

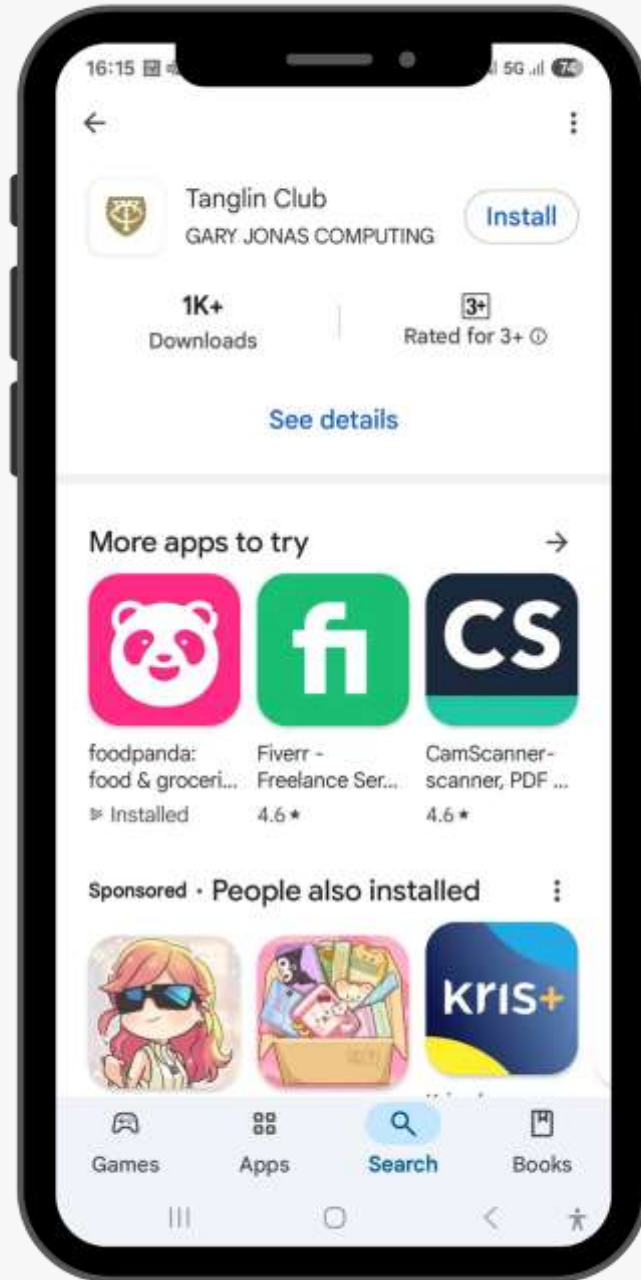
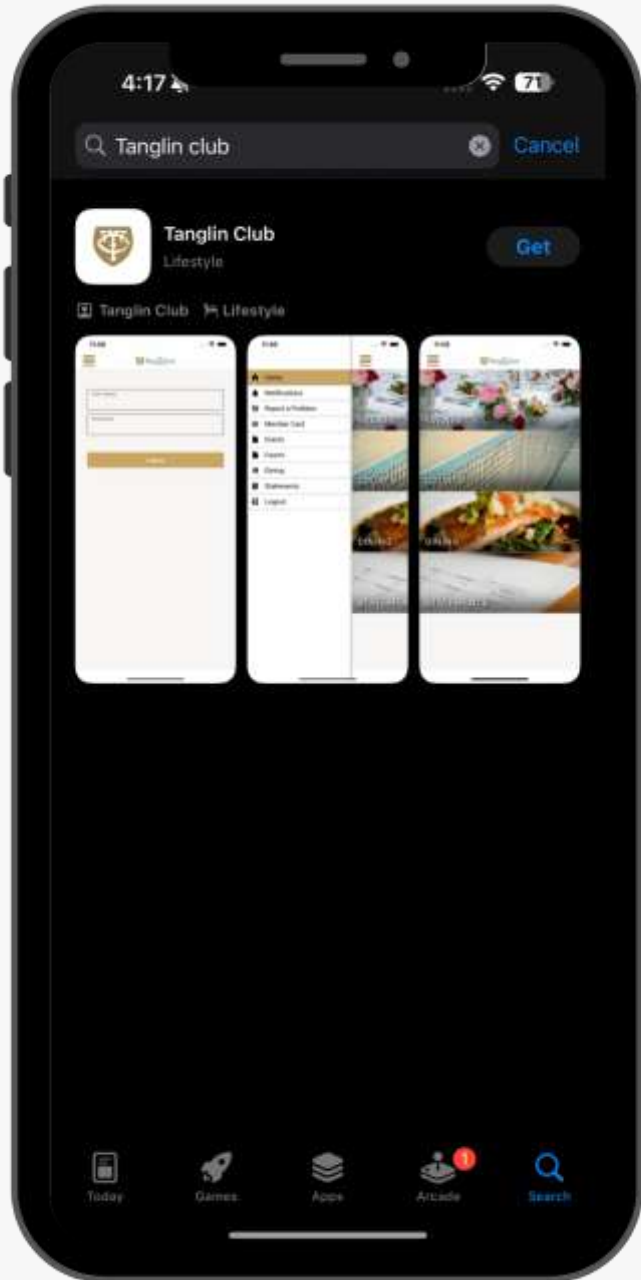


TANGLIN CLUB MOBILE APP USER GUIDE

Contents Page

Tap/click on topic to go to page

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7	App Main Page
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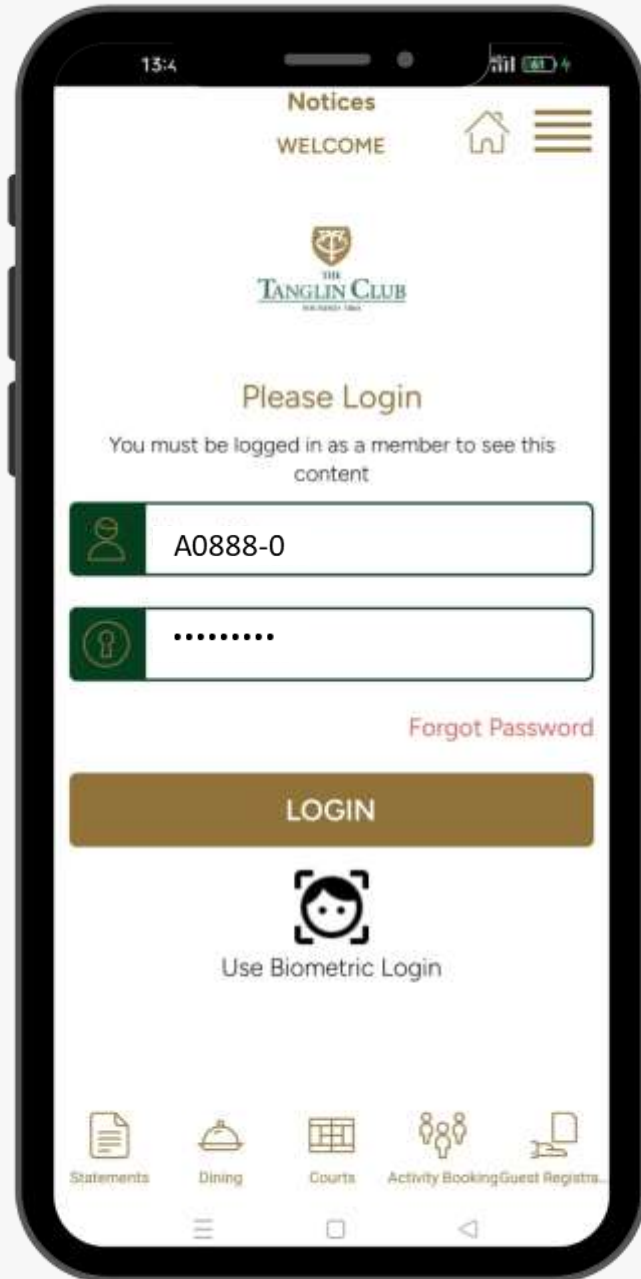
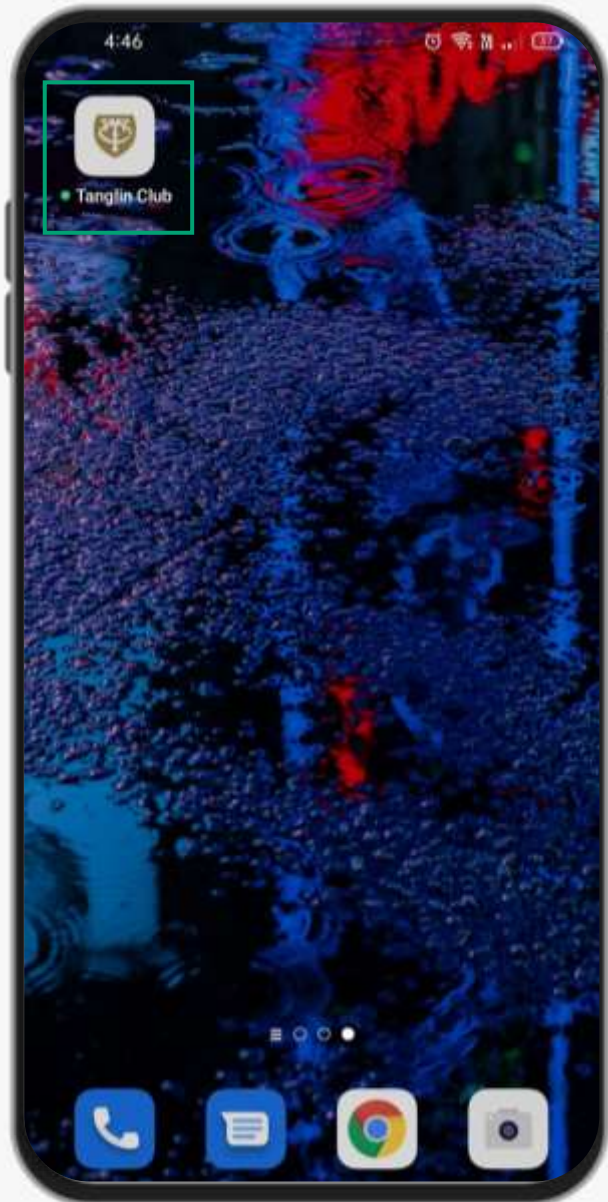


1. DOWNLOAD TANGLIN CLUB MOBILE APP

- Open the Play Store App (for Android) or Apple Store App (for Apple)
- Search for “Tanglin Club Mobile App”
- Click Install
 - For Android users, please go to this [link](#).
 - For Apple users, please go to this [link](#).

Picture on the left – Apple App Store

Picture on the right – Google Play Store



2. WHEN YOU OPEN THE APP, YOU WILL BE GREETED TO A MEMBER LOGIN PAGE

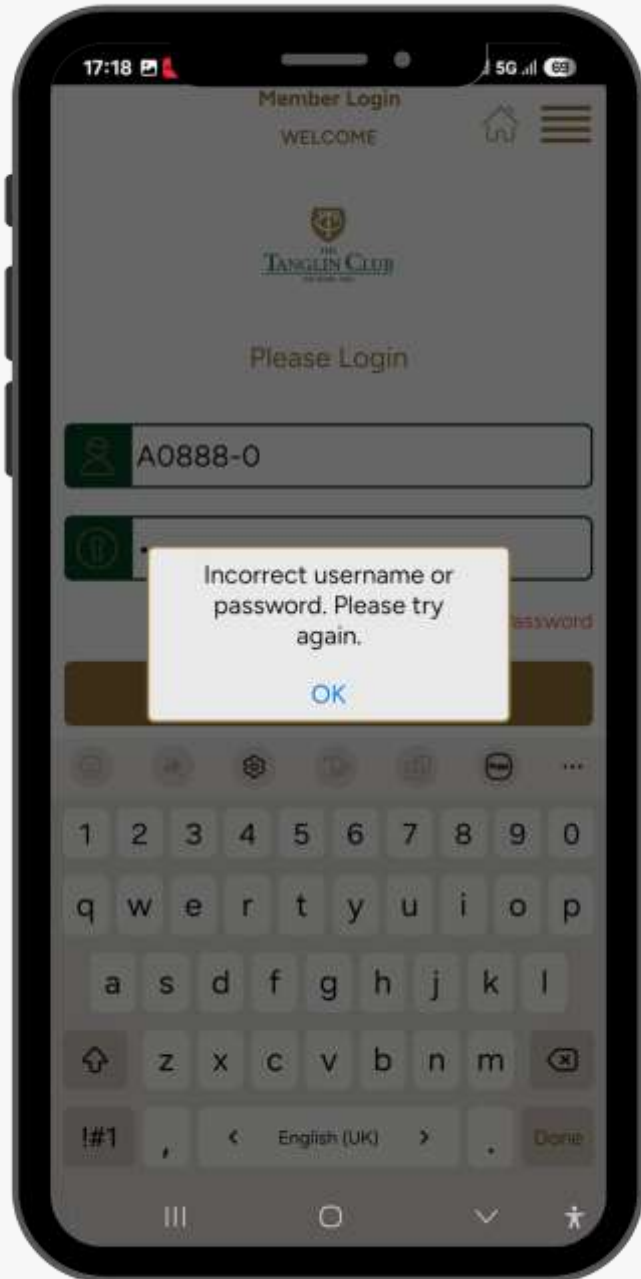
- Key in your username (your full membership number)
- Key in your password
- Click “Login”

Username:

- The first alphabet needs to be a **capital letter**.
- There has to be **5 digits in total**.
- If you are the **Principal Member**, there is a “-0” at the back.
- If you are the **Spouse Member**, there is a “-1” at the back.

Password:

- For existing Members, the password remains unchanged and is the same as the ‘Member Login’ website



2A. CAN'T SEEM TO LOGIN?

A pop up will appear to notify that your username or password is incorrect.

The following are some instances that prevents you from logging in:

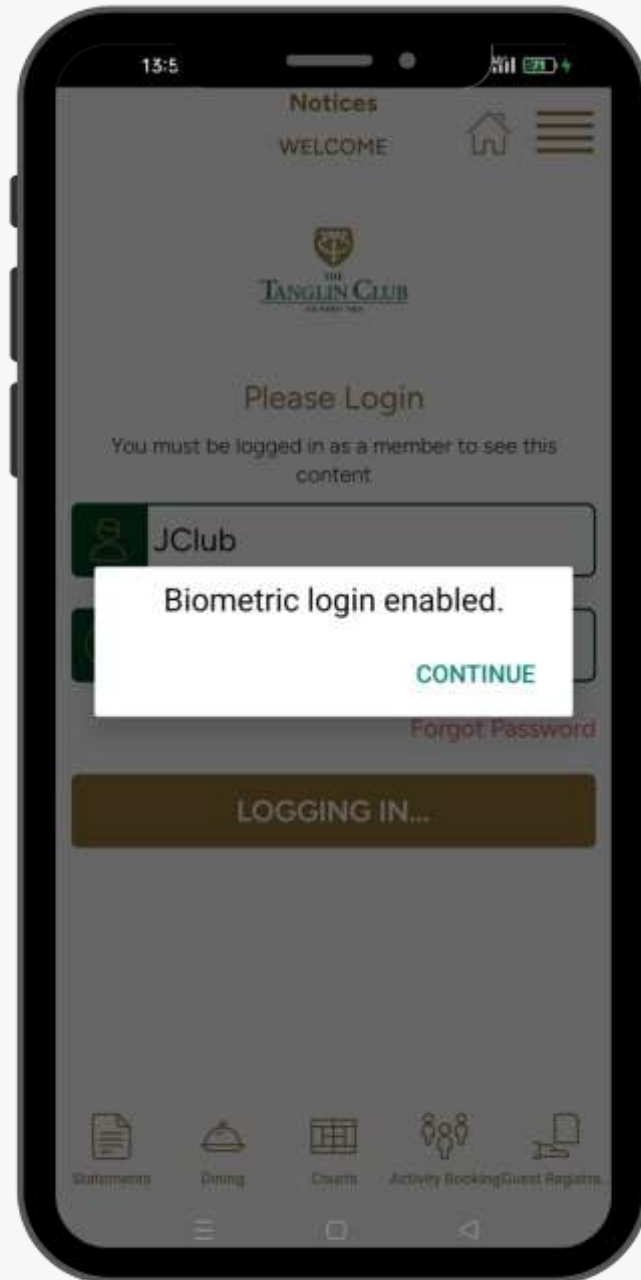
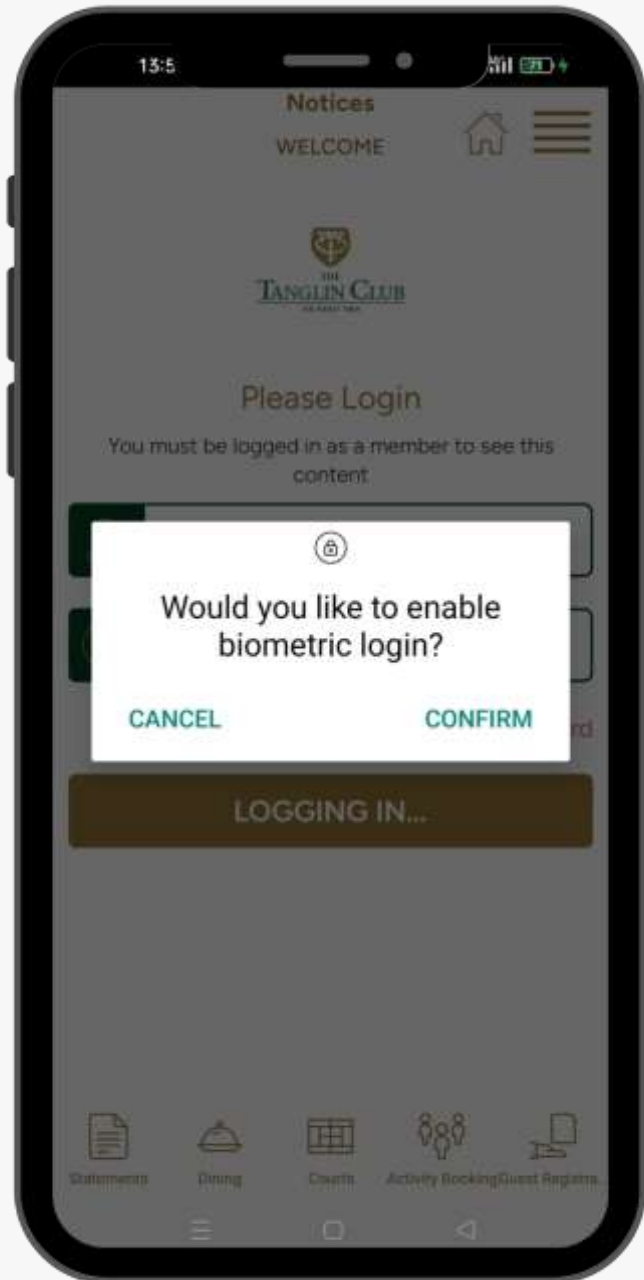
- We do not have your email address in our system
- Your registered email address is the same as your spouse's
- You did not key in your username (which is your Membership number) correctly
 - Please refer to page 3.
- You have key in an incorrect password.

Please tap "**Forgot Password**" and follow the steps on how to reset your password.

If you still have trouble logging into your account, please email to websupport@tanglinclub.org using your preferred email address, with the following details:

- Your Membership number

Do note that your email address must be different from your spouse's to register for an account.



2B. ENABLE BIOMETRIC LOGIN

During your first-time login, a pop up will appear to ask if you would like to enable *biometric login for the app.

Please:

- Tap “Confirm” if you wish to use biometric login
- Tap “Cancel” if you wish to use password login

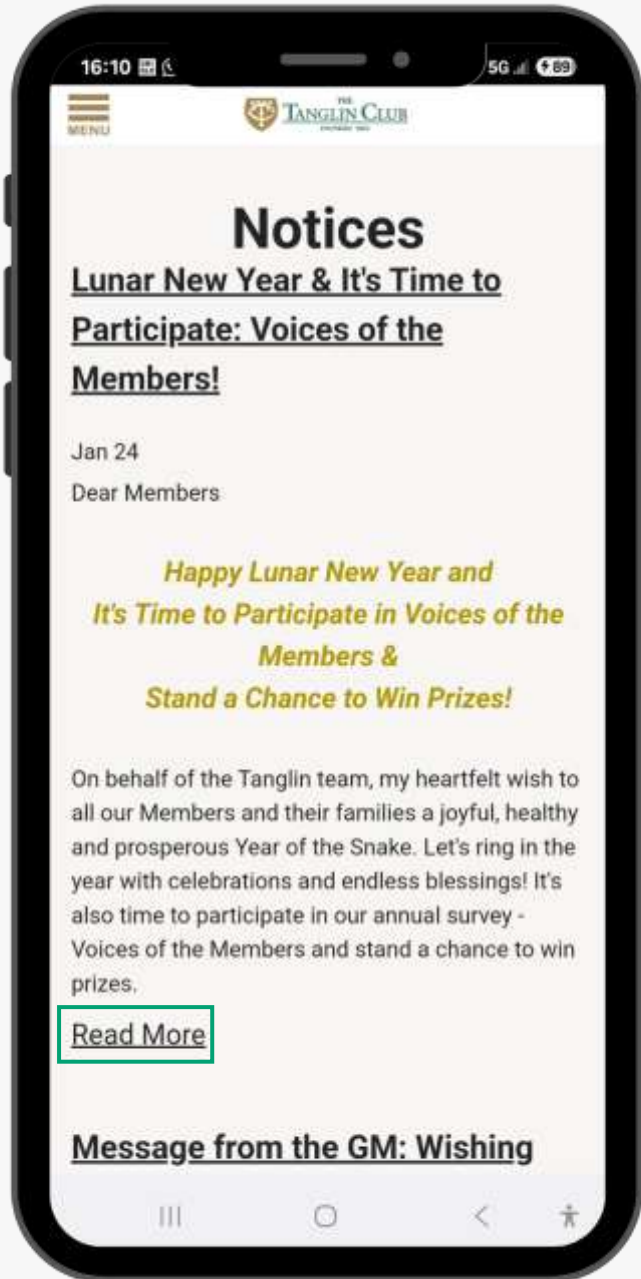
**You will need to enable your Biometric settings in your mobile phone settings.*



3. AFTER SUCCESSFULLY LOGGING IN TO THE APP, YOU WILL SEE ALL THE AVAILABLE FEATURES

The application has the same features as the member login website.

- Notices
- Club Events
- Member Card
- Dining
- Courts
- Activity Booking
- Statements
- My Bookings
- Letter to Reciprocal Club
- Guest Registration



3A. NOTICES

All Club notices and matters are uploaded here.

Simply click on “Read More” or click on the title on any of the Matters to find out more on it.



3B. EVENTS & PROMOTIONS

Step 1:

- Click on "Events and Promotions."

Step 2:

- You would see 2 icons; one is called **Club Events**, and the other is called **Promotions**
- Click either one of them



3B. EVENTS & PROMOTIONS

Step 2:

- You would see 2 icons; one is called **Club Events**, and the other is called **Promotions**
- Click either one of them

Step 3:

- Scroll down to view more Events/Promotions
- Click "View Event Details" for more information on a specific event.
- You'll be directed to the event page with additional details.



3C. MEMBER CARD

Step 1:

- Click on “Member Card”

Step 2:

- You would see details about your Membership:
 - Barcode or QR Code
 - Today’s Date
 - The Logged In Member’s Face

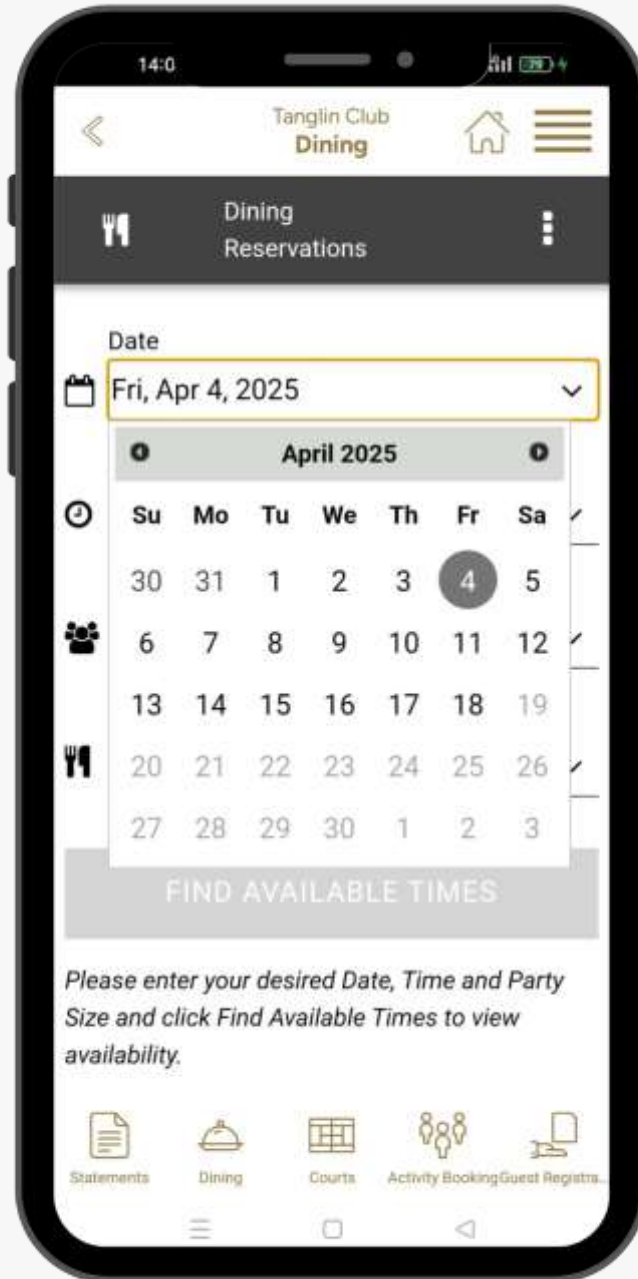
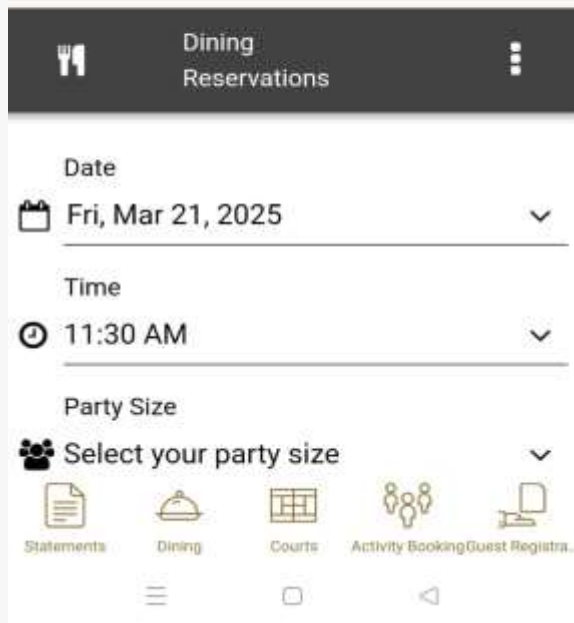
Step 3:

- Select either barcode or QR Code when needed.



Please note the following details:

- No specific table requests are permitted; tables are assigned on a first-come first-served basis.
- For private room bookings at Tang Yun, please email tctangyun@tanglinclub.org.



3D. DINING

You will be directed to the page on the left

- Select your preferred **date**

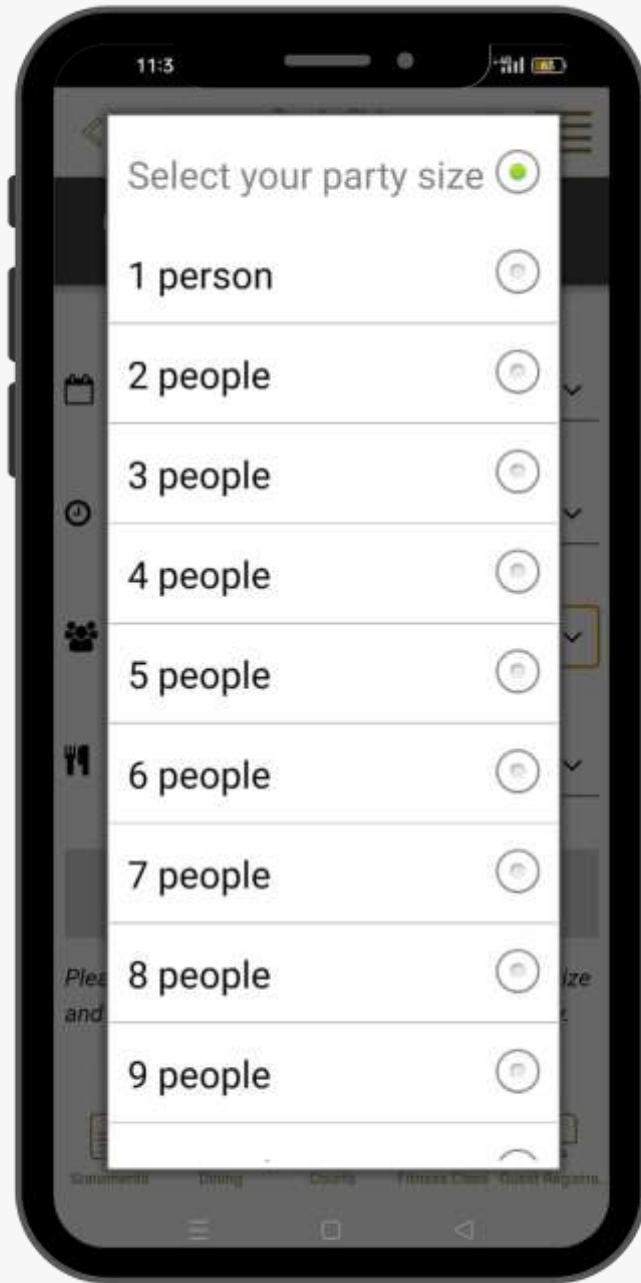
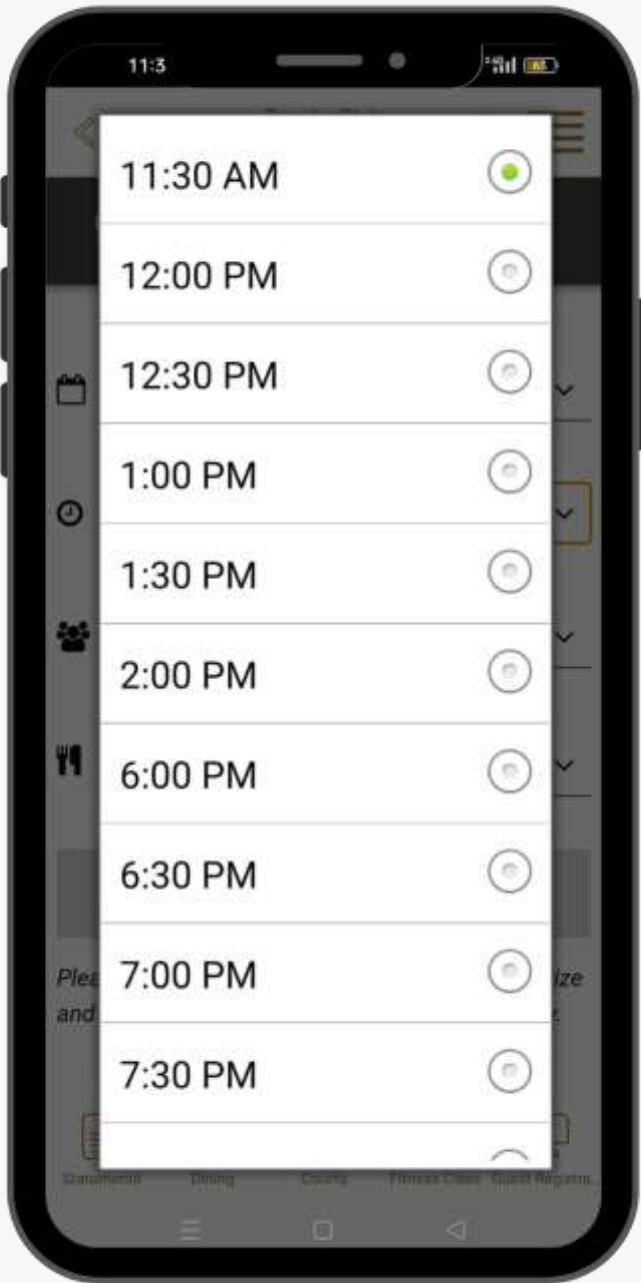
Step 1:

Tap the “Date” Bar

Step 2:

Tap on the *date you want

**Please note that you are only permitted to select the date within the period one day after login up to one month thereafter. For example, if you login on the 18 March 2025, you could only select dates from 19 March 2025 till 17 April 2025.*



3D. DINING

- Select your preferred **time**

Step 1:

Tap the "Time" Bar

Step 2:

Tap on the time you want

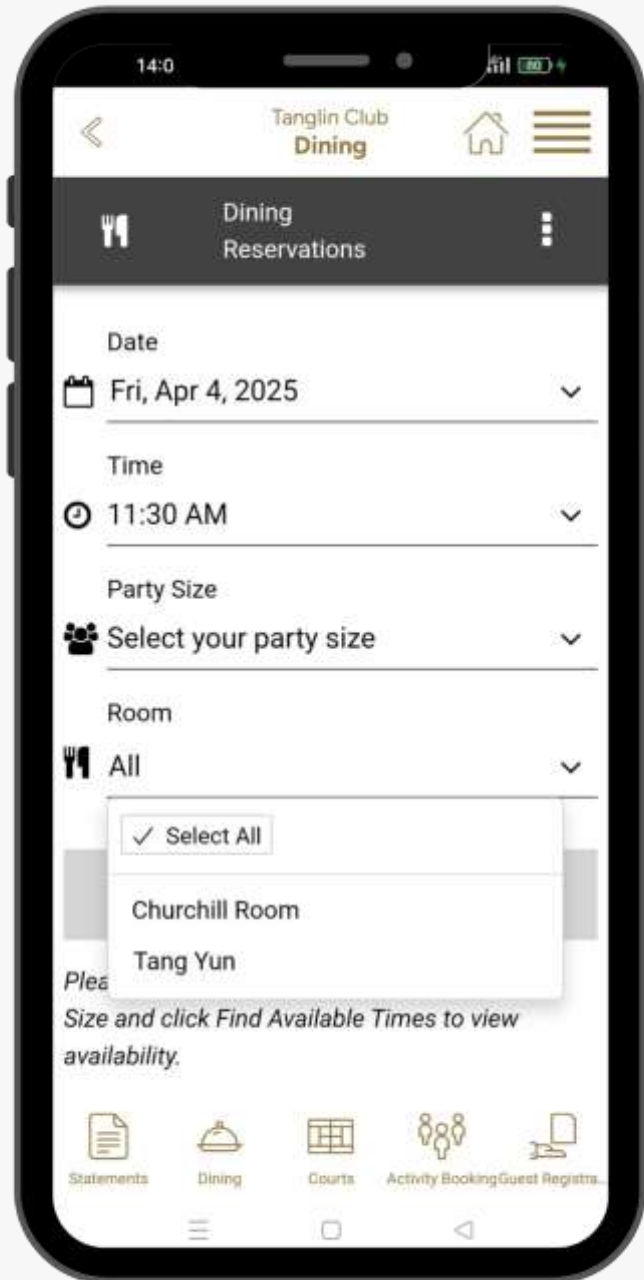
- Select your preferred **party size**

Step 1:

Tap the "Party Size" Bar

Step 2:

Tap on the party size you want



3D. DINING

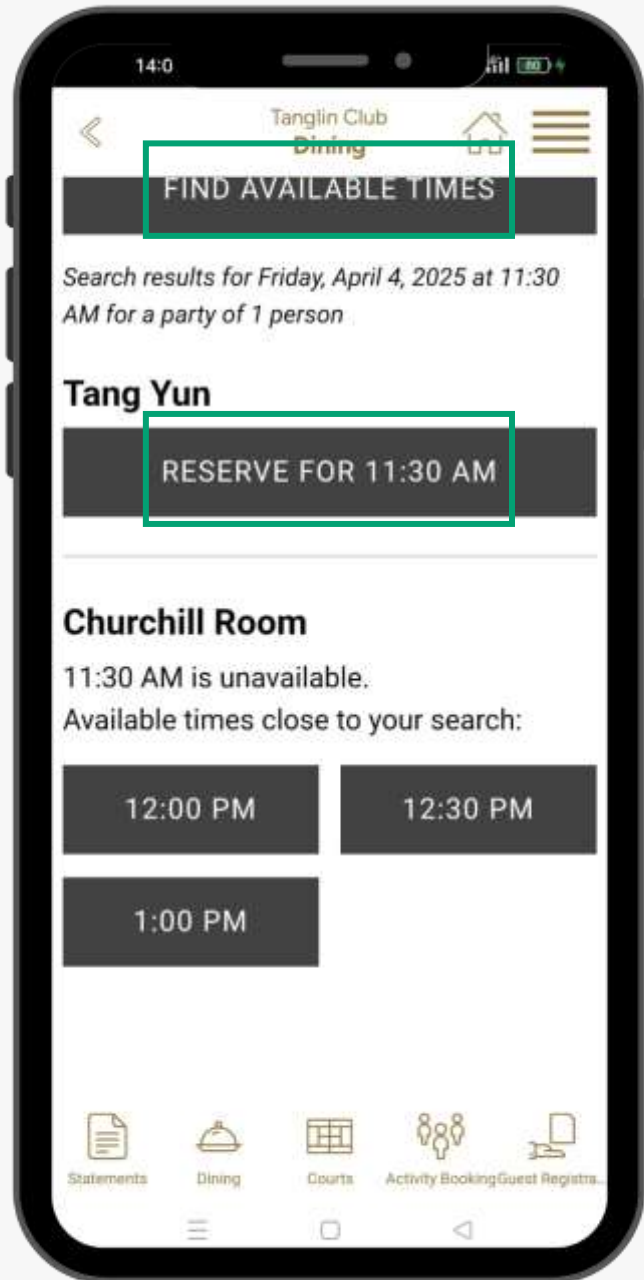
- Select your preferred restaurant

Step 1:

Tap the “Room” Bar

Step 2:

Tap on your preferred restaurant



3D. DINING

Once you have decided on the booking date, time, party size and restaurant,

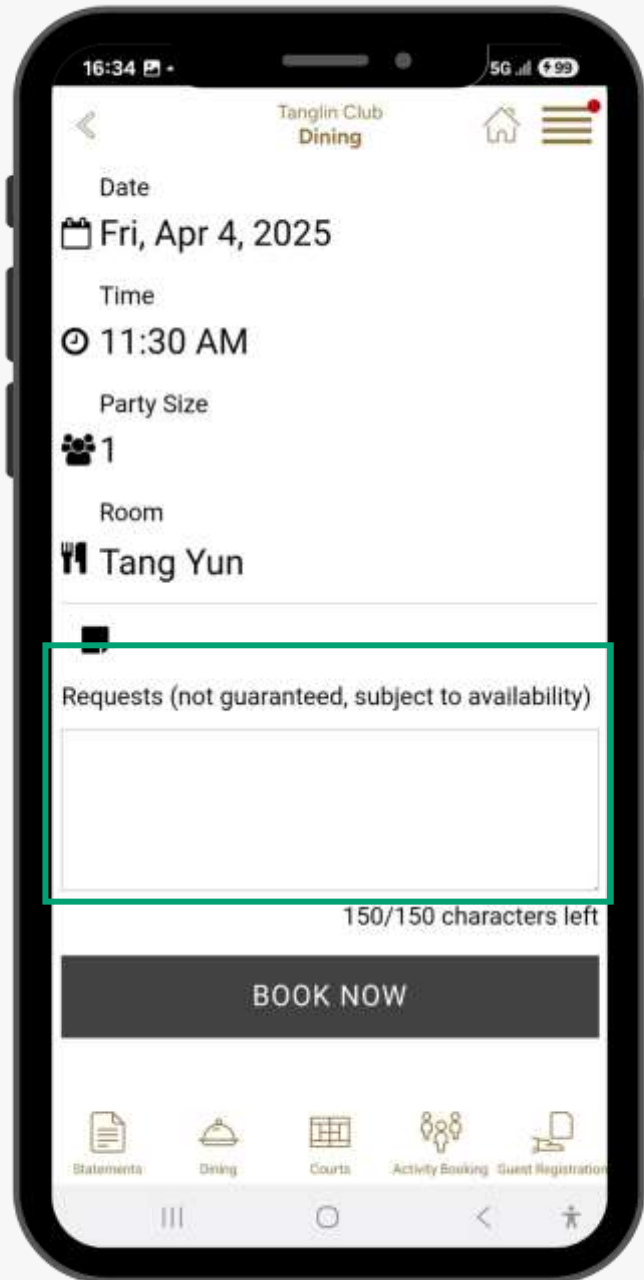
- Tap on “Find available times”

If there is a suitable time,

- Tap on “Reserve for <time>”

Else,

- Tap on any available time based on selected restaurant.



3D. DINING

Key in special request, if any.

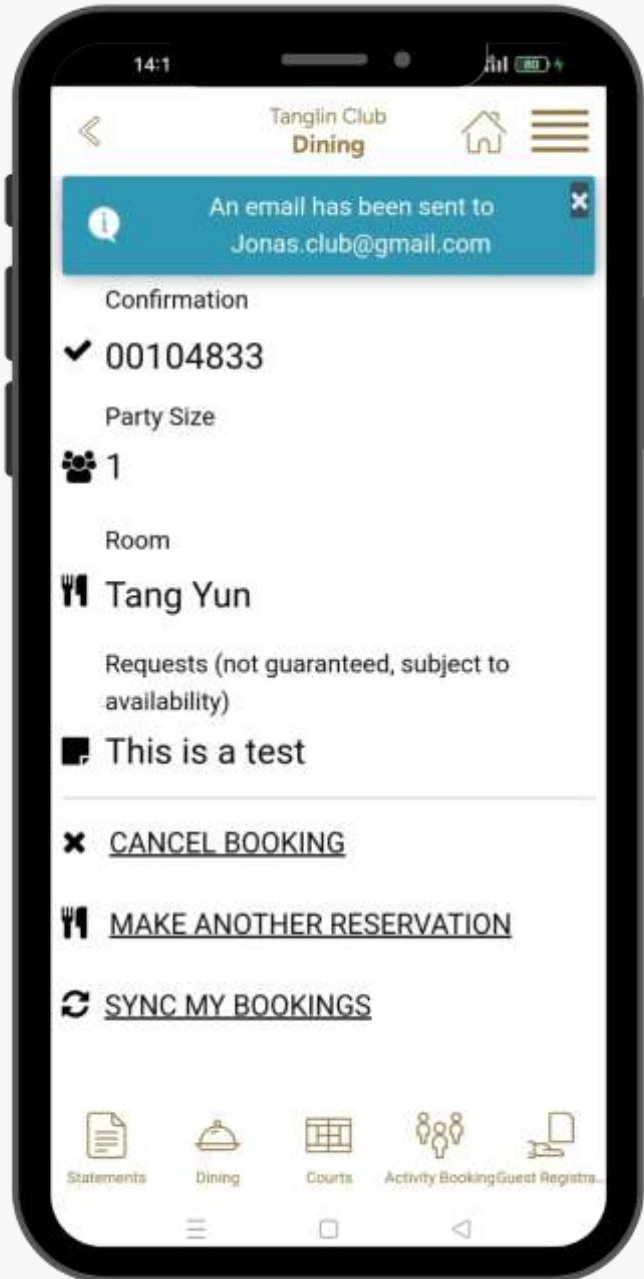
- Tap on “request” field
- Key in special requests*, if any (not guaranteed, subjected to availability)

*Kindly note:

- For **party sizes larger than 10**, please call 6622 0555.
- For **private room bookings at Tang Yun**, please call 6622 0528 or email tangyun@tanglinclub.org.
- For **guest parking reservations**, please SMS / Whatsapp the details to 9011 0611, 24 hours in advance.

(Please do not indicate any of the above special arrangements in the 'Requests' box, as our staff need to be contacted for confirmation.)

Once done, tap on “Complete Reservation”



3D. DINING

This means that your reservation has been successfully captured by our system.

An auto-email will be sent to your email address listed in our system.

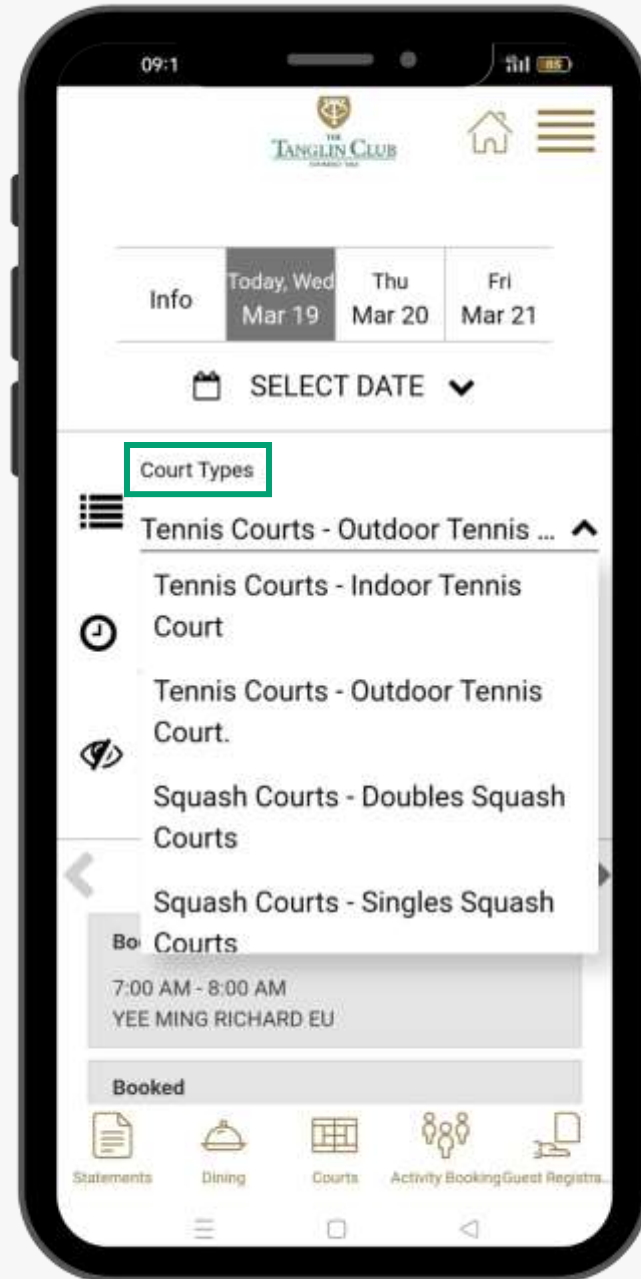
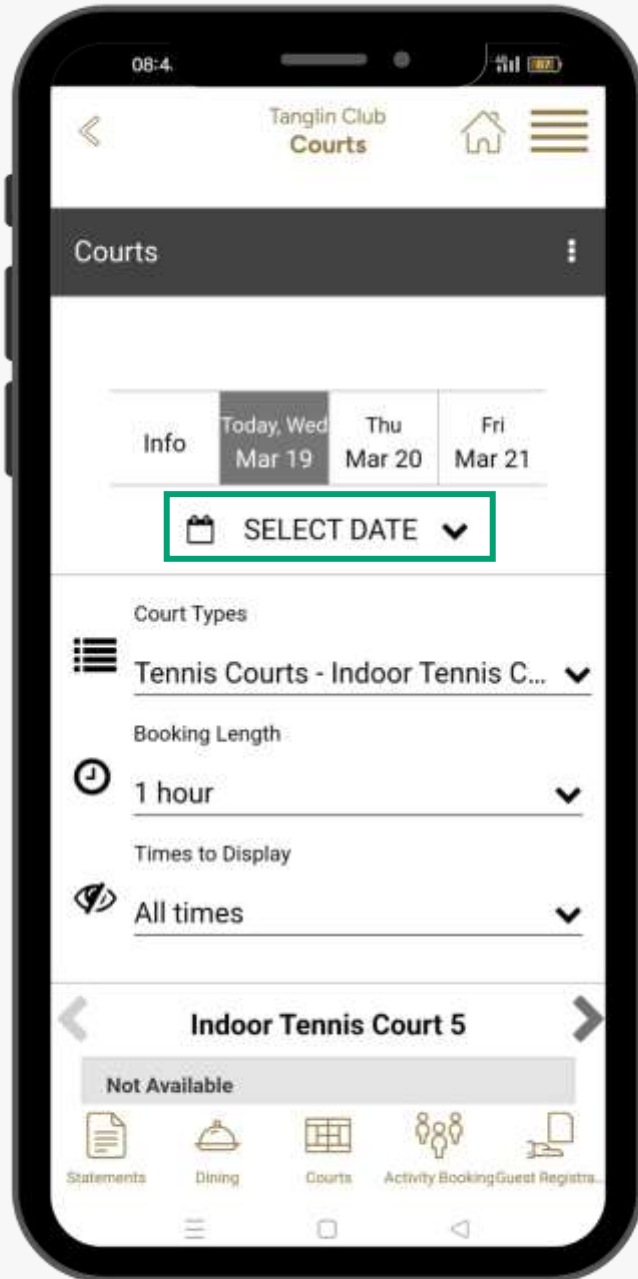
Please note that you may continue with additional actions:

CANCEL BOOKING – Cancel your new or existing Dining reservations

MAKE ANOTHER RESERVATION – Make another Dining reservation for a different restaurant and/or date/time

SYNC MY BOOKINGS – Send the Dining confirmation to your own email

Landing Page for COURTS



3E. COURTS

Step 1:

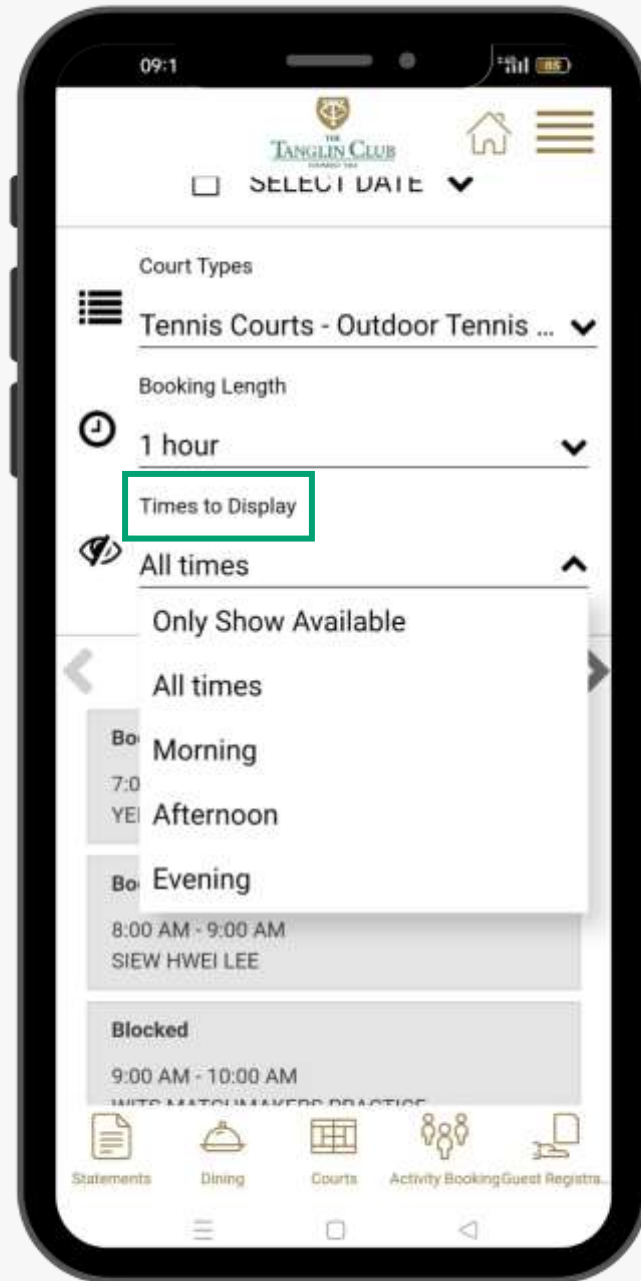
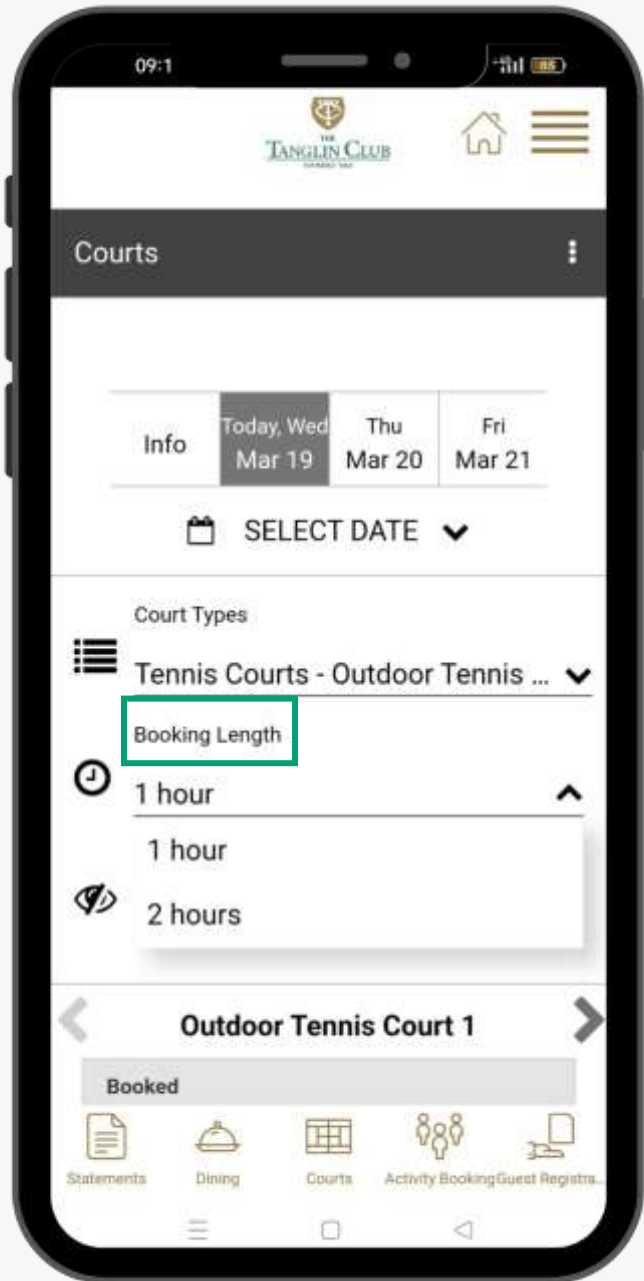
Tap on “SELECT DATE”, and tap onto your preferred “Date”

Step 2:

Tap on “Court Types”, and select your preferred *Court

*There a 5 court types:

- Squash Courts – Doubles or Single
- Tennis Courts – Indoor or Outdoor
- Pickleball Court
- Please note, online courts bookings can only be made **7 days** in advance



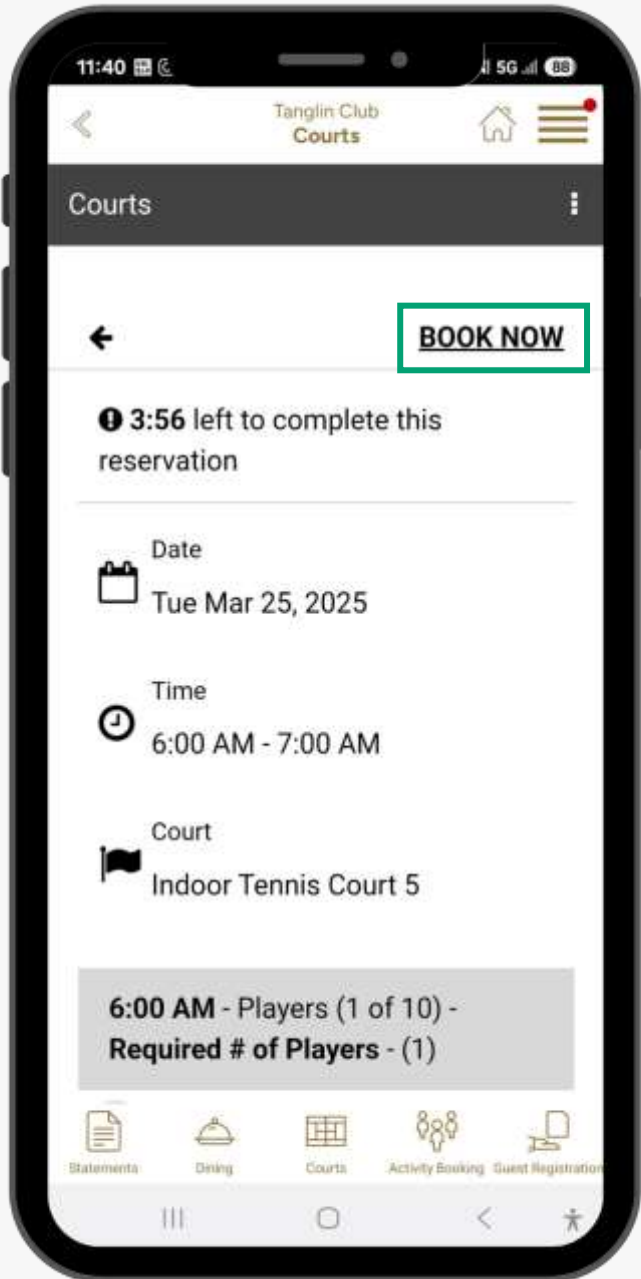
3E. COURTS

Step 3:

Tap on “Booking Length” and tap on either “1 hour” or “2 hours”

Step 4:

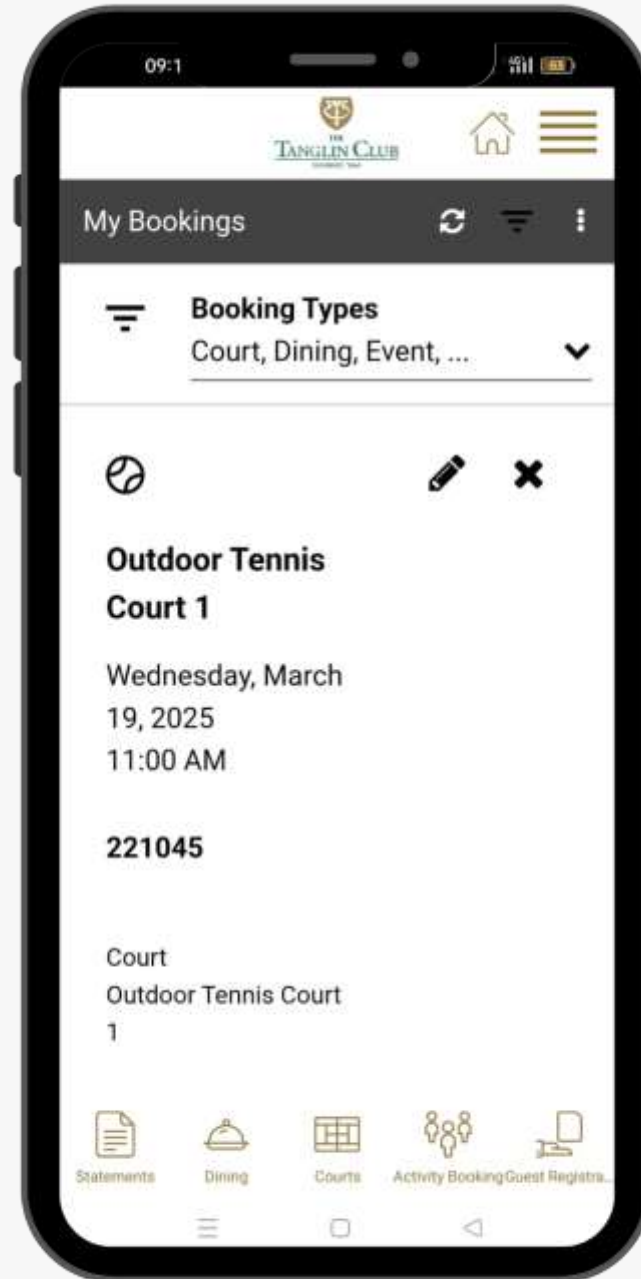
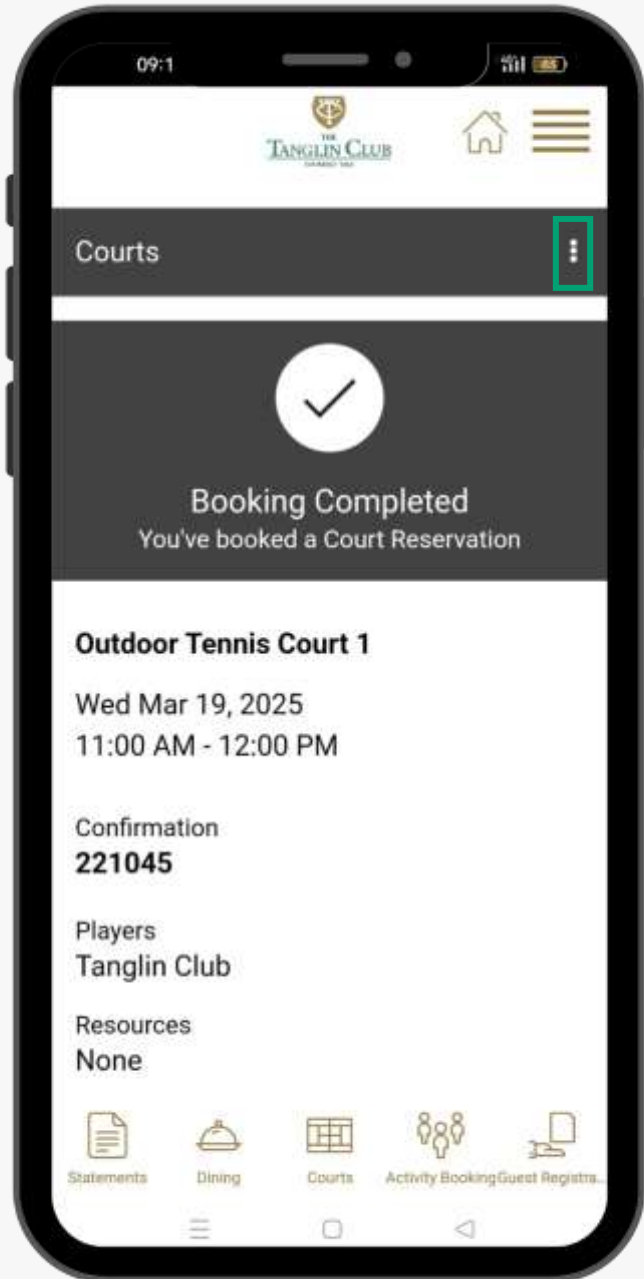
Tap on “Times to Display” and tap on options from the drop-down list



3E. COURTS: BOOK NOW

Please scroll down to check the information (refer to the screen on the left); kindly note you will have a limited time to complete your booking.

If the information (on the left) is correct, tap "Book Now" to confirm your booking.



3E. COURTS: BOOKING COMPLETED

The booking confirmation page will be shown

An auto-email containing these details will be sent to your registered email.

VIEW MY COURTS BOOKING

Click on the “⋮” icon

Click “My Bookings” to view all your bookings



3F. Activity Booking

To register for an activity, you may find Activity Booking function at the following:

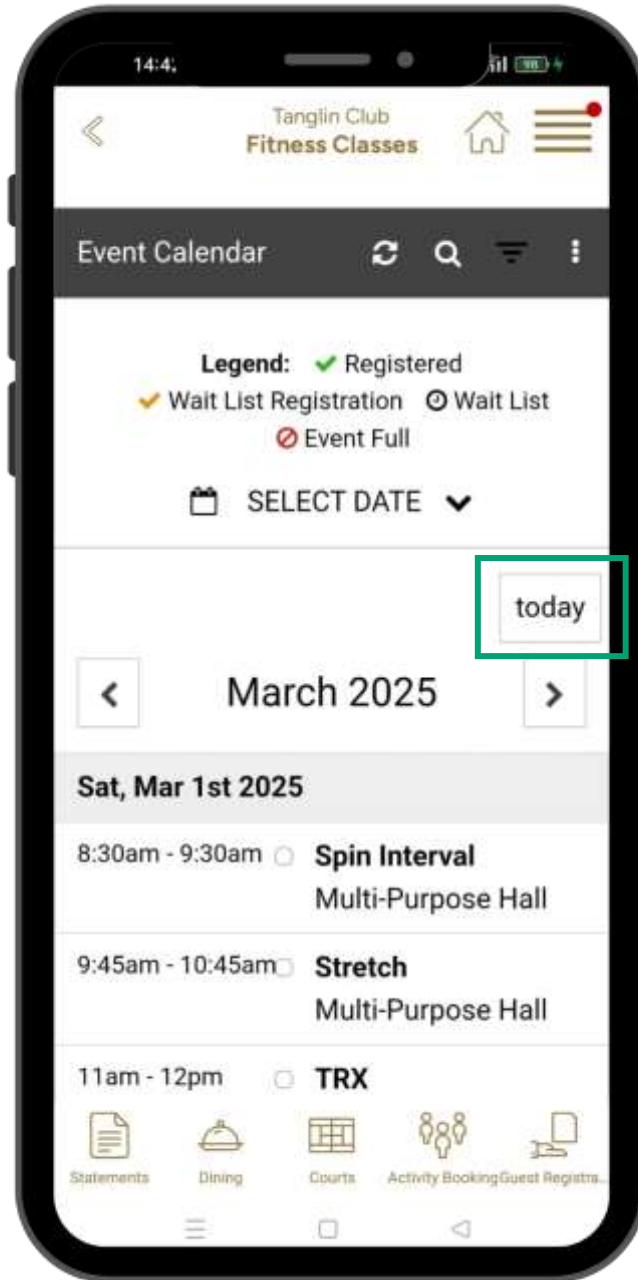
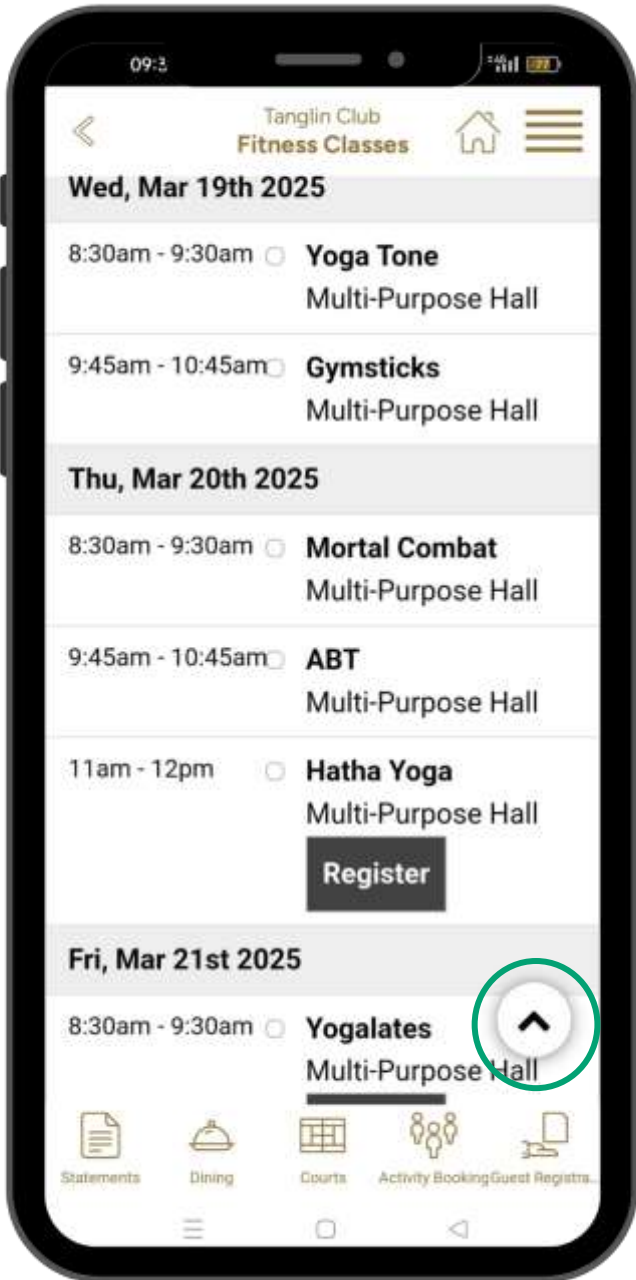
- At the main page, there is the **Activity Booking** function
- At the bottom of main page beside the Guest Registration icon



3F. Activity Booking

There are **3** types of Activities members can choose:

- Fitness Classes
- Temporary Gym Booking
- Club Events Booking



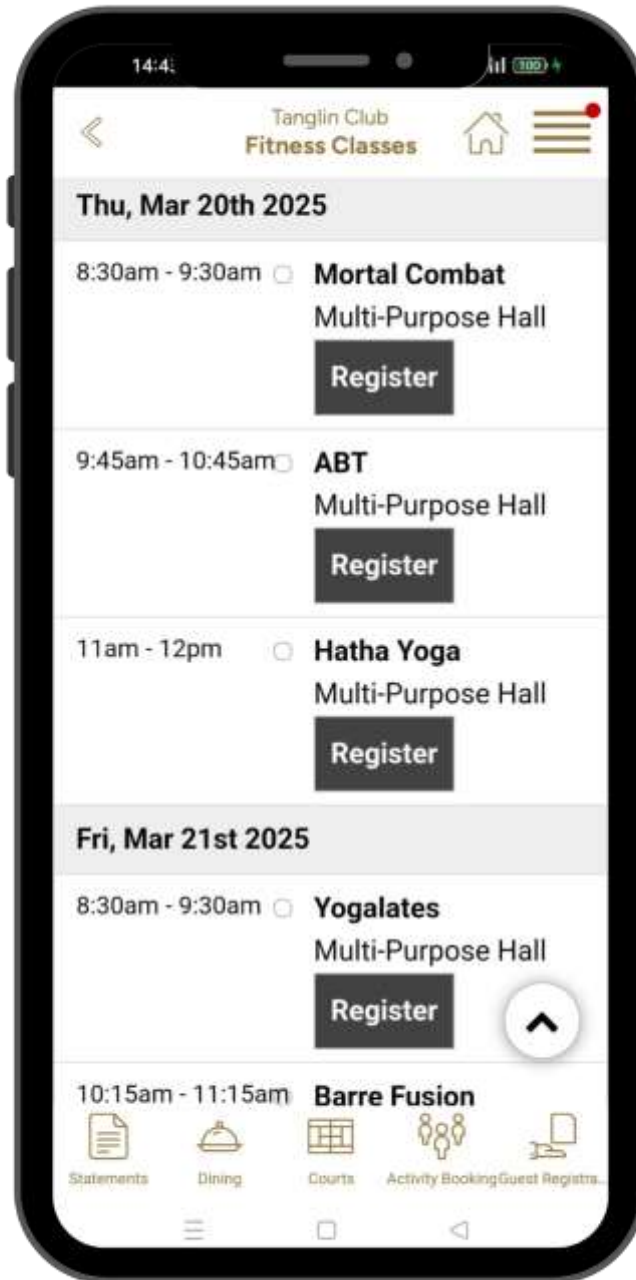
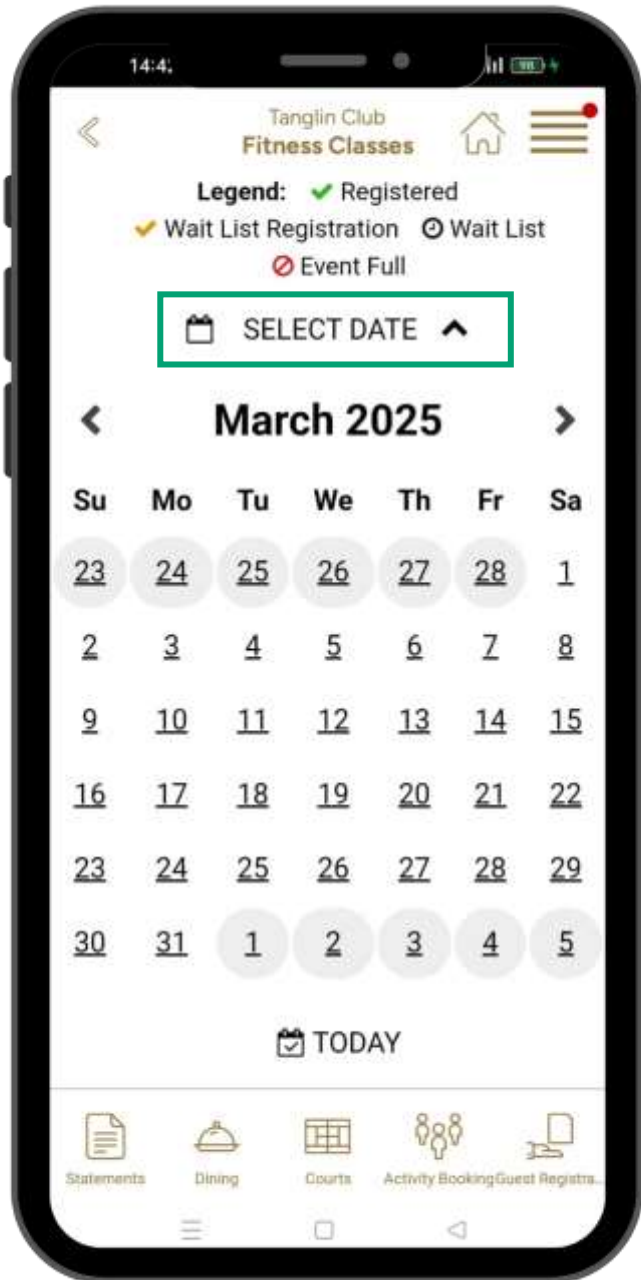
3F. Activity Booking Fitness Classes

Step 1:

- Select **Fitness Classes**

Step 2:

- The Fitness Classes main page will load, displaying **current day's available classes** by default. To quickly return to the top of the page, **click the arrow up icon**.
- You can select a class by either:
 - To view today's classes, click on "**Today**." This will display all classes happening on the current day.
 - **Using the "Date" option** to choose your preferred class date.
 - Scrolling through the list of dates and selecting any class marked with the word "**Register**,"
 - You can only select a class one week in advance from today's date.



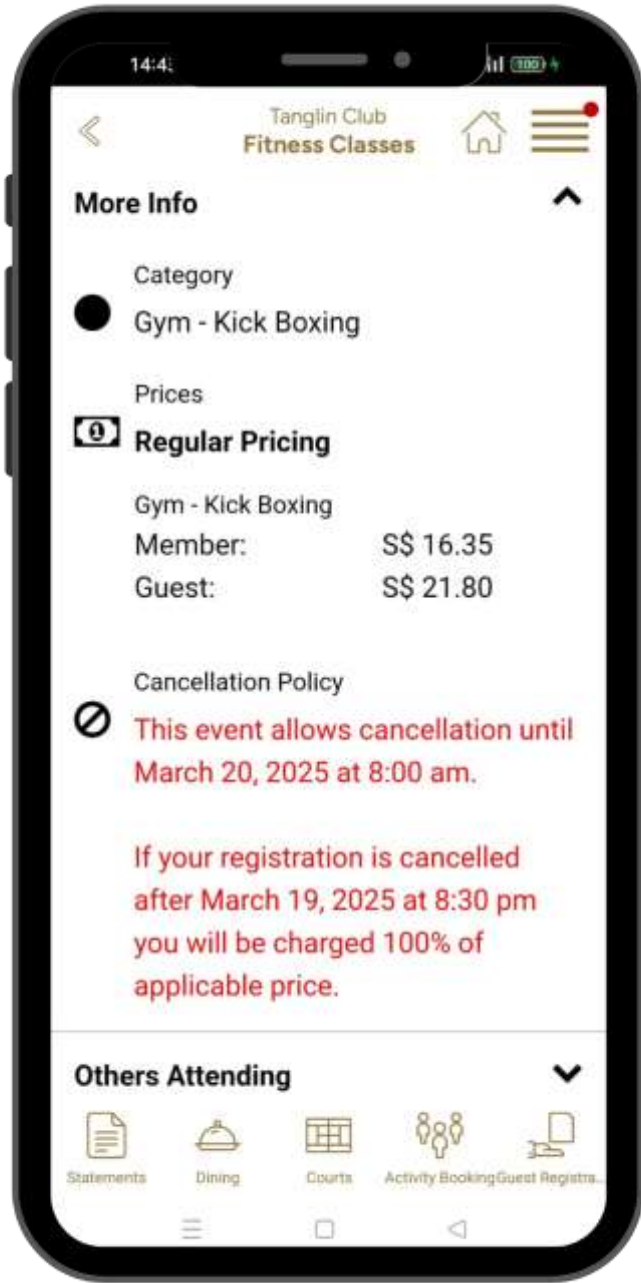
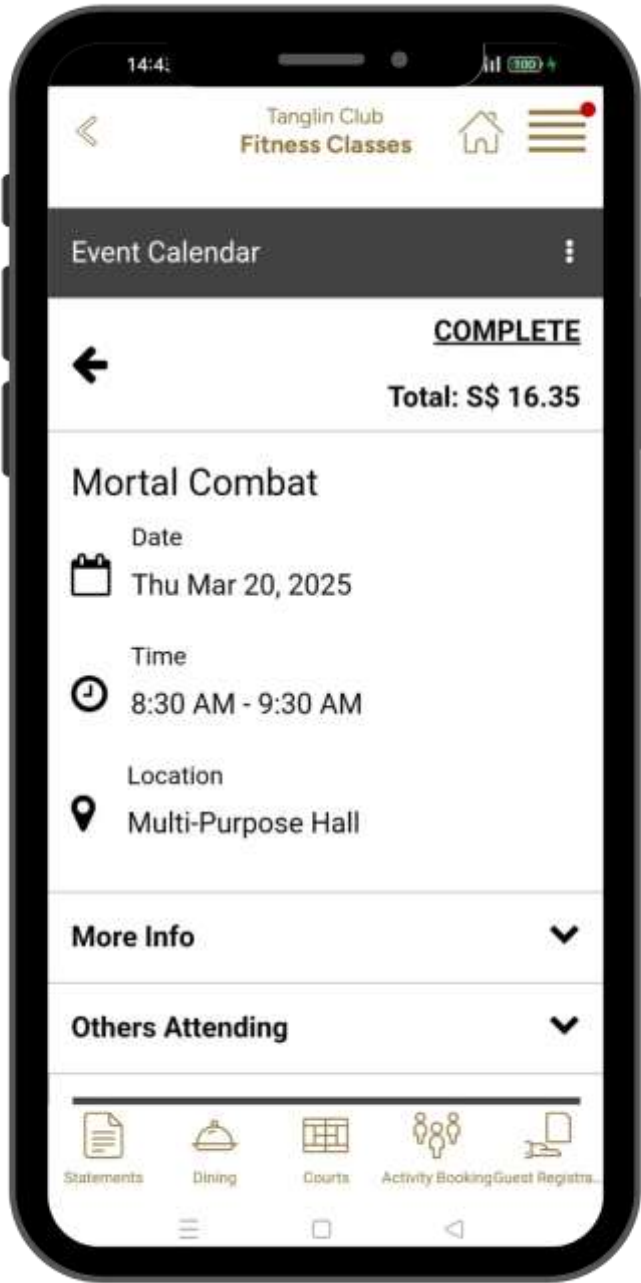
3F. Activity Booking Fitness Classes

Step 1:

- Select **Fitness Classes**

Step 2:

- The Fitness Classes main page will load, displaying today's available classes by default. To quickly return to the top of the page, **click the arrow icon**.
- You can select a class by either:
 - To view today's classes, click on "**Today**." This will display all classes happening on the current day.
 - **Using the "SELECT DATE" option** to choose your preferred class date.
 - Scrolling through the list of dates and selecting any class marked with the word "**Register**,"
 - You can only select a class one week in advance from today's date.



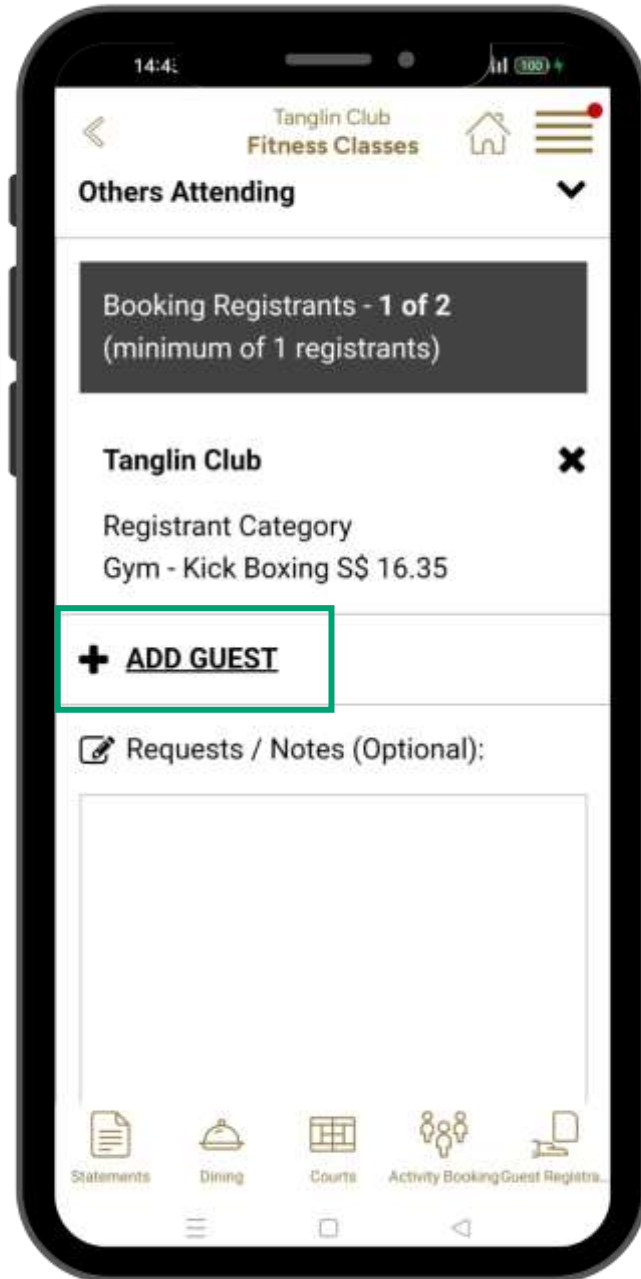
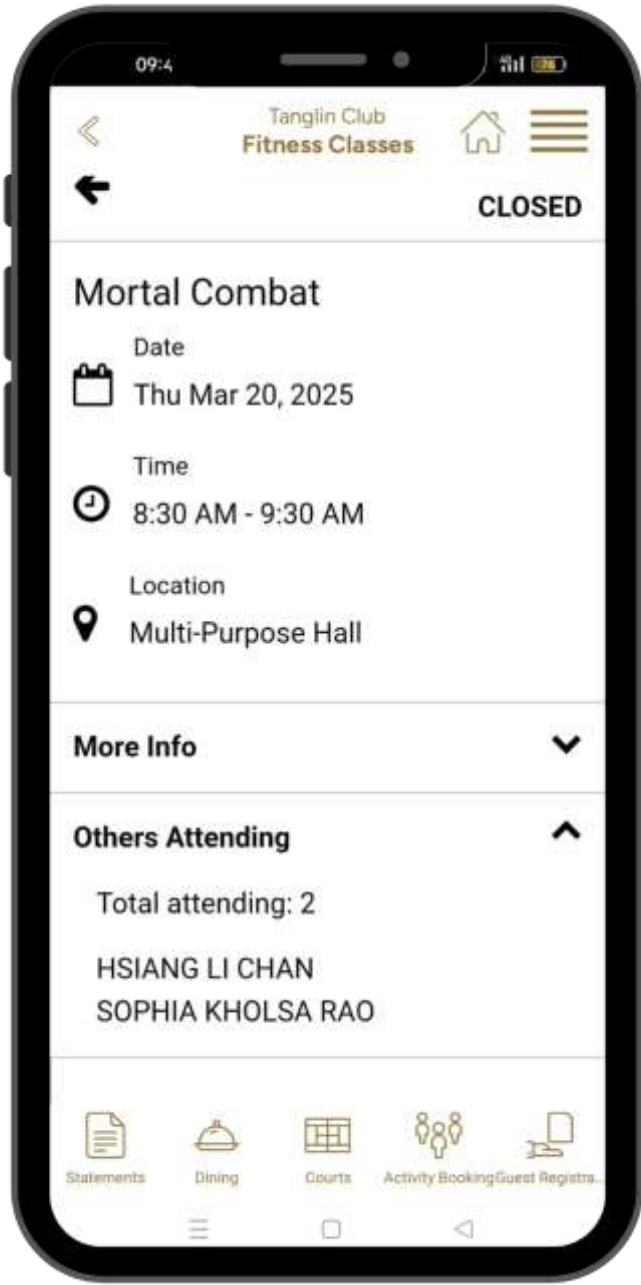
3F. Activity Booking

Step 3:

- After Selecting the class, you would see the following information:
 - Information of the event
 - More info (Click on the arrow to learn more)
 - Others Attending (see which members are also joining the class)

Step 4 (Optional):

- Other than yourself, you could also add 1 Guest.
- Select **add guest**
- **Add the following information:**
 - Guest First Name
 - Guest Last Name
 - Guest Email
- Click on **Add**



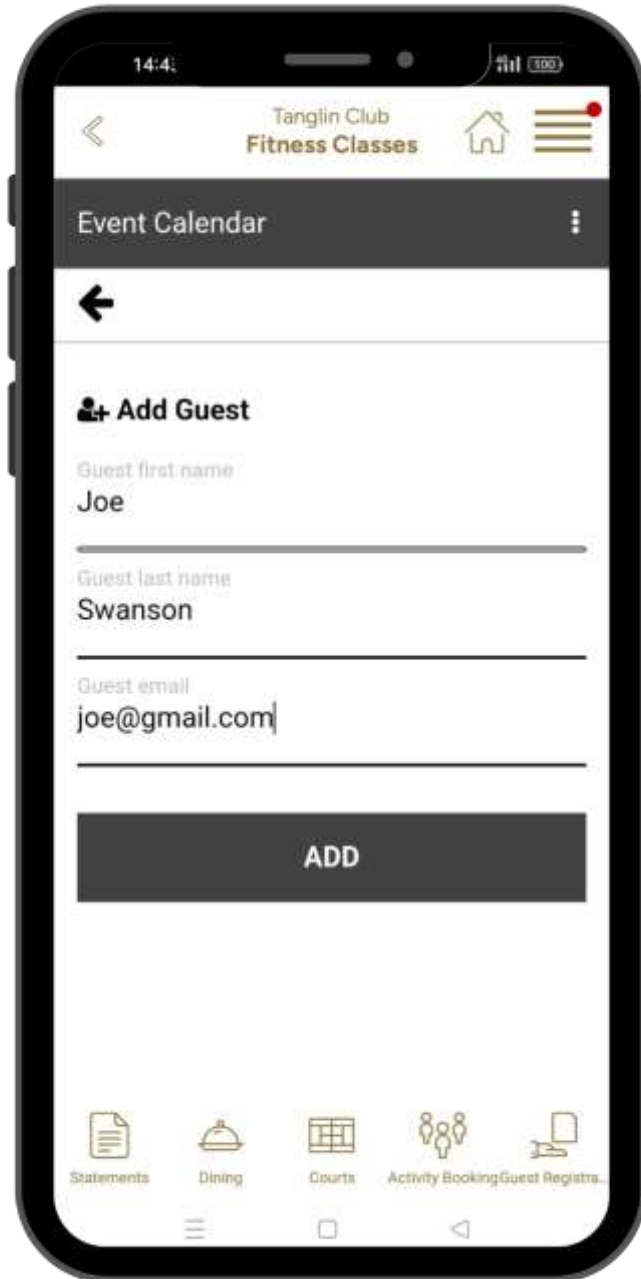
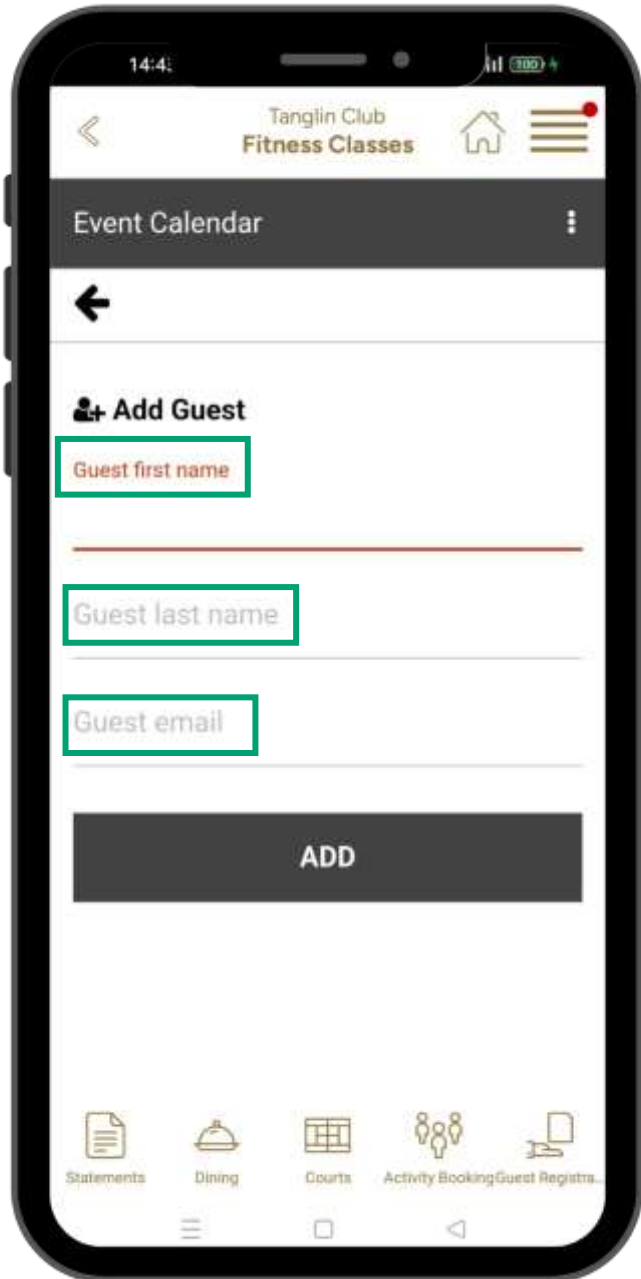
3F. Activity Booking

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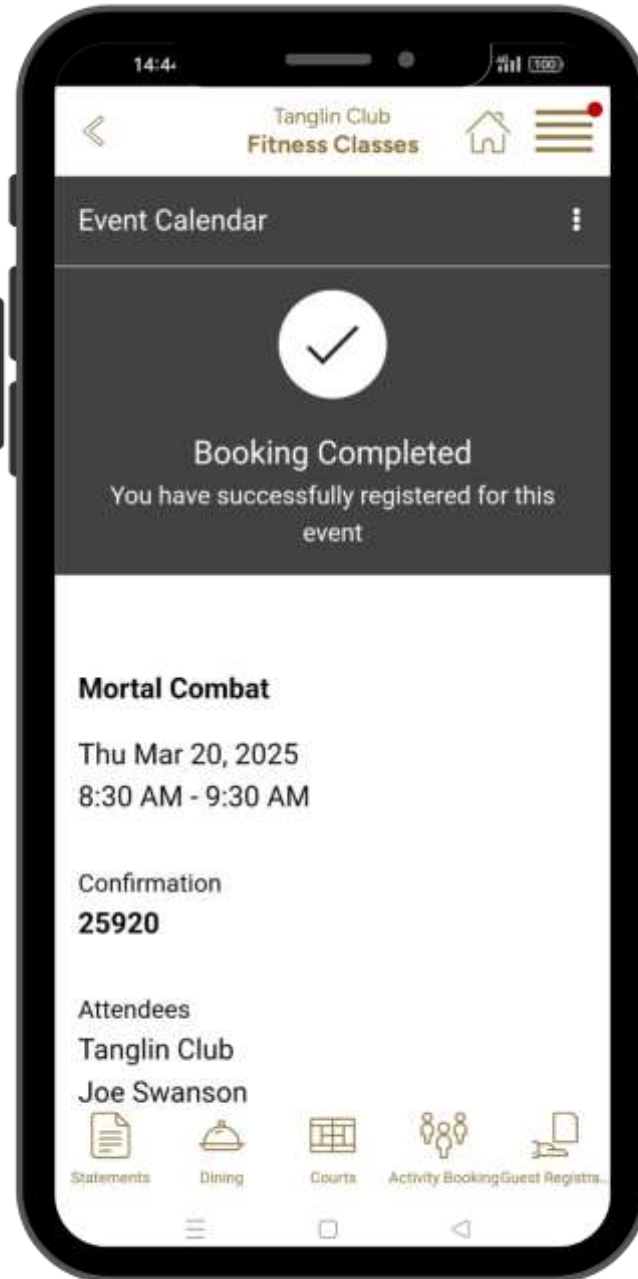
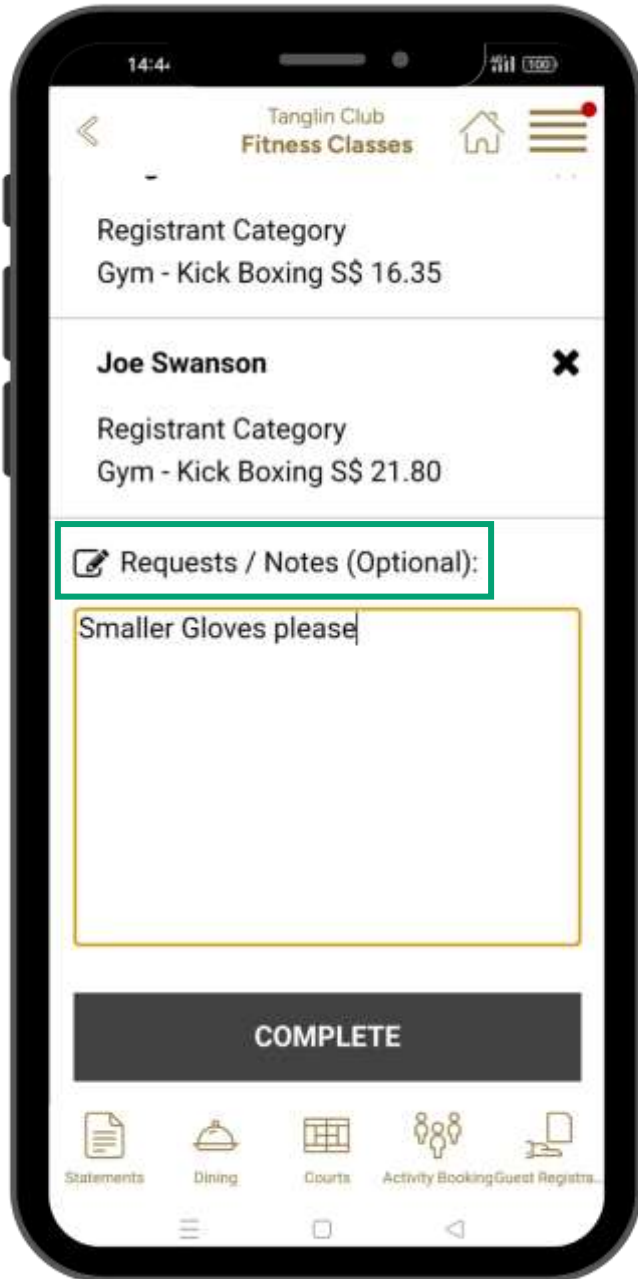
3F. Activity Booking

Step 3:

- After Selecting the class, you would see the following information:
 - Information of the event
 - More info (Click on the arrow to learn more)
 - Others Attending (see which members are also joining the class)

Step 4 (Optional):

- Other than yourself, you could also add **1 Guest.**
- Select **add guest**
- **Add the following information:**
 - Guest First Name
 - Guest Last Name
 - Guest Email
- Click on **Add**



3F. Activity Booking

Step 5 (Optional):

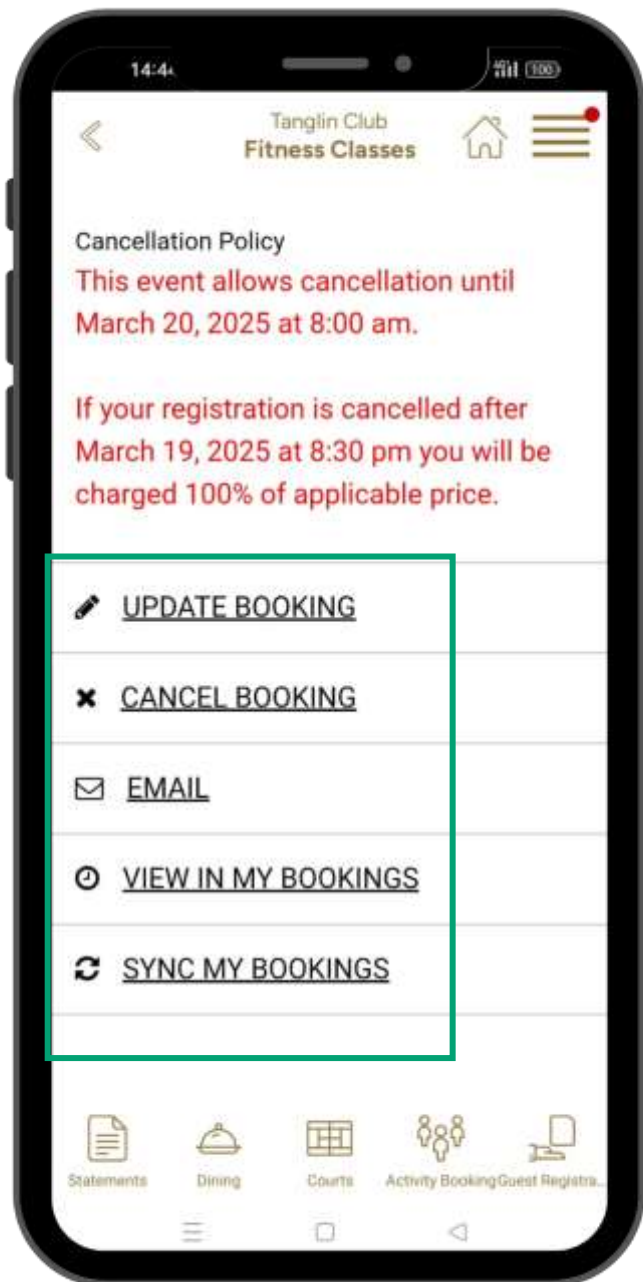
- Add in any Requests/Notes

Step 6:

- Click on Complete

Step 7:

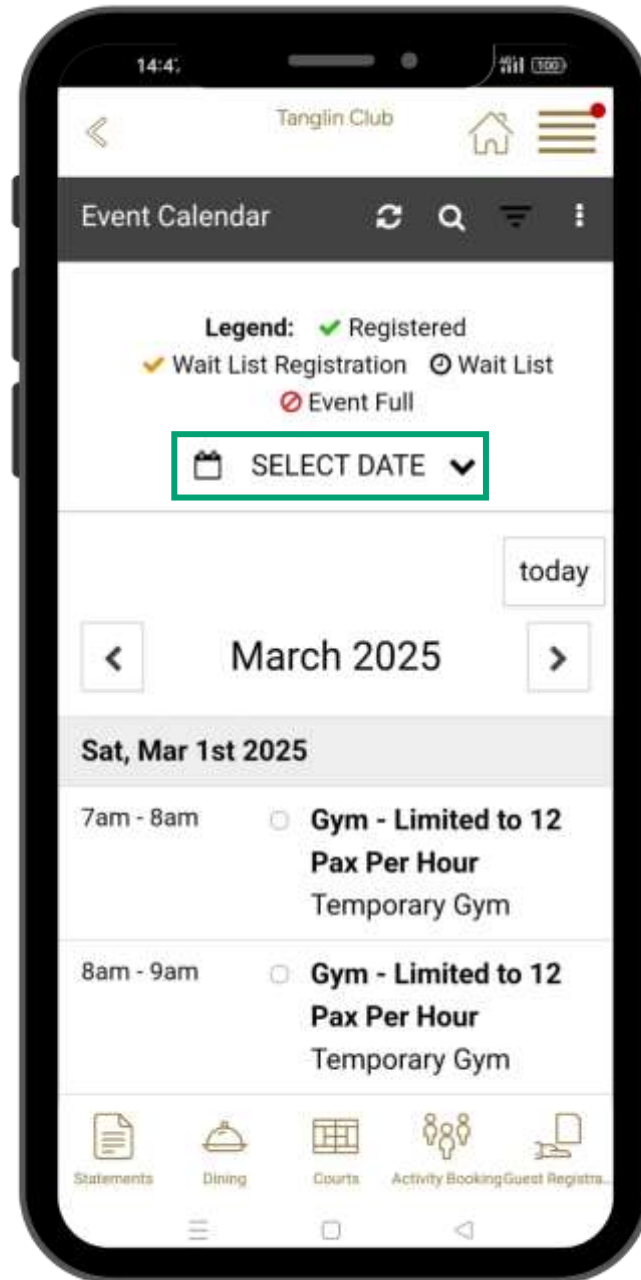
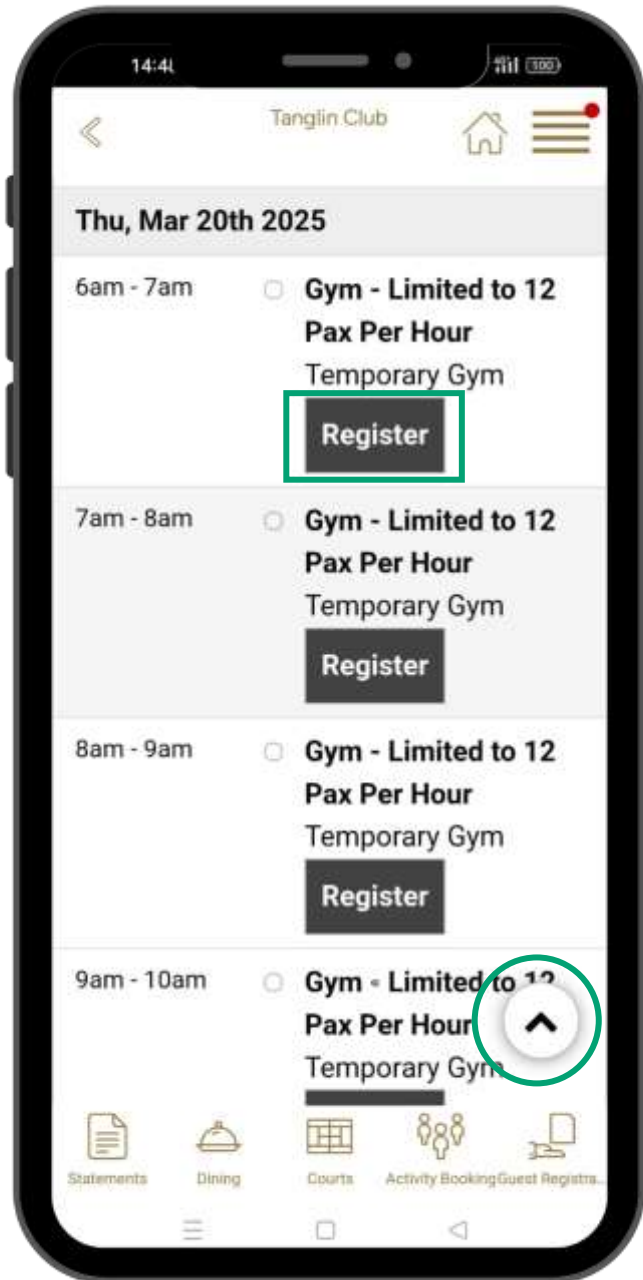
- You will be at the booking complete page and you would be able to see details of the event.



3F. Activity Booking

Step 8:

- Scroll down the page to see other options such as:
 - **Update Booking-** Use this option to update booking if you want
 - **Cancel Booking-** Use this option to delete booking
 - **Email/Sync My Bookings-** use this option to receive the event details to your registered email address
 - **View in My Bookings-** use this option to view the event in My Bookings



3F. Activity Booking

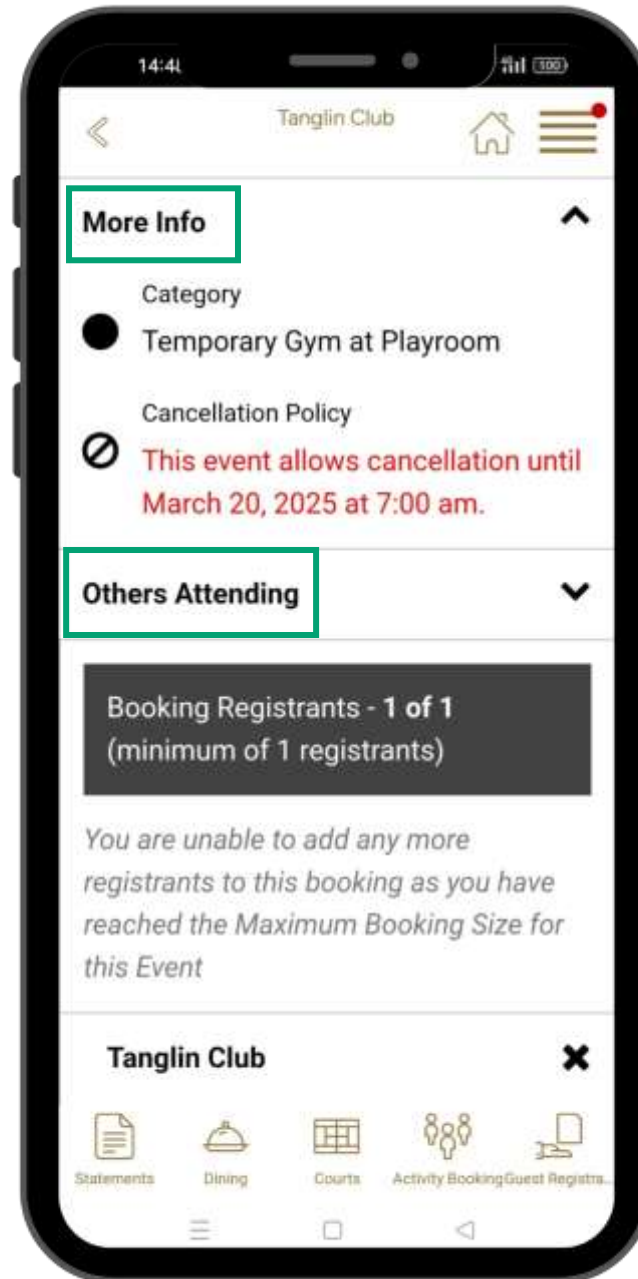
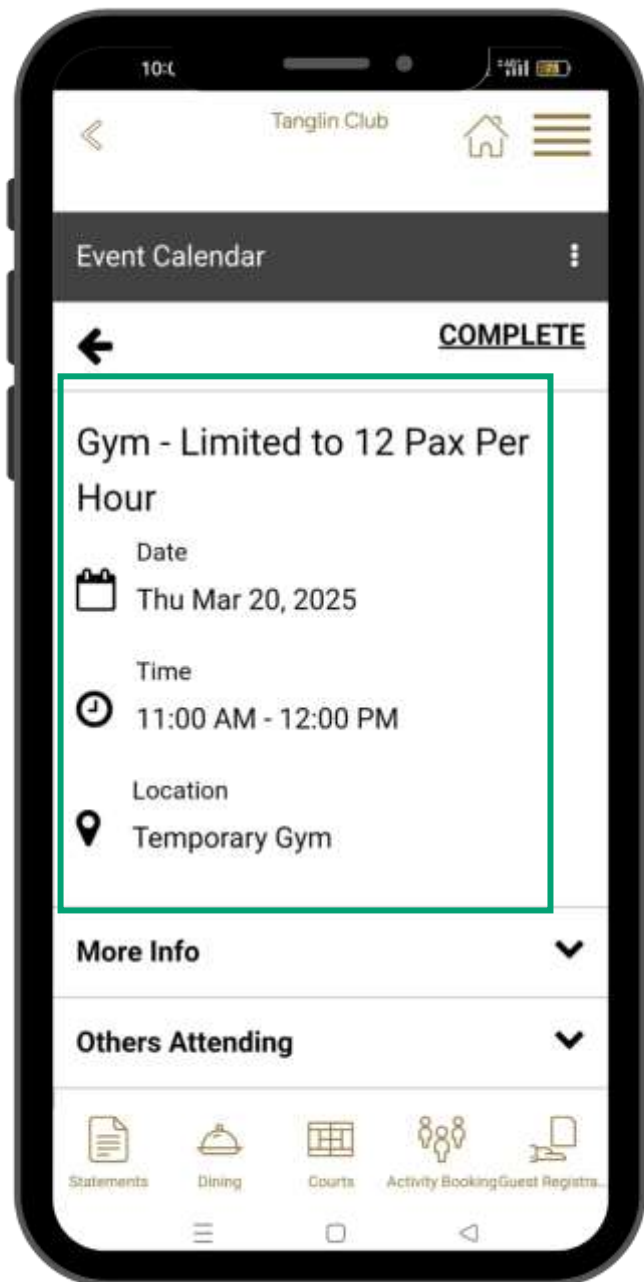
Temporary Gym Booking

Step 1:

- Select **Temporary Gym Booking**

Step 2:

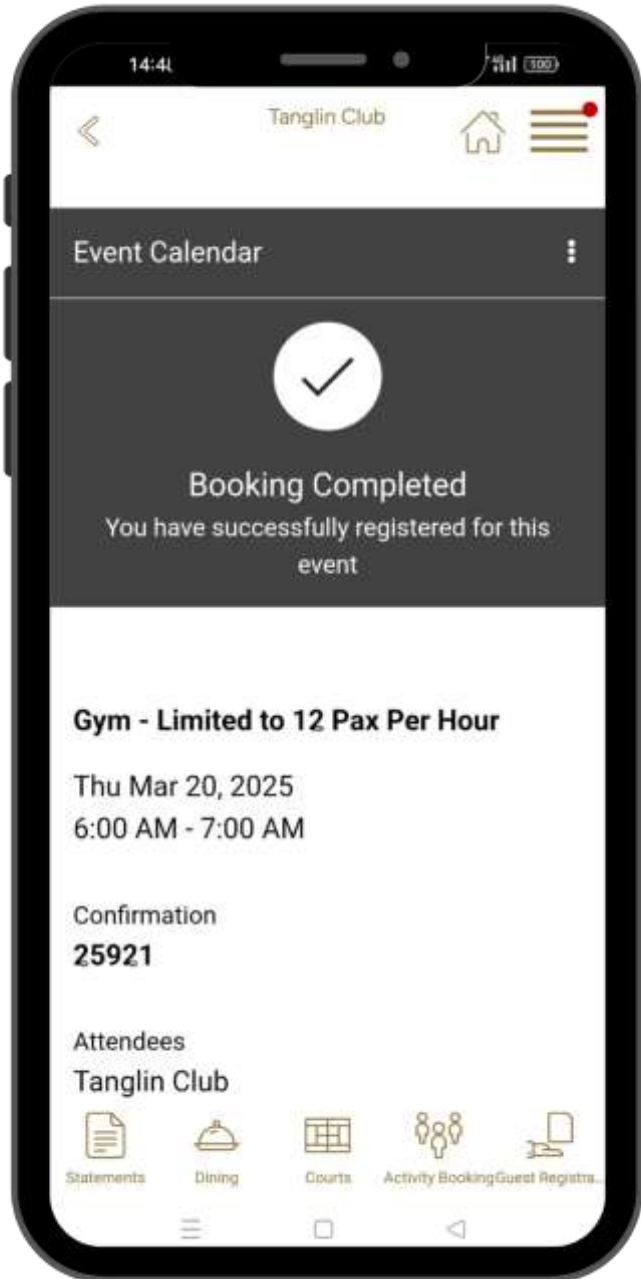
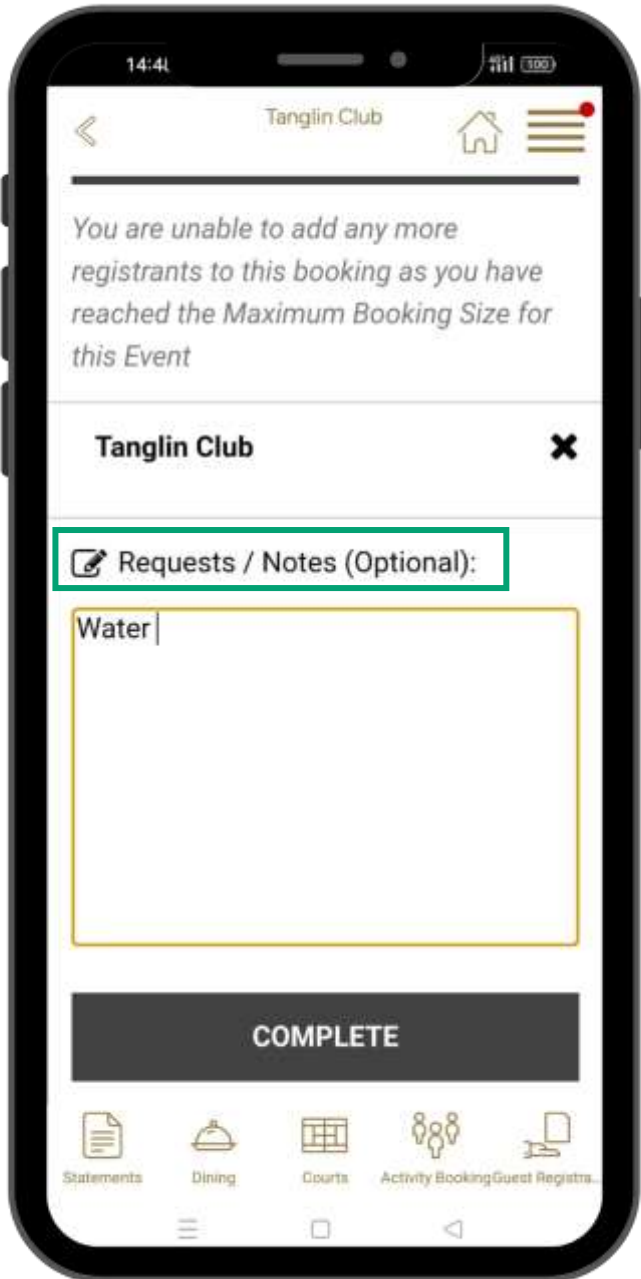
- The **Temporary Gym Booking** main page will load, displaying today's available classes by default. To quickly return to the top of the page, **click the arrow up icon**.
- You can select a class by either:
 - **Using the "Date" option** to choose your preferred gym session date.
 - Scrolling through the list of dates and selecting any session marked with the word **"Register,"** indicating available slots.
 - You can only select a time **3 days** in advance from today's date.



3F. Activity Booking

Step 3:

- After Selecting the gym session, you would see the following information:
 - **Information** of the gym session
 - **More info** (Click on the arrow to learn more)
 - **Others Attending** (see which members are also joining the same session)



3F. Activity Booking

Step 4 (Optional):

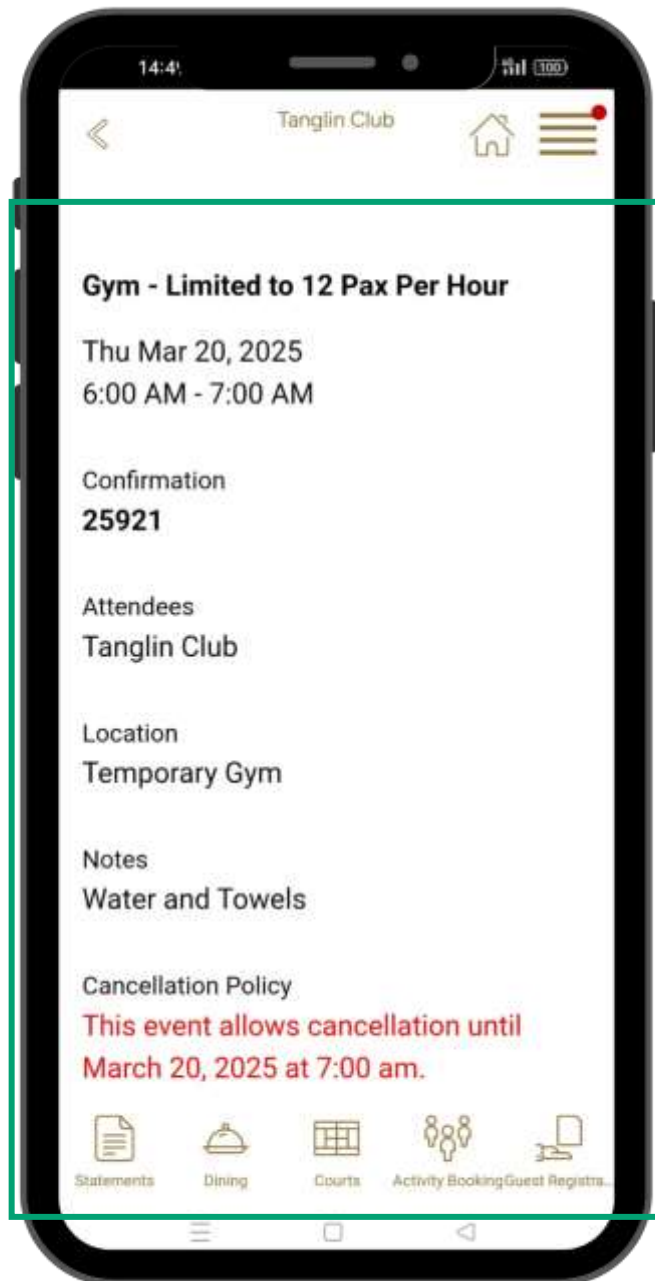
Add in any Requests/Notes

Step 5:

- Click on Complete

Step 6:

- You will be at the booking complete page, and you would be able to see details of the booked gym session.



3F. Activity Booking

Step 4 (Optional):

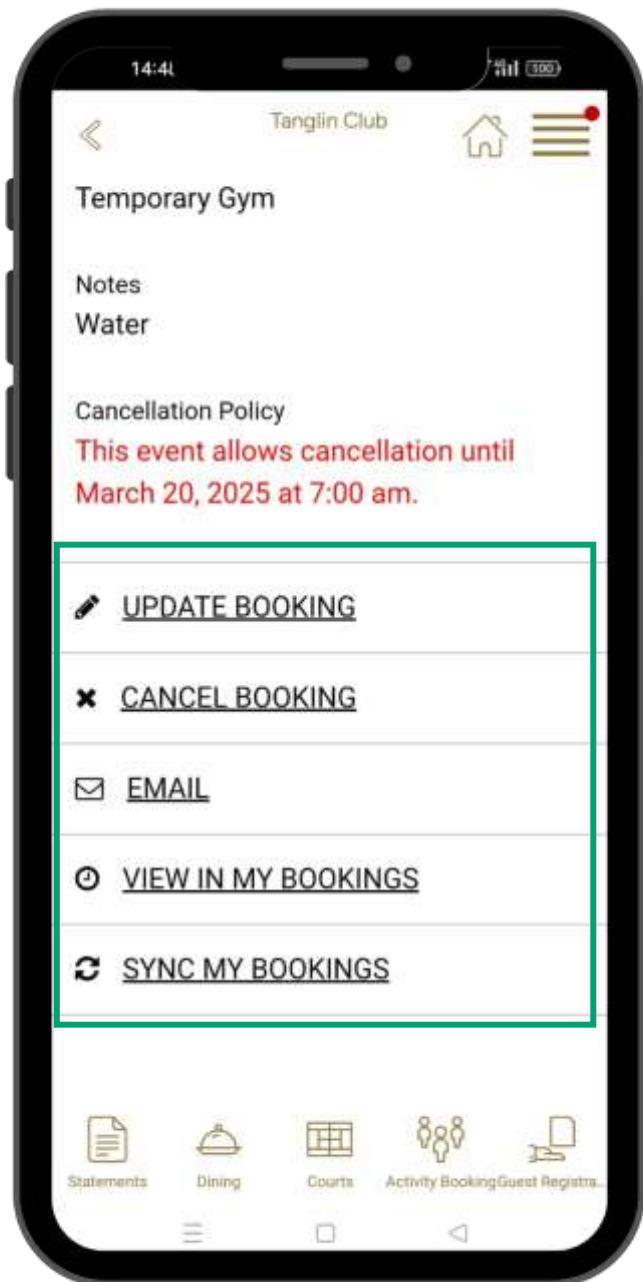
Add in any Requests/Notes

Step 5:

- Click on Complete

Step 6:

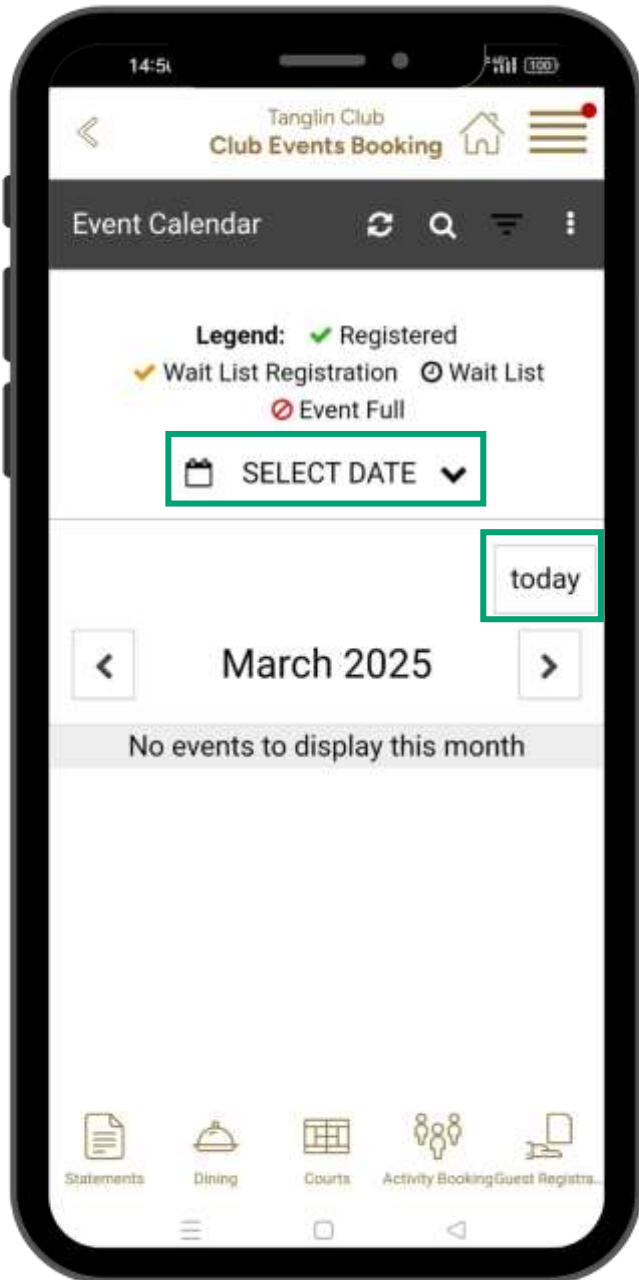
- You will be at the booking complete page, and you would be able to see details of the booked gym session.



3F. Activity Booking

Step 7:

- Scroll down the page to see other options such as:
 - **Update Booking-** Use this option to update your booking if you want
 - **Cancel Booking-** Use this option to delete booking
 - **Email/Sync My Bookings-** use this option to receive the event details to your registered email address
 - **View in My Bookings-** use this option to view the event in My Bookings



3F. Activity Booking

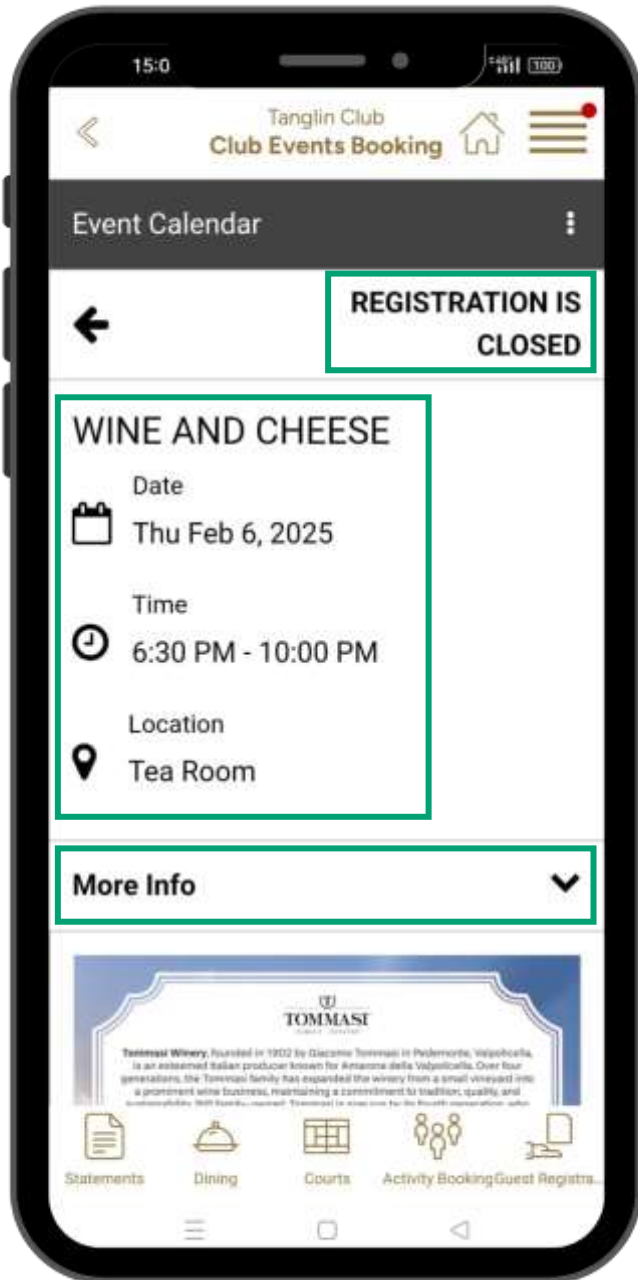
Club Events Booking

Step 1:

- Select **Club Events Booking**

Step 2:

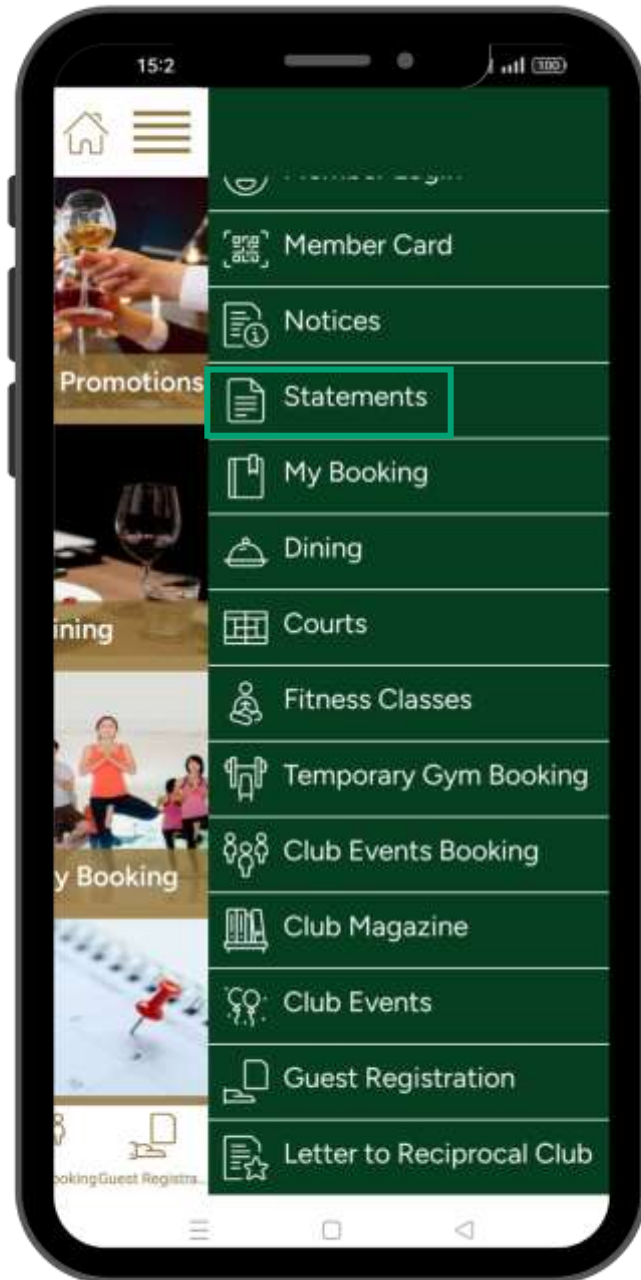
- The Club Events Booking main page will load, displaying this month's events by default
- You can select an event by either:
 - **Using the "SELECT DATE" option** to choose your preferred class date.
 - Scrolling through the list of dates and selecting any event.
 - To view today's events, click on "Today." This will display all events happening on the current day.
 - Note that if there is **no events for the month**, it will show this message:
 - **"No events to display this month."**



3F. Activity Booking

Step 3:

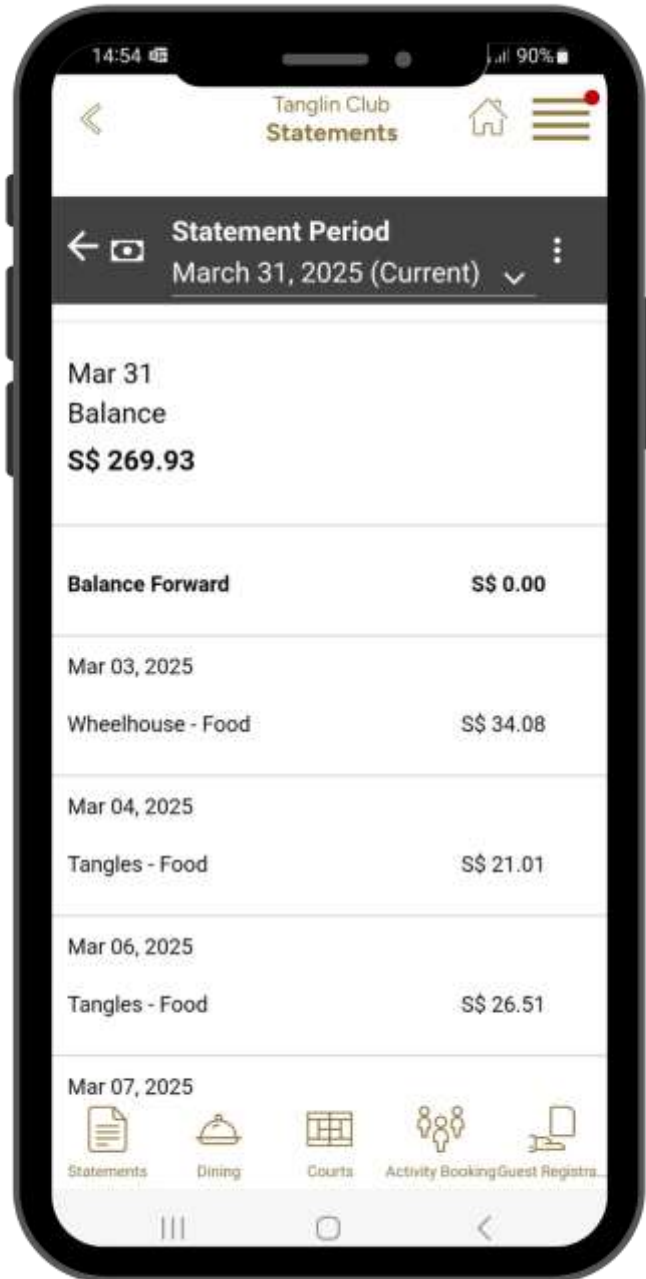
- After Selecting an event, you would see the following information:
 - **Information** of the event
 - **More info** (Click on the arrow to learn more)
 - If you miss the registration date , it will also show this message “Registration is closed”



3G. STATEMENTS

Step 1:

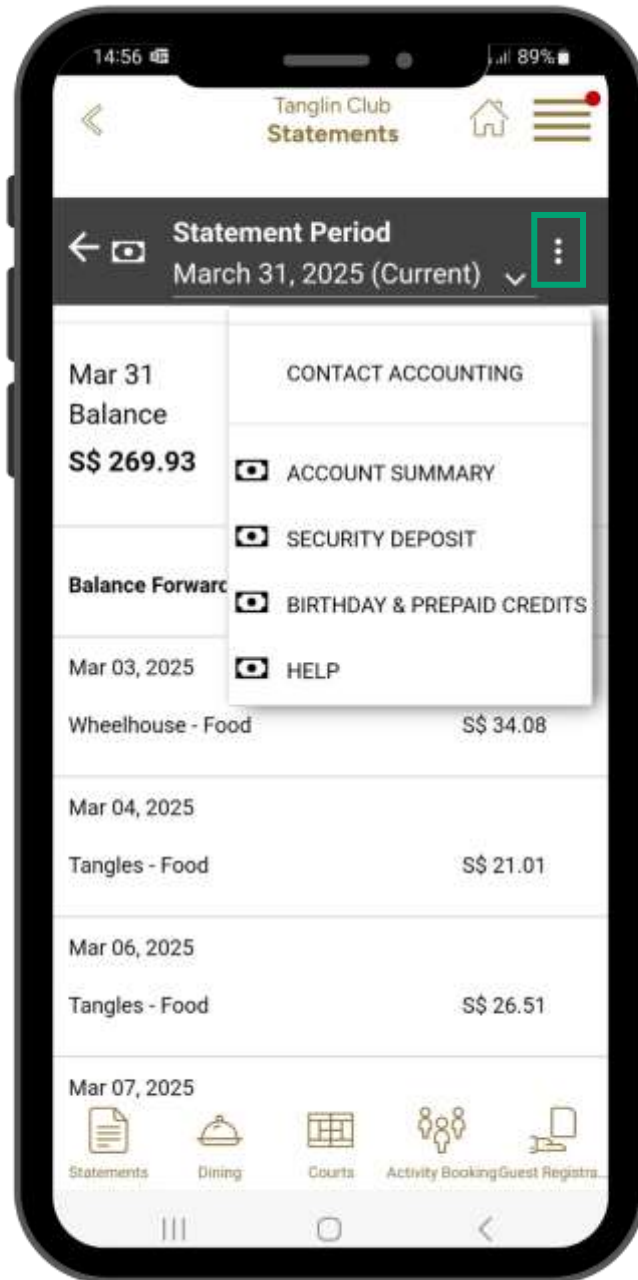
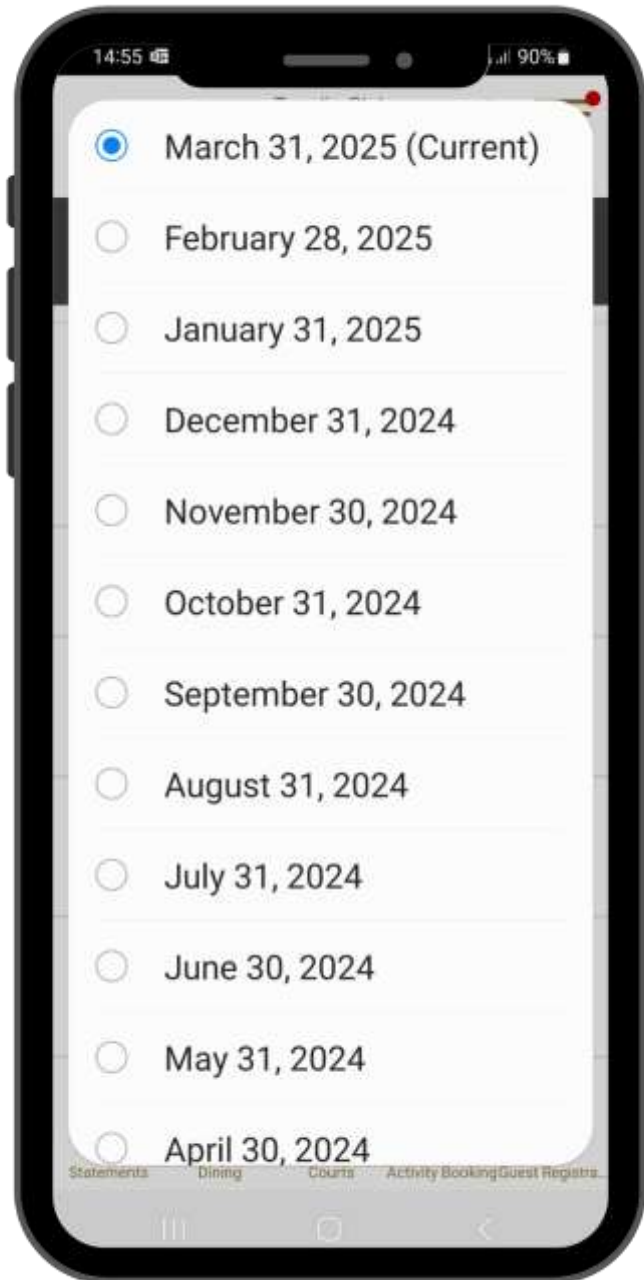
- Tap on **“Statements”**. It can be found on:
 - **The Main Page.**
 - At the **bottom left of the main page.**
 - **Click on the Slide menu, scroll down** till you see the **Statements** option



3G. STATEMENTS

Step 2:

- You will be directed to your Statement page. Statement period is as per current day of access.



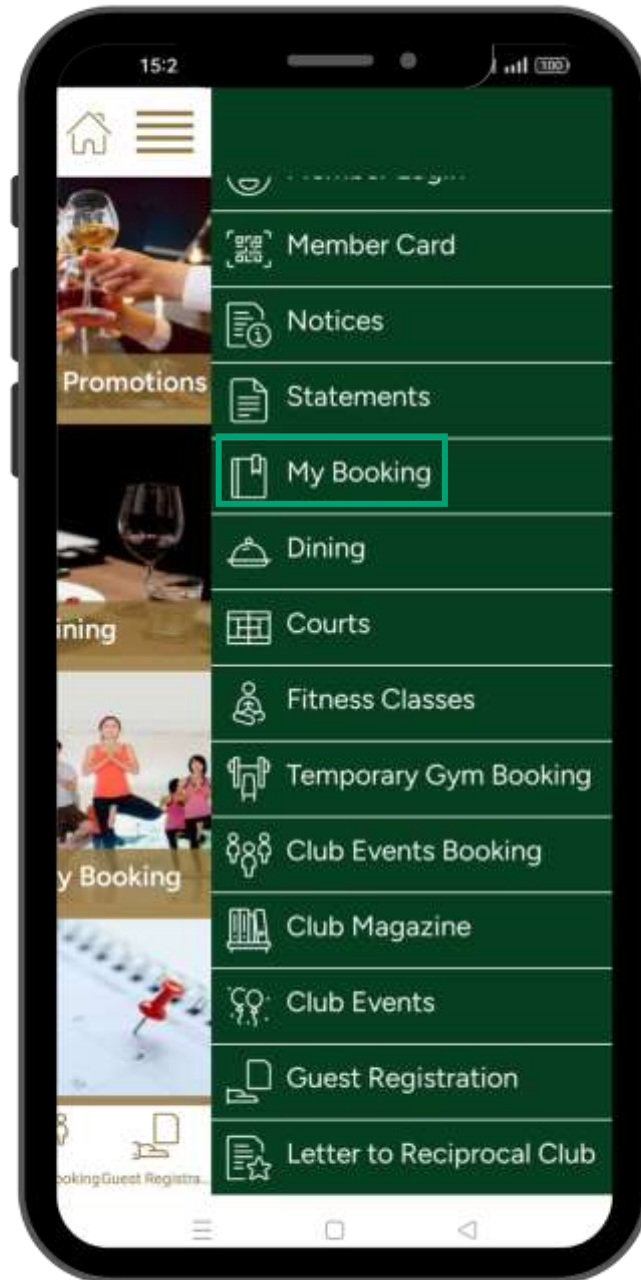
3G. STATEMENTS

Step 3:

- Tap "Statement Period", and a drop-down list of past dates will appear, choose the date of statement you wish to view.

Step 4:

- Tap the 3 dots beside "Statement Period" and you will see a dropdown list of options to view.



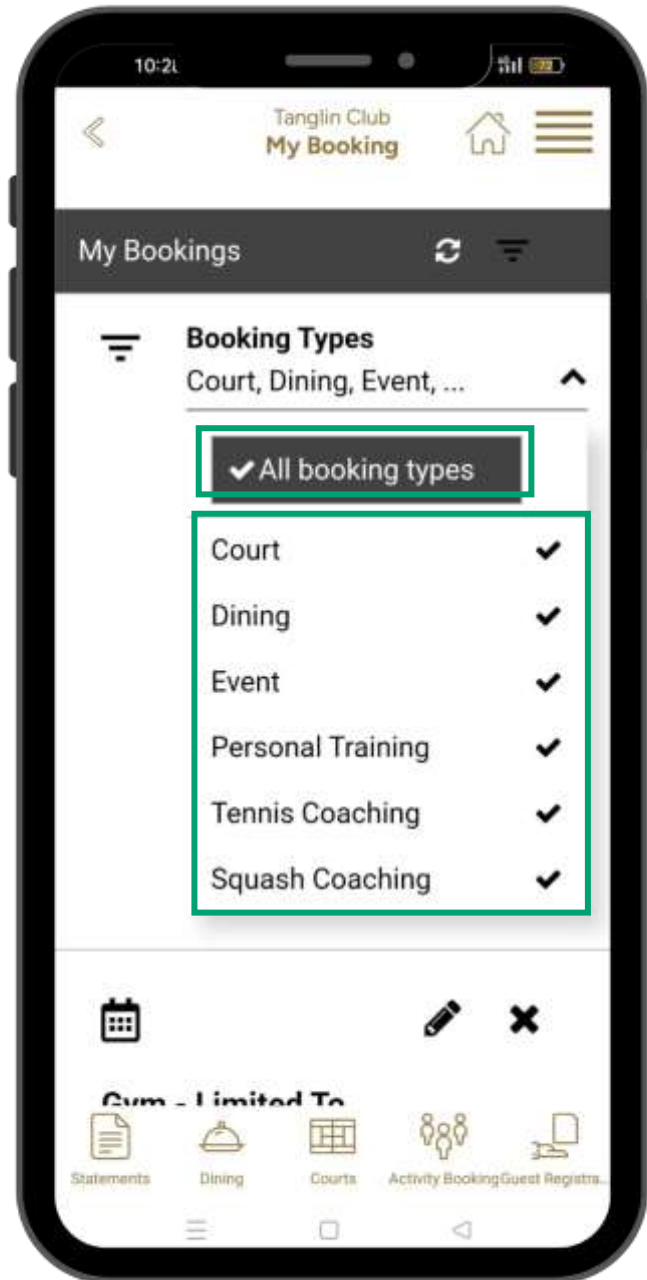
3H. MY BOOKING

You can use bookings to track all the bookings you have made, be it **Court, Dining, Event, Personal Training, Tennis Coaching and Squash Coaching.**

Steps to See your Bookings

Step 1:

- Go to My Bookings which could be found on the Main Page or you can find it by selecting the Slide menu and selecting “My Bookings”

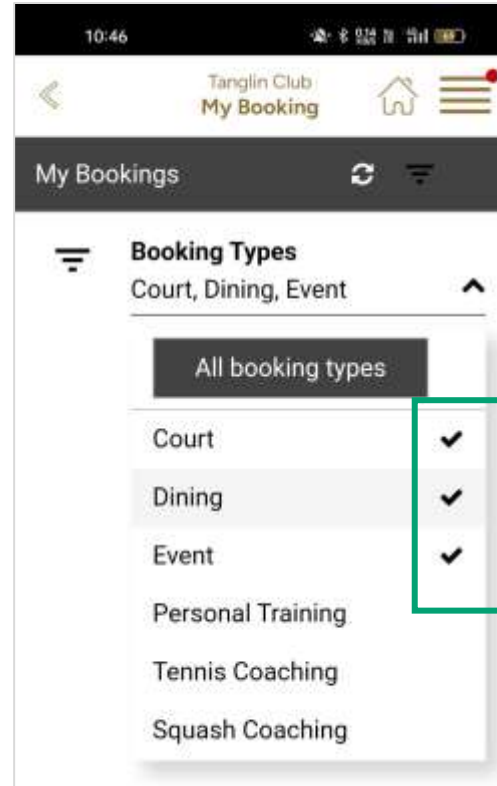
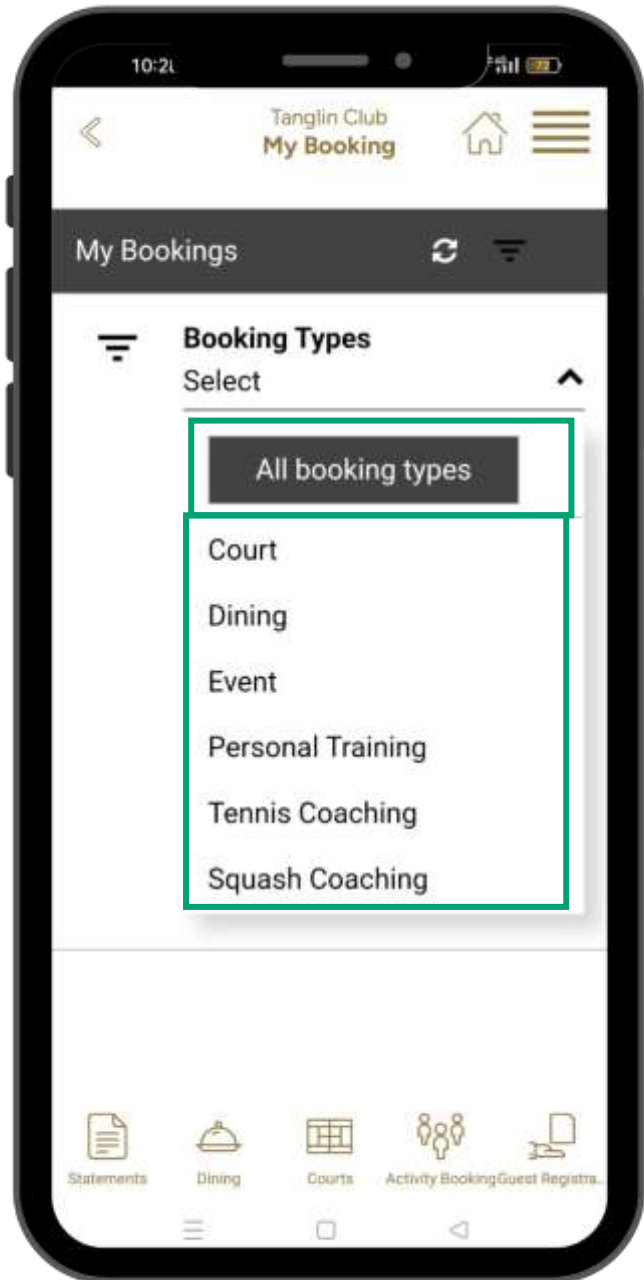


3H. MY BOOKING

To see all bookings:

- **Default View on First Login:** Upon your initial login, all bookings will be displayed automatically.
- **Ensure All Events are Selected:** If bookings are not appearing, verify that all event categories are selected. Ensure each event type checkbox is ticked.
- **Check "All Booking Types" Option:** Alternatively, click on the "All Booking Types" option once to ensure it is selected. This will display all bookings which makes sure all options are selected.

If you do not have any bookings, the page will show this message: "There are no bookings to be displayed."



3H. MY BOOKING

To see a specific booking(s):

Step 1:

- **Deselect All Booking Types:** Click on the “All Booking Types” option until all checkboxes are unticked.

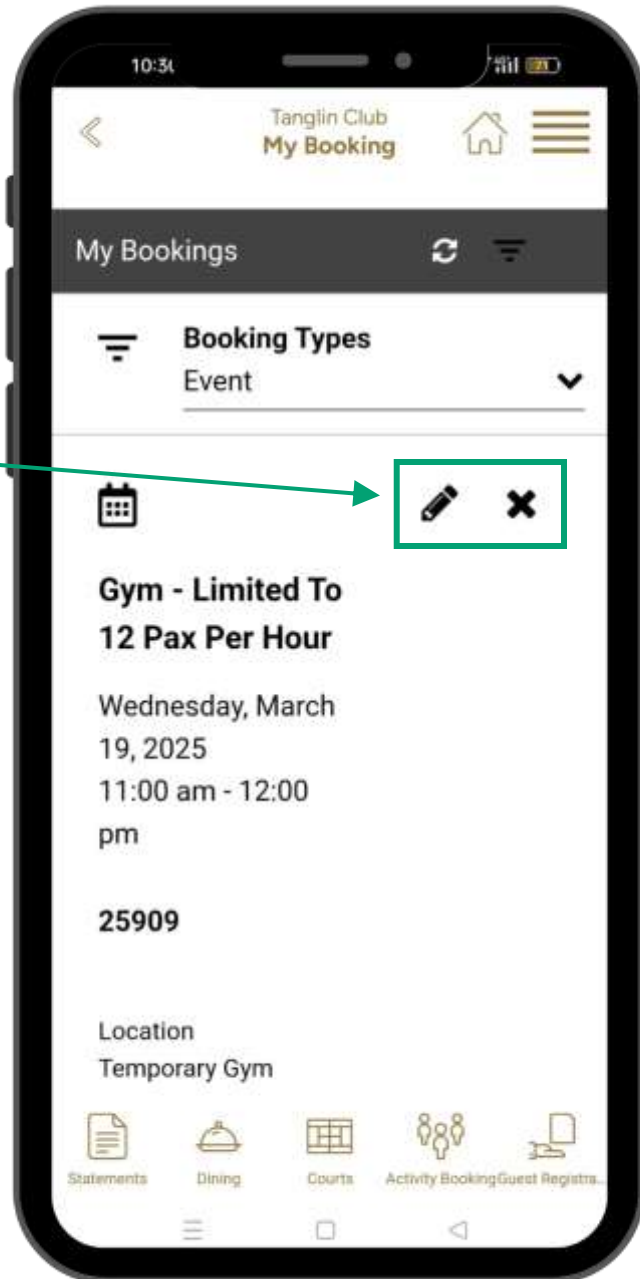
Step 2:

- **Select Specific Booking Type(s):** Click on the desired booking type(s) to select them. A tick will appear next to the selected option.

Step 3:

- **Return to the Booking Page:** Click outside the menu or click the arrow to return to the booking page. You will now see all bookings associated with the selected booking type(s).

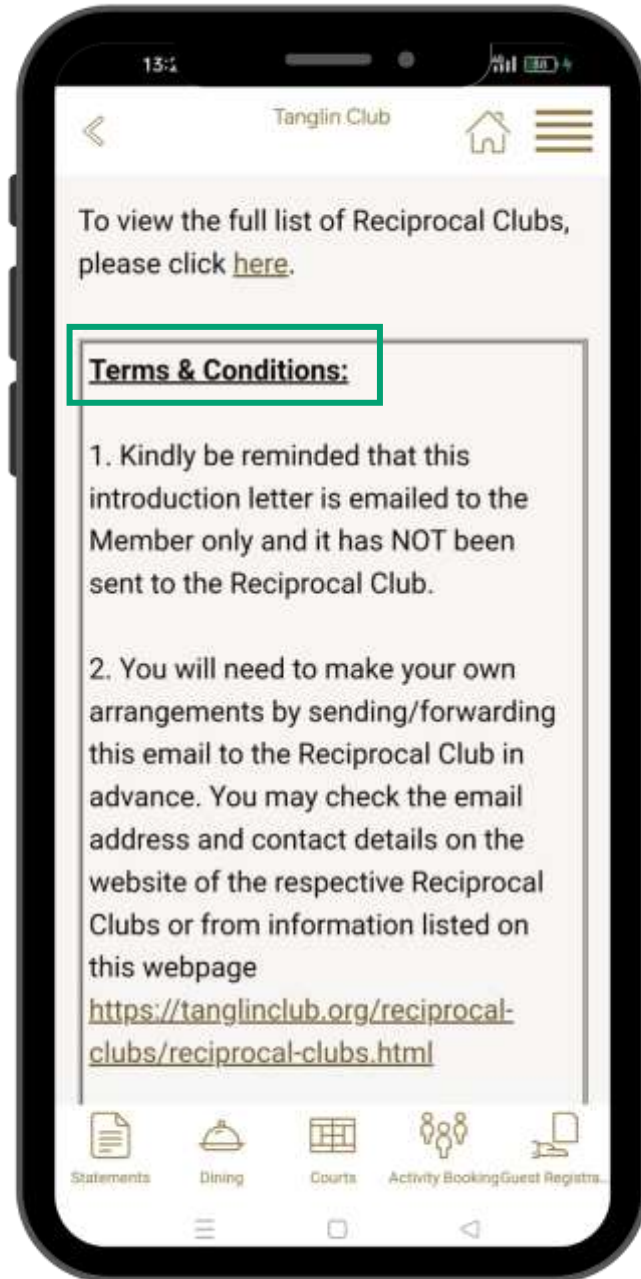
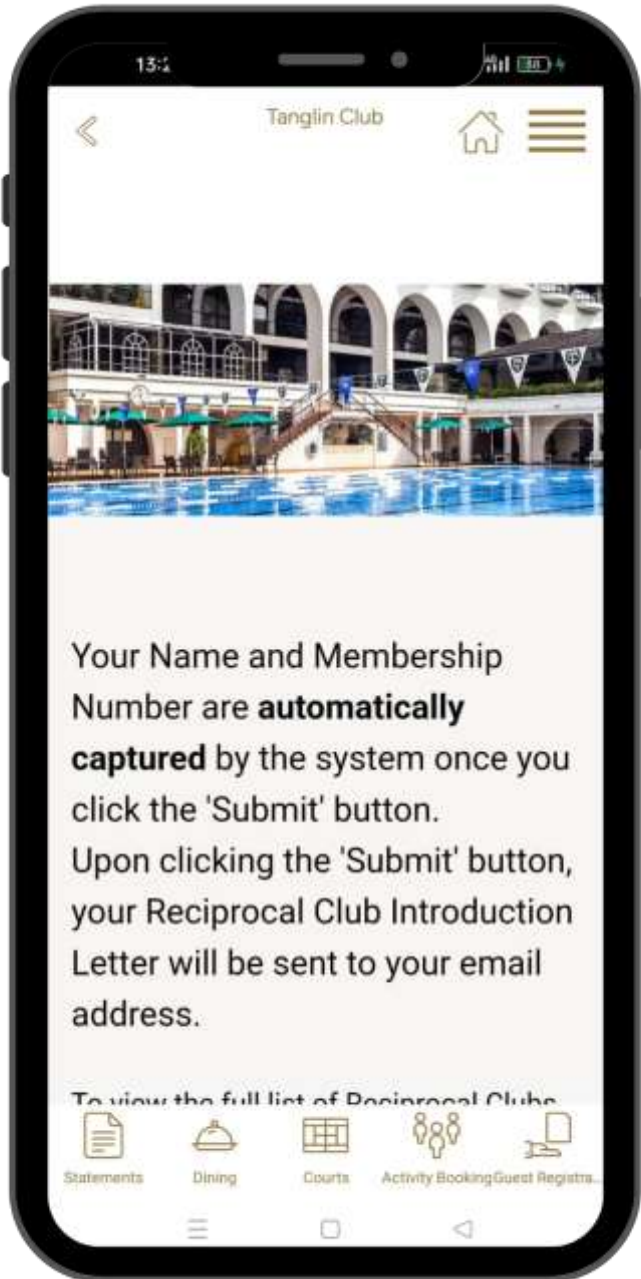
Pencil & “X” icons



3H. MY BOOKING

Some options allow you to either edit or delete your bookings or delete bookings only.

- If you see a **pencil icon** beside your bookings, that means that your booking can be edited.
- If you see a **“X” icon** beside your bookings, that means you can cancel your bookings.



3I. LETTER TO RECIPROCAL CLUB

To see all Reciprocal clubs, click [here](#).

How to generate a letter:

Step 1:

- Read all Terms & Conditions

Step 2:

- Enter your email address (Anyone will do so long as you received the letter preferably your registered email address.)

Step 3:

- Enter Visiting Details such as:
 - Which club you are visiting/staying at
 - **Start Date**
 - **End Date**

Member's Details
 Email Address:

Visiting Details
 Visiting Reciprocal Club:

Start Date	1	Jan	2024
End Date	1	Jan	2024

Accompanying Members' Details, If Any

Membership Number	Member's Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Statements Dining Courts Activity Booking Guest Register

31. LETTER TO RECIPROCAL CLUB

To see all Reciprocal clubs, click [here](#).

How to generate a letter:

Step 1:

- Read all Terms & Conditions

Step 2:

- Enter your email address (Preferably the registered email address to your account, if not an email address where you are able to receive the letter.)

Step 3:

- Enter Visiting Details such as:
 - Which club you are visiting/staying at
 - **Start Date**
 - **End Date**

13:41

Tanglin Club

Member's Details
 Email Address:

Visiting Details
 Visiting Reciprocal Club:

Start Date	1	Jan	2024
End Date	1	Jan	2024

Accompanying Members' Details, If Any

Membership Number	Member's Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Statements Dining Courts Activity Booking Guest Registra.

13:41

Tanglin Club

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Submit

Statements Dining Courts Activity Booking Guest Registra.

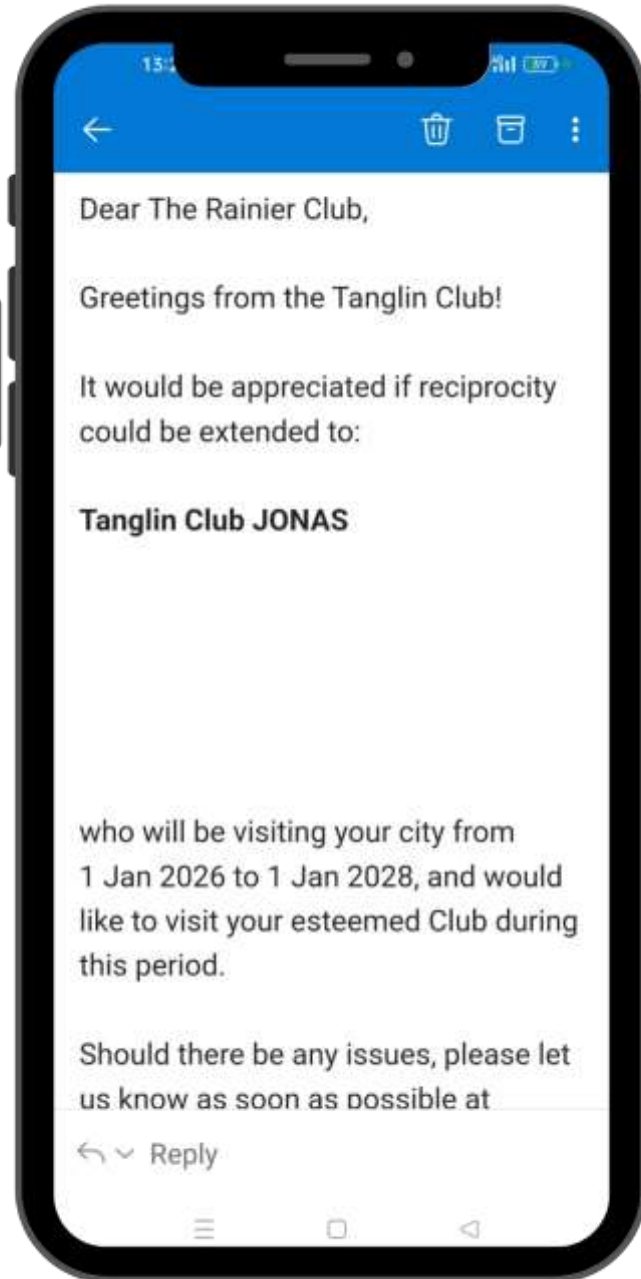
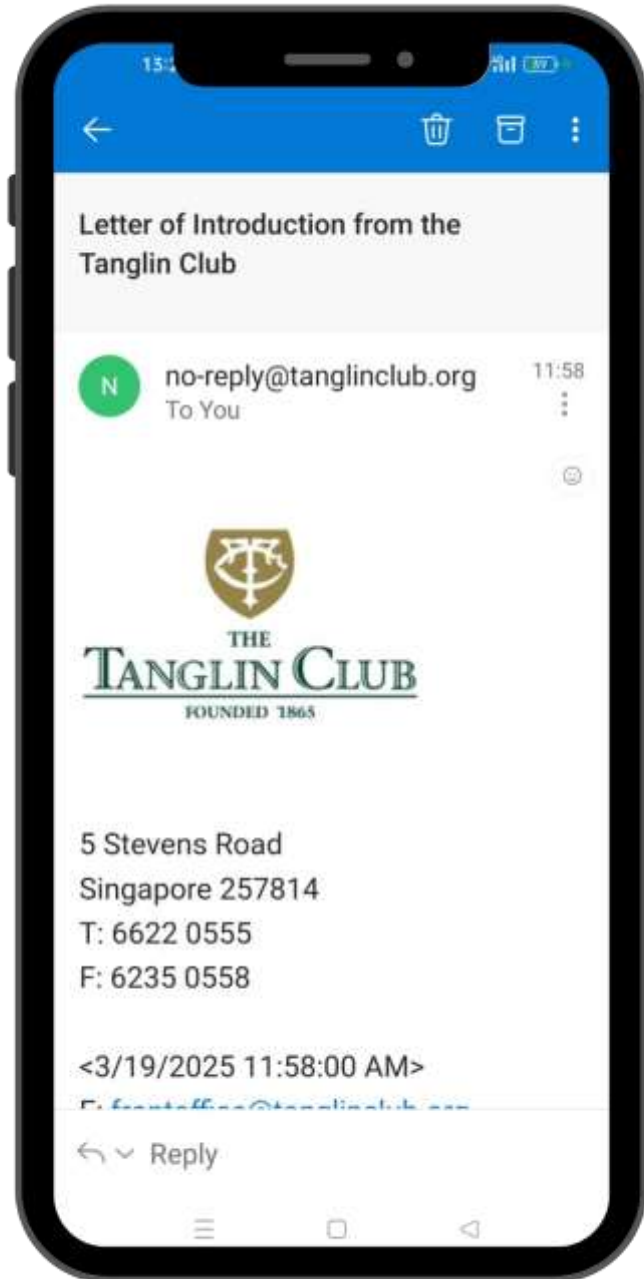
3I. LETTER TO RECIPROCAL CLUB

Step 4 (Optional):

- Add in your Accompanying Members Details such as their:
 - **Membership Number**
 - **Member's Name**

Step 5:

- Click on **Submit** and check your email address used in Step 2, and you should be able to find an automated letter generated to the club.
- Note that the letter **will not be sent to the reciprocal Club**, it is **your responsibility** to send it to the Club.



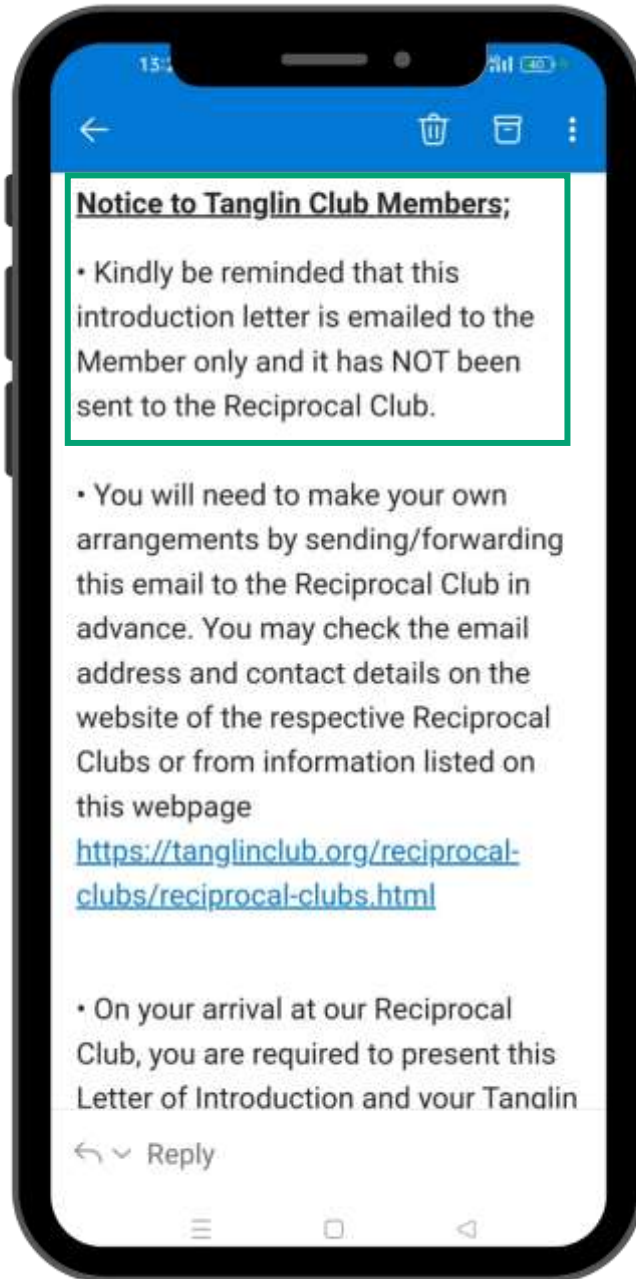
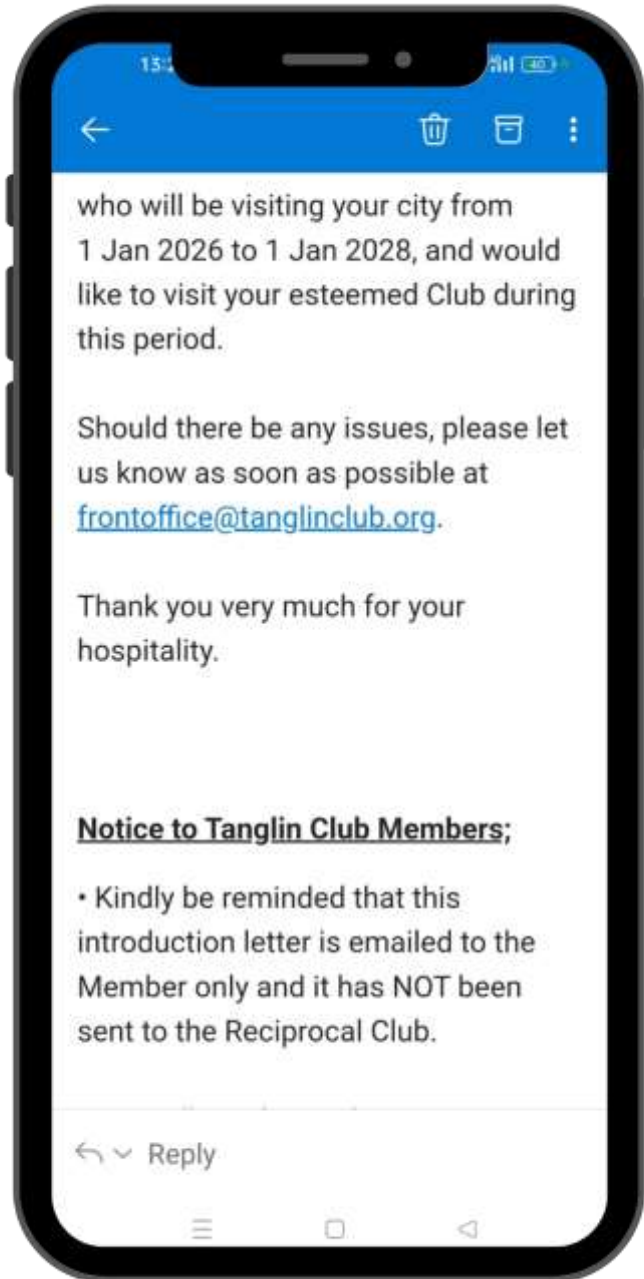
3I. LETTER TO RECIPROCAL CLUB

Step 4 (Optional):

- Add in your Accompanying Members Details such as their:
 - **Membership Number**
 - **Member's Name**

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- Click on **Submit** and check your email address used in Step 2, and you should be able to find an automated letter generated to the club.
- Note that the letter **will not be sent to the reciprocal Club**, it is **your responsibility** to send it to the Club.



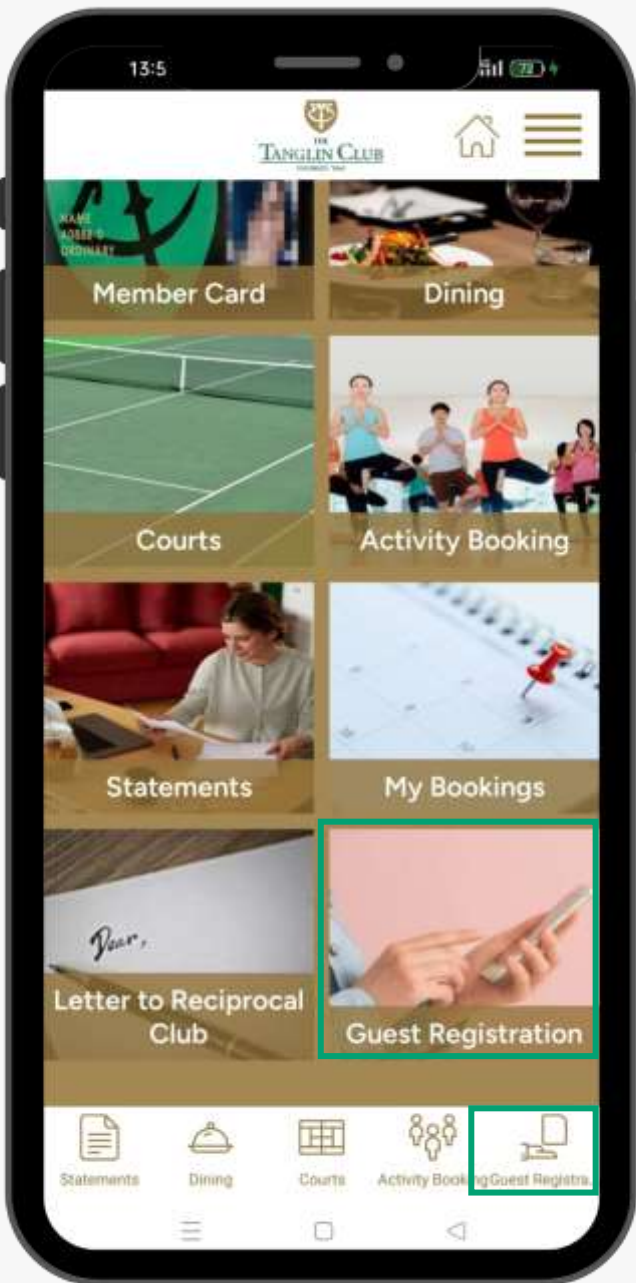
3I. LETTER TO RECIPROCAL CLUB

Step 4 (Optional):

- Add in your Accompanying Members Details such as their:
 - **Membership Number**
 - **Member's Name**

Step 5:

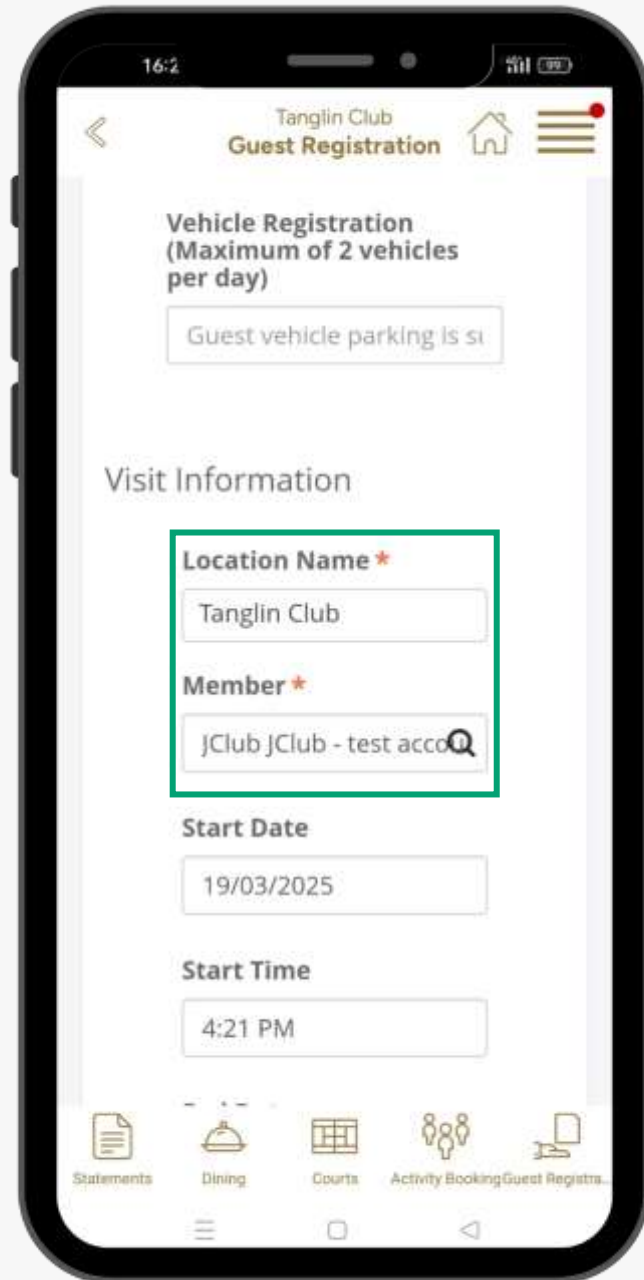
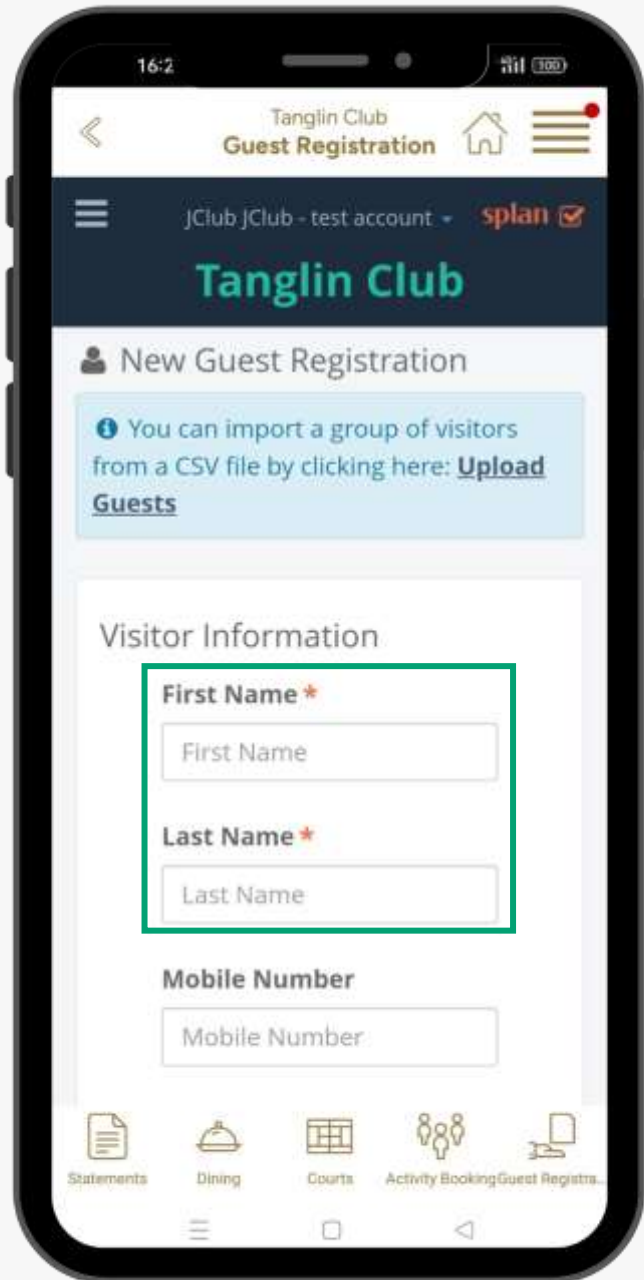
- Click on **Submit** and check your email address used in Step 2 and you should be able to find a automated letter generated to the club.
- Note that the letter **will not be sent to the reciprocal club**, it is **your responsibility** to send it to the club.



3J. GUEST REGISTRATION

To register for your guest, you may find **Guest Registration** function at the following:

- Scroll down the main page till you see the **Guest Registration** option
- Bottom right-hand corner of Main Page, with the **Guest Registration** icon
- Tap top right-hand corner for the Slide Menu, scroll down and look for **Guest Registration** icon



3J. GUEST REGISTRATION

The “New Guest Registration” page will open.

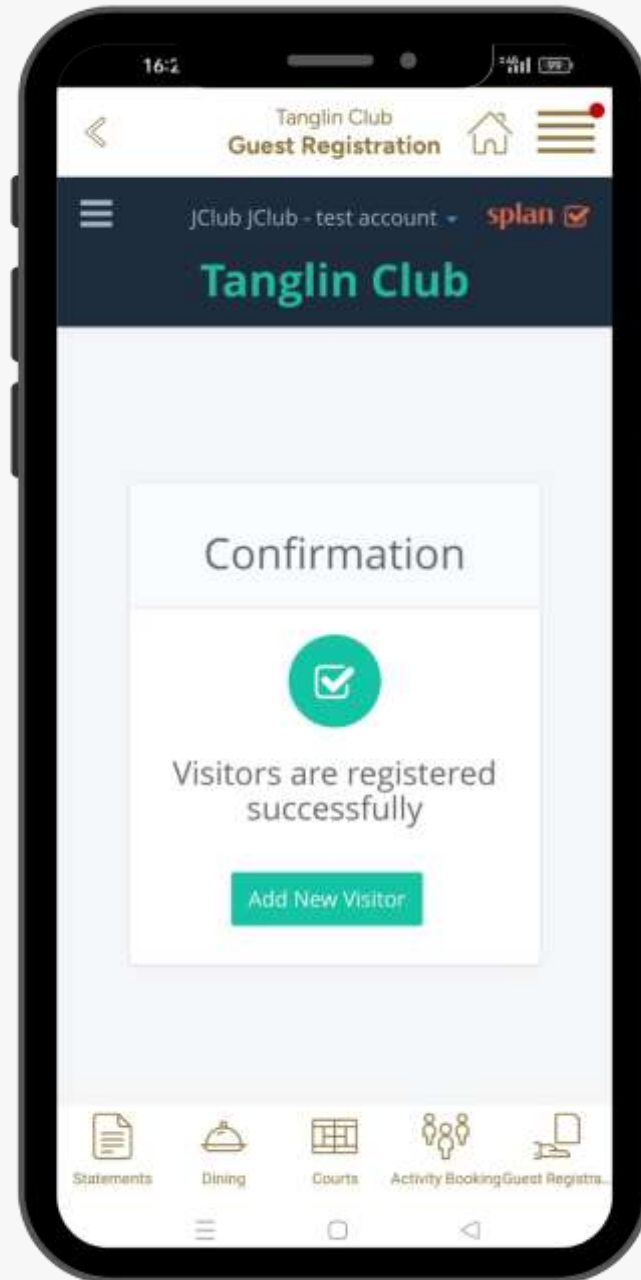
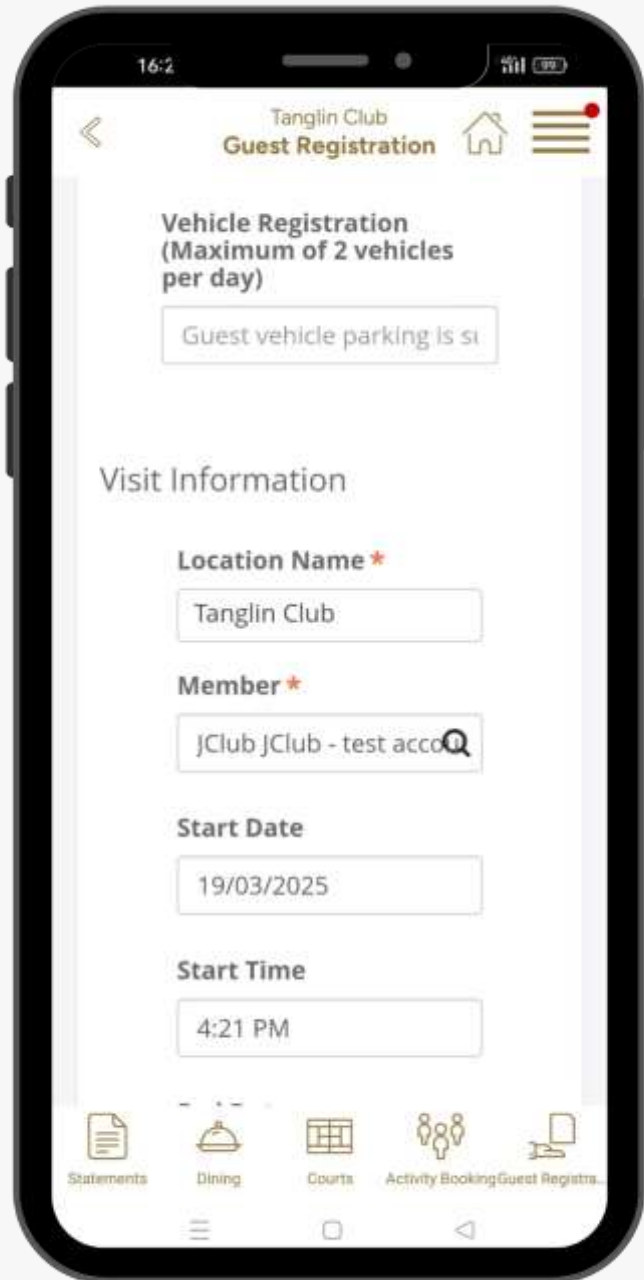
Please fill in **Visitor Information**. Mandatory fields are:

- Guest’s **First Name**
- Guest’s **Last Name**
- **Location Name** – Auto-filled
- **Member** – Auto-filled

*The **Member** field will be filled out based on the account that you use to log in to the mobile app. Location Name will always be **Tanglin Club**.

Key in ***Vehicle Registration** Number if needed

For **guest parking reservations, please SMS / Whatsapp the details to 9011 0611, 24 hours in advance.*



3J. GUEST REGISTRATION

If you have more than one guest, you may select “+Add Another Guest”.

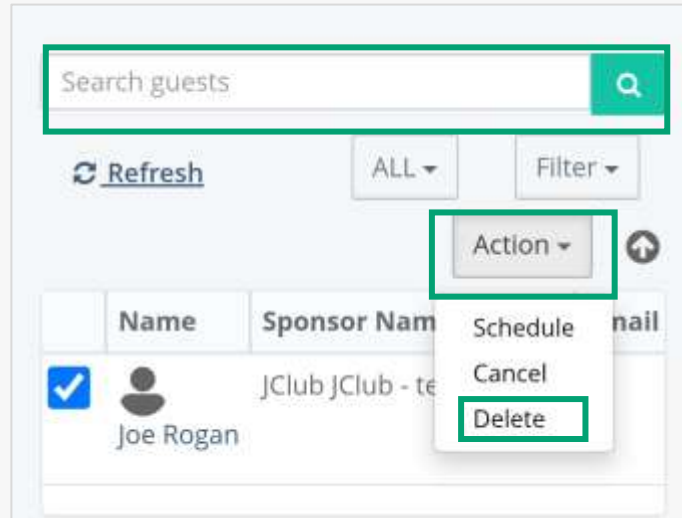
Once done, tap on “Save”

Guest parking is subject to availability

Upon successful submission, you will be greeted with a confirmation page and that’s it!

A gentle reminder on our Guest Parking Policy:

- A member can register a maximum of 2 guest cars at any point.
- Please understand that there is no guarantee that your guest will be granted a lot, as parking lots are available of guests on a first-come first-served basis and upon availability.



3J. GUEST REGISTRATION

Deleting a Guest

Step 1:

- At the Guest Registration page, go to the Slide Menu on the top left

Step 2:

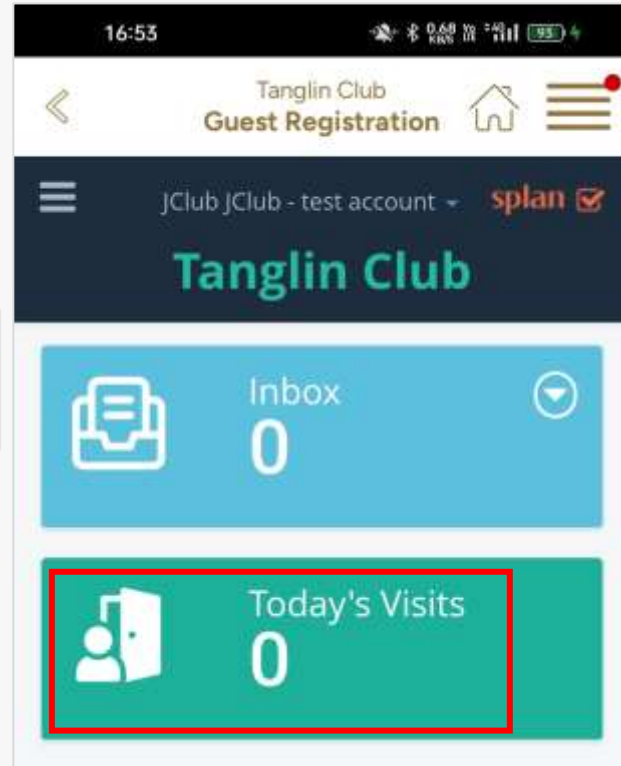
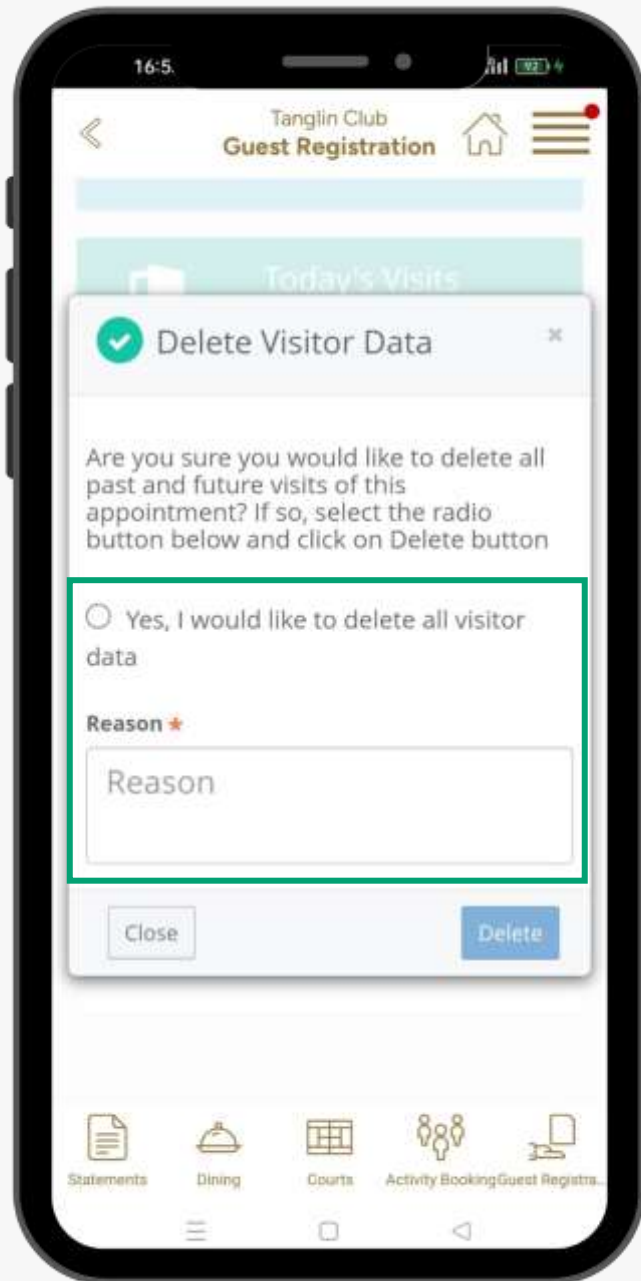
- Click on My Dashboard

Step 3:

- To find a guest to delete, you could either
 - Search for the guest name
 - Scroll down and select the guest you want to delete

Step 4:

- Go to Action and Select Delete



3J. GUEST REGISTRATION

Step 5:

- Select the "Yes" option to delete data
- Add in your Reason why you wish to delete the guest

Step 6:

- Press Delete

To check:

- Try searching for the person you just deleted. If you can't find them, they have been successfully removed from your guest registration.