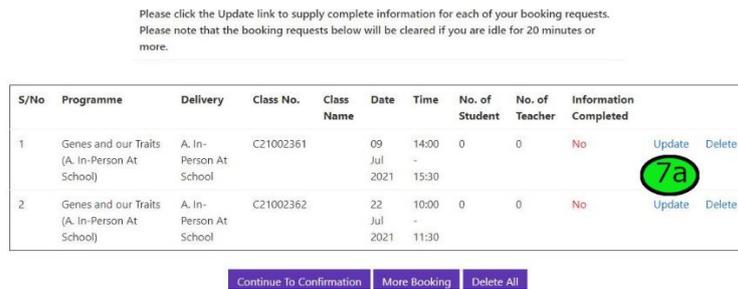


- e. If the search did not return any Timeslots, please search different dates

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)

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 (9b)	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: S\$912.15
 Total GST: S\$63.85
 Total: S\$976.00

Submit (9a) Back to Booking Request More Booking Cancel

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

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

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

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

S/No	Programme	Delivery	Date	Time	Class Size	No. of Slot Available	No. of Slot to Book	No. of Seat Available
21	Bacteria Transformati (E. In-Person At Science Centre)	E. In-Person At Science Centre	22 Sep 2021	09:30 - 12:00	10 - 40	2	<input type="text"/>	Add
22	Bacteria Transformati (E. In-Person At Science Centre)	E. In-Person At Science Centre	22 Sep 2021	14:30 - 17:00	10 - 40	2	<input type="text"/>	Add
23	COMMACHES Blast Off! (B. Online Live At School)	B. Live Online At School	22 Sep 2021	09:00 - 11:00	10 - 40	1	<input type="text"/>	Add
24	COMMACHES Blast Off! (B. Online Live At School)	B. Live Online At School	22 Sep 2021	09:30 - 11:30	10 - 40	1	<input type="text"/>	Add
25	COMMACHES Blast Off! (B. Online Live At School)	B. Live Online At School	22 Sep 2021	14:30 - 16:30	10 - 40	1	<input type="text"/>	Add
26	COMMACHES Magnets! (B. Online Live At School)	B. Live Online At School	22 Sep 2021	09:00 - 11:00	10 - 40	1	<input type="text"/>	Add
27	Data Analysis (A. In-Person At School)	A. In-Person At School	22 Sep 2021	14:30 - 15:30	20 - 100	2	<input type="text"/>	Add
28	Diversity of Cells (E. In-Person At Science Centre)	E. In-Person At Science Centre	22 Sep 2021	09:30 - 11:30	10 - 40	2	<input type="text"/>	Add

- 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"

Search

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	<input type="text"/>	4b
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"/>	Add
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"/>	Add
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"/>	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

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	<input type="text"/>	Add
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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
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

4d

Continue Cancel

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.

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

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	Update	Delete
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

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: \$58.00 Per Teacher: \$50.00

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

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: \$563.85
Total: \$5976.00

8. 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

How to Register for an Account

Open a web-browser on a laptop/PC, and visit <https://bookings.science.edu.sg/obsinternetweb/> then follow the steps below to register for an account.

1. Click the link to start the self-registration process

2. Read the information and click the link to continue

3. For the “Segment” dropdown, please select “**School**” if you are a Teacher/Staff from an MOE School or International School, or Tertiary Institution. Select “Preschool” if you are a Teacher / Staff from a Preschool.
4. For the “Applicant” dropdown, please select the name of your School / Preschool / Organization from the list. If you can’t find your organization’s name in the list, please email us at schools@science.edu.sg.

Account Registration

Applicant Info

3 Segment: School Applicant: 4

Applicant Code: UEN

Contact No.: 5 Fax:

Email: Address:

User Info

User Type: Representative Normal User 6

7 User Name*: Designation: 8

9 Contact No.*: Email*: 10

Level:

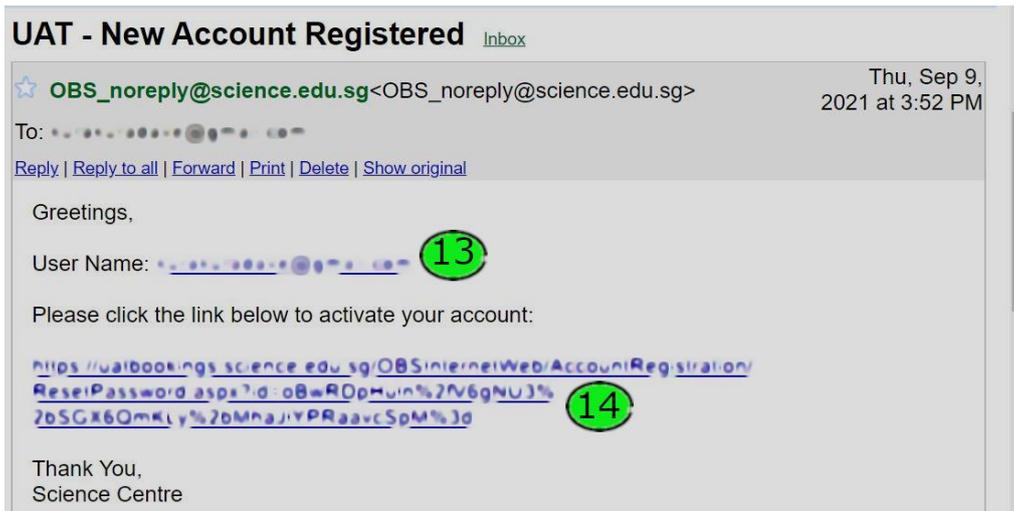
11 N1 N2 K1 K2 P1 P2 P3 P4

P5 P6 S1 S2 S3 S4 S5 JC1

JC2 JC3 ITE Poly Uni TeacherPD Public

12 Submit Cancel

5. Verify the address, contact number and email of your organization are correct
6. Please select **“Normal User”** if you would like to make bookings only for yourself. If you would like to make bookings on-behalf of another colleague / Teacher from your school and have oversight of their bookings, select **“Representative”**.
7. Please type in your full name
8. Please type in your designation in your organization (e.g. “Math Teacher”, “Science Teacher”, etc)
9. Please type in your work contact number
10. Please type in your official work email, which bears the domain name of your organization (e.g. @moe.edu.sg, @schools.gov.sg, @pcf.org.sg). Note that personal email with domains such as gmail, Hotmail, yahoo, etc are not allowed.
11. Please select all the levels that you are interested with (you may select multiple levels, such as: P4, P5 & P6)
12. Click “Submit” to send in your registration. The System will process your application and will send a confirmation email to the address you provided on step 10 above. Please refer to the screenshot below for a sample email.



13. Please take note of the email address located here. This will be your login id (this is the same email address that you typed in at step 10 above).

14. Click on the URL to continue

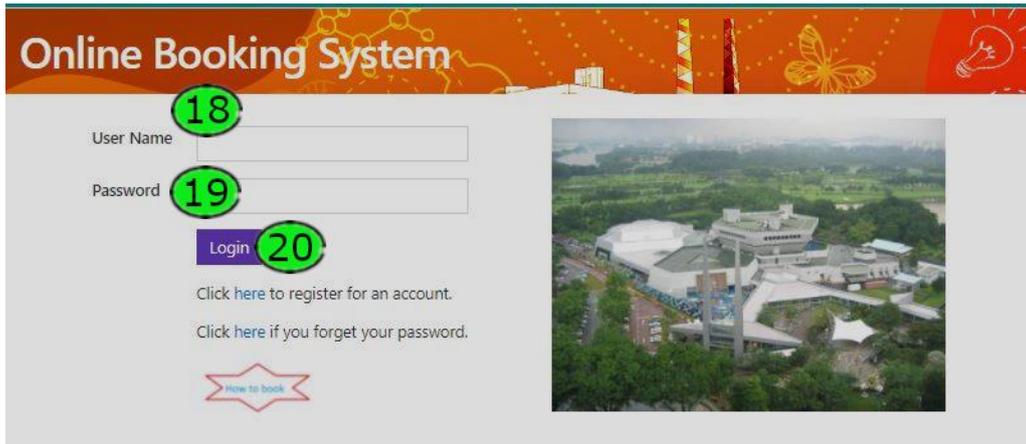


15. Type in your password. This will become your login password. Your password must comply with the following security policy:

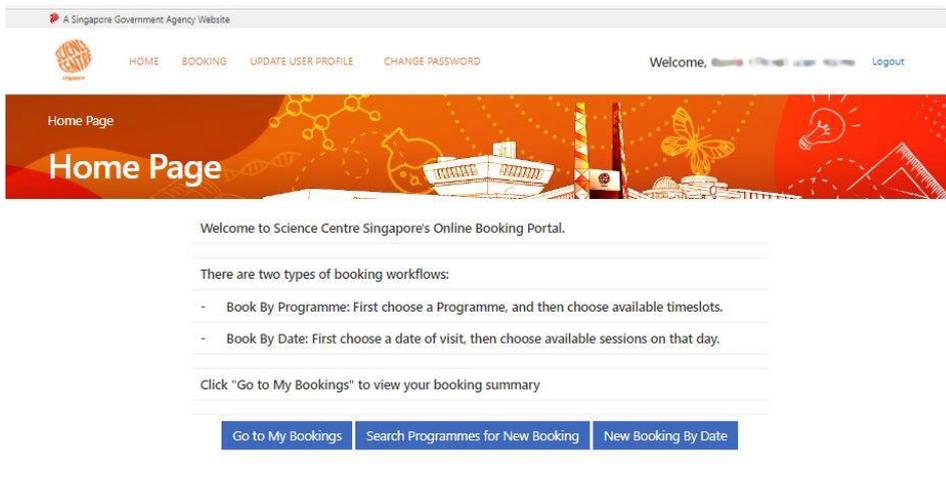
- At least 12 characters long
- Must contain at least 1 upper-case letter
- Must contain at least 1 number
- Must contain at least 1 lower-case character
- Must contain at least 1 of the following symbols: !@#\$%^&*

16. Type in the same password again, to confirm your password

17. Click “Confirm” to set the password.



18. For “User Name”, type in the email address you supplied at step 10 above
19. For “Password”, type in the password you created at step 15 above
20. Click to login to the system. Upon successful login, you will be greeted with the following screen. You can then follow the instructions on **page 1 to page 10** to make a booking.



NOTE

If you see the screenshot below, the email address you supplied has already been used to register for an account. Please write-in to schools@science.edu.sg for more details.



~ Thank You ~