



## **Police Officers' Club (POC) : Online Booking Services**

From the 2011-01-03 onward, all the POC and PSRC members would be able to use the online booking services for various kinds of courts and facilities, including badminton, squash, tennis, table tennis, lawn bowls, billiard and mahjong.

### **How to use the online booking services properly?**

#### **Steps to Log in:**

1. Go on the website [www.psrc-poc.com](http://www.psrc-poc.com)
2. Enter your club membership number
3. Enter your password (using the number at the left bottom corner of your membership card for first time log-in, after that you may change your password by using a 4-7 digits number)
4. Key in the verification code as shown for assessing the home page (POC members may access the main page of PSRC by clicking the icon at top right hand corner.)

#### **How to book a court?**

1. Click the facility that you want to book on the left hand side of the home page
2. You can book the facility within the following seven days
3. Choose your preferences and click the “available” bottom
4. Confirm the details of the facility and enter the verification code (at the left bottom corner of your membership card) before submission
5. You will see ‘My Booking’ in the column after a successful booking.

#### **Cancel a booking**

1. Go to the page that showing all the details of booking
2. Click “My booking”
3. Then click “Cancel”
4. Notice that you CANNOT cancel your bookings from 24 hours before the using time
5. Make sure you get the facilities on time or otherwise, you will be penalized for \$50

#### **How to get the facility**

1. Arrive at the reception 15 minutes before, produce your membership card and the receptionist will process for you.
  2. You can access the facilities after you pay for the booking fees.
- Note: If you cannot show up 15 minutes after the start of your booking hour, computers will change your status as “Absent” and you will be charged for \$50.

#### **Forget Log in password?**

1. Type in your Log in Membership number before you reach the home page
2. Click “Forgot password” and your new password will be sent to your e-mail address you have registered

#### **Other Limitations**

Members are allowed to book ONE court for each facility everyday

- Principle members” can book the facilities 7 days before
- Spouse or children members can book the facilities 3 days before
- Facilities will be released for online booking at 0800 hours before 7 days