

### Online Education Programs System

https://obs.science.edu.sg/OBS2018WebApp/Login

Guide for booking Enrichment programs with Science Centre Singapore

Should you have further enquiries, Please call 64252525/ 64252526 or email to schools@science.edu.sg



What is the Online Education Programs system?

The Online Education programs system allows teachers to make bookings for Enrichment programs at Science Centre Singapore

The system can be accessed at the following URL: <u>https://obs.science.edu.sg/OBS2018WebApp/Login</u>

To use the Online Education Programs System, you must have the following

A registered email address with an Educational institution in Singapore.



### How do I obtain an account with Online Education Programs system?

Teachers, please use an <u>edu.sg</u> email address to register.

 Create account using the "Register" link in <u>https://obs.science.edu.sg/OB\$2018WebApp/Login</u>

> ONLINE EDUCATION PROGRAMMES SYSTEM Science Enrichment Programs



The portal is to book for 2018 programmes. To book for 2017 programmes, please goto the URL at https://obs.science.edu.sg/OBS2017WebApp/Login



# I have an account. How do I change/reset my password?

 Step 1
 Step 2
 Step 3
 Step 4
 Step 5
 Step 6
 Step 7

Follow the instructions and change your password during the first login

If you have <u>2 failed logins</u>, before the system disables your account. Click "<u>Forget your</u> **password**" to reset the password.

If your account is disabled, you can reactivate your account by clicking the **<u>Reactivate</u>** link.

ONLINE EDUCATION PROGRAMMES SYSTEM Science Enrichment Programs

Step 8





 Step 1
 Step 2
 Step 3
 Step 4
 Step 5
 Step 6
 Step 7
 Step 8

#### Select the class you wish to book then click "next".

My Bookings New Bookings

Welcome **user** | [My Profile]

Select a Grade     [Search Topic]       Astronomy Chemistry Digital Media     Electromagnetism Energy Lab Fascinating Light	Topics	Register Class Sch	edule Confirm Booking	
Astronomy Chemistry Digital Media	Select a Grade 💌 [	[Search Topic]	- Synopsis	
DNA Gallery Programmes Kitchen Science Life Science Lower Primary Programs Mathematics New Classes       Green Energy: Windmill Heat & Temperature Heat Shield Impact Into the World of Paper Airplan Upth       Light         Physics Robotics Special Temporary Exhibitions Tinkerer's Lab       Magnets Magnets Materials@Work Power Forever Properties of Forces Scientific Problem Solving Shake Rattle and Roll Solar Energy (Light) Water Rockets Wonderful Waves World of Energy       Impact Into the World of Paper Airplan Light       Impact Light       Light         Explore the nature of light with a series of hands-on activities in this fun-filled workshop, where you investigate I different mirrors, lenses and materials affect how light travels. The workshop will also cover aspects of colours, shadows and light as a form of energy.	Astronomy Chemistry Digital Media DNA Gallery Programmes Kitchen Science Life Science Lower Primary Programs Mathematics New Classes Physics Robotics Special Temporary Exhibitions Tinkerer's Lab	Electromagnetism Energy Lab Fascinating Light Green Energy: Windmill Heat & Temperature Heat Shield Impact Into the World of Paper Airplan Light Magnets Materials@Work Power Forever Properties of Forces Scientific Problem Solving Shake Rattle and Roll Solar Energy (Light) Water Rockets Wonderful Waves World of Energy *	Light Explore the nature of light with a series of hands-on activities in this fun-filled workshop, where you investigate how different mirrors, lenses and materials affect how light travels. The workshop will also cover aspects of colours, shadows and light as a form of energy.	Ň

#### You can select classes by:

Grade	•Choose the level of your students	
Search Topic	<ul> <li>Choose this if you already know the name of the class you wish to attend</li> </ul>	
Programs of study	• Which subject are you interested in	

"Best view on IE7 with resolution 1280\*800



Step 1Step 2Step 3Step 4Step 5Step 6Step 7Step 8

### **First** select the **"Add**" button to start off with your booking

oking process.

f	Pick Date	Start	End	*
				Ŧ
	Delete	Add	Back	Next

Than under "**Pick date**" click onto the icon & choose the date of your choice.

Schedule Conf	īrm Booking	Paymen	t				
Science. Please click "Add	Class" to begin the	booking process.					
Class Name	Number of students	Number of teachers	Pick Date	+	Start	End	F



 Step 1
 Step 2
 Step 3
 Step 4
 Step 5
 Step 6
 Step 7
 Step 8

- Use our pick date facility to pick an available date/ time.

- Click the slot that fits your preferred schedule.

(If your prefer date is not available, you can click "**Next**" to view the following week or go back to "Step 3" to pick another date.)

Return to	rn to Class Booking Page Tuesday, July 07, 2015 Available : Booked :										
							Previous Next				
	Tuesday 7/7	Wednesday 8/7	Thursday 9/7	Friday 10/7	Saturday 11/7	Sunday 12/7	Monday 13/7				
8am											
9am											
		9:30 - 11:30 Pond Study	9:30 - 11:30 Pond Study	9:30 - 11:30 Pond Study							
10am				, one study							
		-									
11am											
10											
12pm											
lom											
1 pm											
2pm											
	2:30 - 4:30		2:30 - 4:30								
3pm	Pond Study		Pond Study								
4pm											
		•									
5pm											
6pm											

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	<b>V</b>		Step 1 S	tep 2 Step 3	Step 4 S	tep 5 S	tep 6	Step	7 S
Topics		Register Class Sch	click next.	Booking Pa	yment				
ou have selecte	d E LS Pond Study	/ from Nature Scier	nce. Please click "Add Class	ss" to begin the booking proc	ess. Number of teachers	Pick Date		Start	End
You have selecter	d E LS Pond Study	r from Nature Scier Module Pond Study	nce. Please click "Add Class Class Name Sec1A	Number of students	ess. Number of teachers 3	Pick Date 10/07/2015		<b>Start</b> 09:30	End 11:30



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Step 7 Step 8

#### Check your details and then click "Confirm Bookings"

You have selected E LS Pond Study from Nature Science.

Level	Class Name	Number of Students	Number of Teachers	Pick Date	Start	End	Cost
Secondary 1	Sec1A	30	3	10/07/2015	09:30	11:30	\$60.00



Please note that the **cost indicated is exclusive** of our Admission charges to Science Centre or any Temporary Exhibition.



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Step 7a: Click "Agree" to accept our Terms and Conditions"

Step 8

#### **Terms and Conditions**

#### **Cancellation Policy**

•All cancellation & any booking amendments have to be done online at least 10 working days (by 5:30pm) before the scheduled booking date to avoid any penalty charges.

•A penalty charge will apply for any cancellation within 10 working days of the scheduled booking date, no show, or if class is late for more than 30mins without notification.

Penalty charges: the course fees for number of people booked(for paid programmes) or \$50(for free programmes).

•All bookings received will indicate that participants have agreed to the cancellation policy.

Admission Fee

All calculated charges are EXCLUSIVE of our admission charges. Kindly visit here or contact our staff for details.



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 Step 1
 Step 2
 Step 3
 Step 4
 Step 5
 Step 6
 Step 7
 Step 8

#### You will see the confirmation screen

All your classes have been successfully booked. The following are the details of the classes. Invoice number : **TB23605** 

> Please click **here** to view your invoice. (This is a draft invoice, final invoice will be sent on visit date via email)

> > Make another booking View Booking Status

You will also receive an email from <u>enrichment@science.edu.sg</u> with all the booking information

### How do I modify/cancel a booking?

You can modify/cancel a booking by logging in and going to My Bookings

	Topic Name	Class Name	Class Date		Booking [	Date		School			
			10/07/201	5				All	•		
-	TB20476	YUHUA PRIMARY SCHOOL	Young Padi Farmers Project	July)	10/07/2015	9:30AM	11:30AM	14/05/2015	School	Success	Detail
	TB20656	SCIENCE CENTER ADMIN	Pond Study	Sec1A	10/07/2015	9:30AM	11:30AM	08/06/2015	Kelly	Success	Detail
	TB20413	NAN HUA HIGH SCHOOL	GP Maths Explorer (Sec)	104	10/07/2015	2:00PM	2:30PM	05/05/2015	Nancy Bala	Success	Detail
	TR20501	DEVI SECONDARY SCHOOL	Chemistry of Food	103	10/07/2015	2:30PM	4.00PM	15/05/2015	Deyi Secondary	Success	Detail

### Identify your booking & select "Details"

### For "modification"

- You can amend the "class name", "number of student & teacher", after amendment click "Save Booking".
- For **changing of date**, please do a new booking & cancel the existing booking.

#### For "cancellation"

- choose "Cancel Booking" then click "yes".
You will receive an email confirmation upon cancellation.

#### Booking User Kelly Class Date Friday, July 10, 2015 Invoice No Start Time 9:30 AM TB20656 Status\_ID Success End Time 11:30 AM Class Name Sec1A Topic Name Pond Study Number Of Teacher 3 Booking Date Monday, June 08, 2015 Cost \$ 60 00 Number Of Student 30 Save Booking Cancel Booking Back

**Booking Detail** 

Please click here to view your invoice.

(This is a draft invoice, final invoice will be sent on visit date via email)



### Thank you for using the Science Centre Singapore Enrichment Programmes booking system

Selected classes are not available in our booking system. These include

- 1. 2 Day DNA classes
- 2. Classes based on Omni Theatre movies
- 3. Excursion to Sky Greens farm
- 4. CRADLE classes

To book the above classes, please use the booking forms We hope that you have a good experience with our new booking system and feel free to contact us should you require further information. You can reach us at <u>schools@science.edu.sg</u> or call 64252525/ 64252526 Alternatively you can leave your feedback at by clicking the Feedback link on our website.

We look forward to facilitating a fun hands-on learning opportunity for your class at Science Centre Singapore