

How to Book Outdoor Space for registered Instructors?

Please find below the step by step guide on how to book outdoor space for registered instructors at our ActiveSG facilities.

The instructor must fulfil both prerequisites:

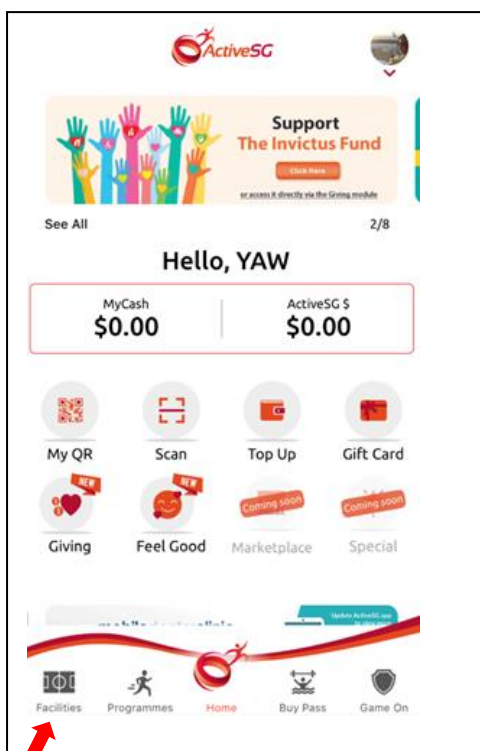
A: Approved as a registered instructor with SportSG in order to make a booking -

<https://circle.myactivesg.com/programmes/classes/coaches/outdoor-classes-instructor-registration>

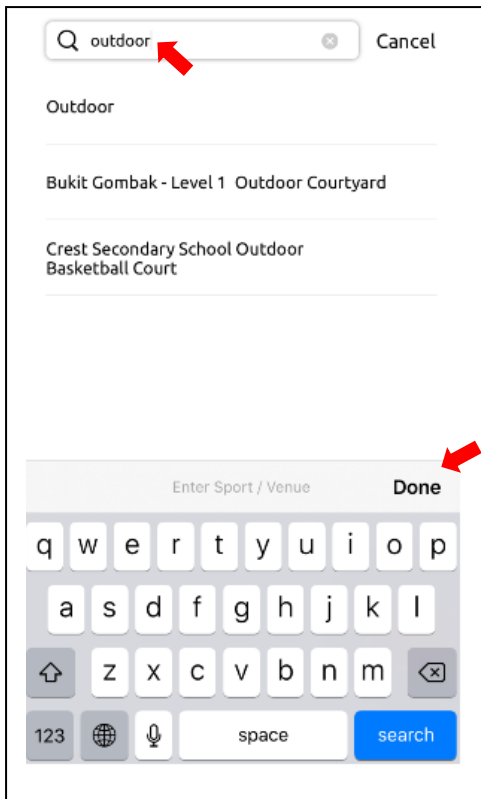
B: Be an ActiveSG member:

- Download the ActiveSG mobile app on your smart phone
- members.myactivesg.com

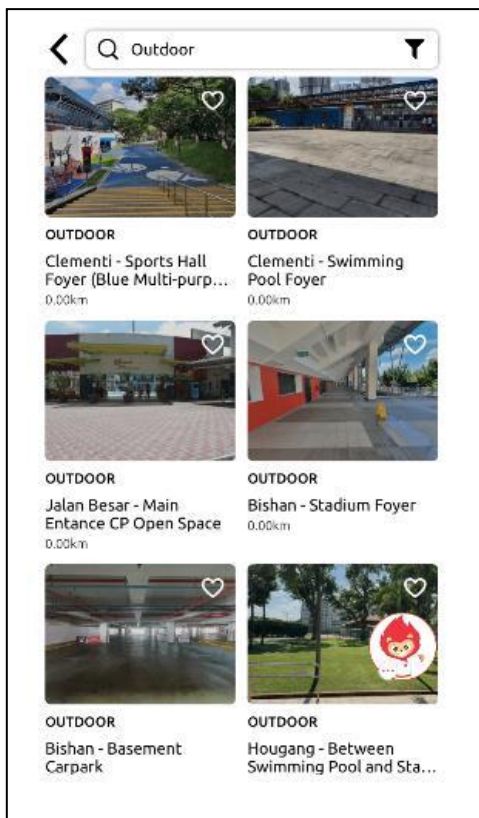
Follow the steps below to book outdoor space on the ActiveSG app



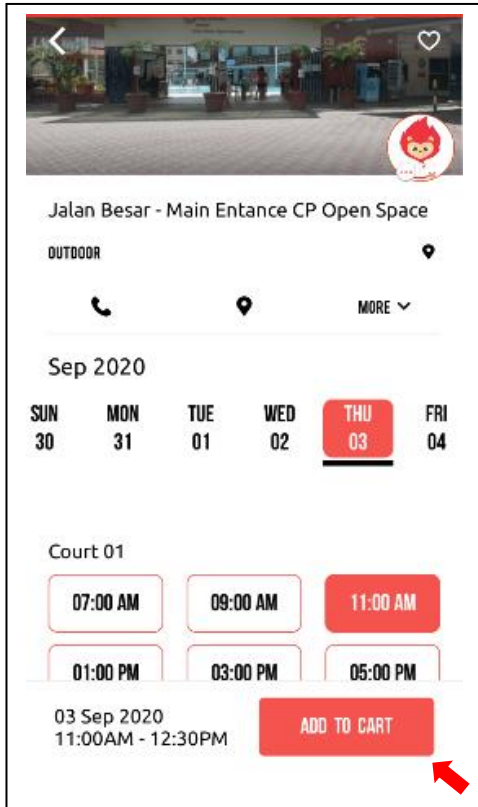
Step 1: Log in to ActiveSG App, tap on 'Facilities'



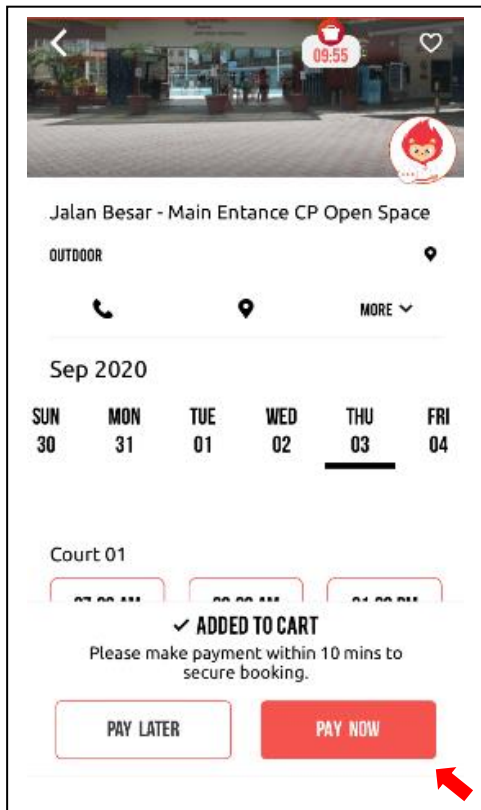
Step 2: Tap on Search Box, type in 'Outdoor', click 'Done'



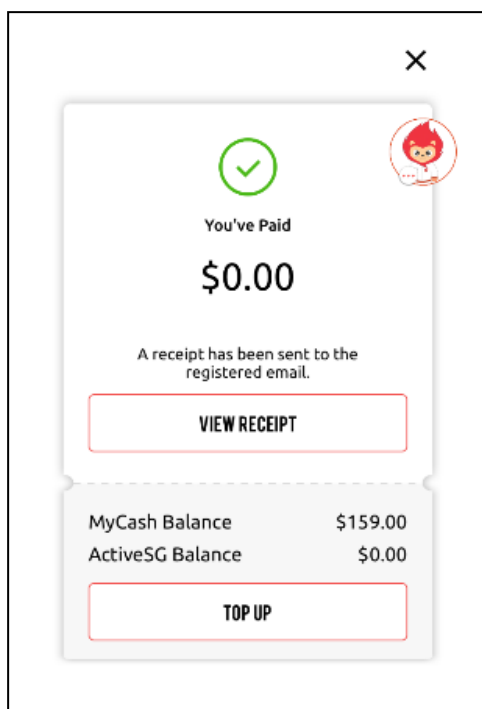
Step 3: Select the open spaces that you would like to book, click on the icon



Step 4: Select the day and time, 'Add to Cart'



Step 5: Select 'Pay Now' to go to Shopping Cart. Tap on 'Proceed to Pay' to complete the payment



Step 7: You will be able to view the receipt once payment is made and, in this case, the outdoor space is not chargeable.

Things to note for booking of outdoor spaces for registered coaches:

- 1. Your booking slot is 90 minutes**
- 2. There is no charge to booking of outdoor spaces**
- 3. Please produce this receipt plus the email confirmation of your registration as a registered instructor for verification at the ActiveSG facilities if approach by ActiveSG Staff/ Safe Distancing Officer.**
- 4. Please adhere to the Safe Management Measures by ActiveSG Facilities at all times.**
- 5. Each instructor can only book one slot per day/ per venue**