

How to book a chalet using the booking portal

Step 1: Click on the “**Book Now**” button on www.cscchalets.sg



Step 2: Log in your account

For all users, you need to log in with your User ID and Password. If you have forgotten your password, you may reset your password by keying in your User ID before clicking on “**Forgot Password?**”.

The screenshot shows the "Online Rooms Booking System" login page. It features a sign-up link "Don't have an account, sign up here!" with a question mark icon. Below this is a separator line with "OR" in the center. There are two input fields: "User Id" and "Password". A red text prompt "Key in your User ID" is next to the User Id field. At the bottom right, there are two links: "Forgot ID?" and "Forgot Password?". A red arrow points to the "Forgot Password?" link.

Online Rooms Booking System

Don't have an account, sign up here! ?

OR

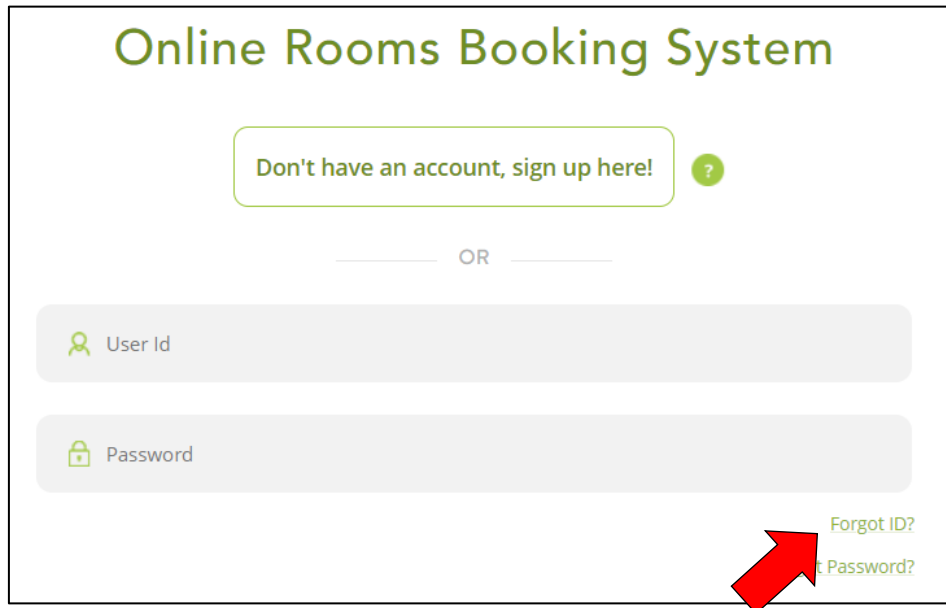
User Id **Key in your User ID**

Password

[Forgot ID?](#)

[Forgot Password?](#)

If you have forgotten your User ID, you may do a User ID Recovery by clicking on **“Forgot ID?”**.



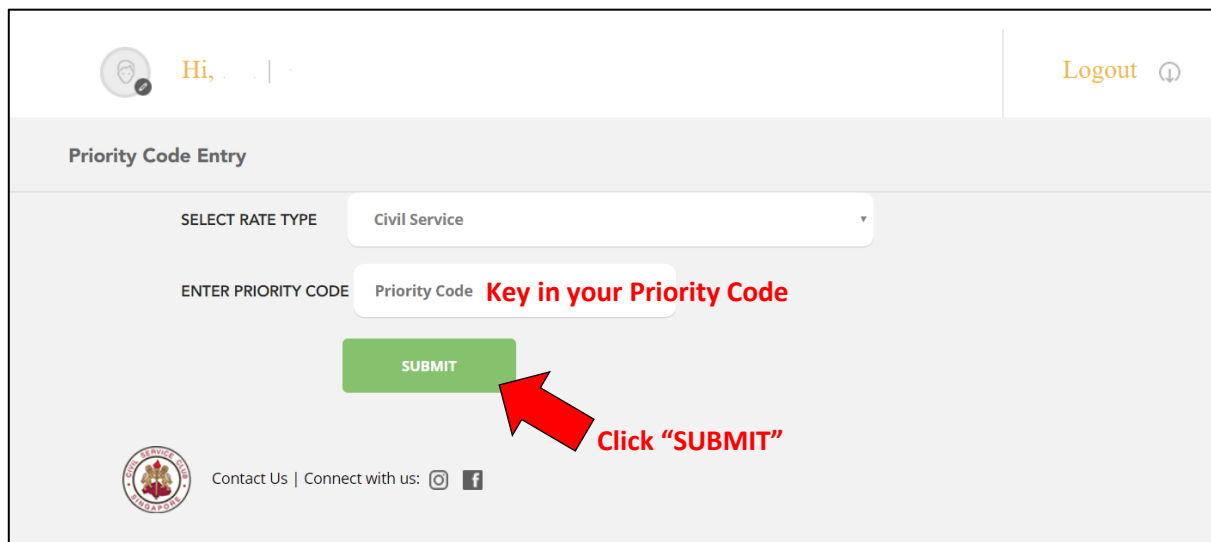
For Civil Servants, Statutory Board Employees, Institute of Higher Learning, Public Healthcare employees, MINDEF staff and members of public who do not have an account, please click on **“Don’t have an account, sign up here!”** to register with us.

If you are no longer a Public Service Officer, you may be required to perform a new registration at our chalet booking page.

Step 3: Keying in of Priority Code

For Civil Servants, Statutory Board Employees, Institute of Higher Learning, Public Healthcare employees and MINDEF staff, you are required to key in your Priority Code at the point of registration on **“ENTER PRIORITY CODE”** to enjoy the special rates. The Priority Code will entitle you to enjoy Public Officers rates when booking our chalet units. The Priority Code can be obtained from your HR department or Flex-work Ambassadors.

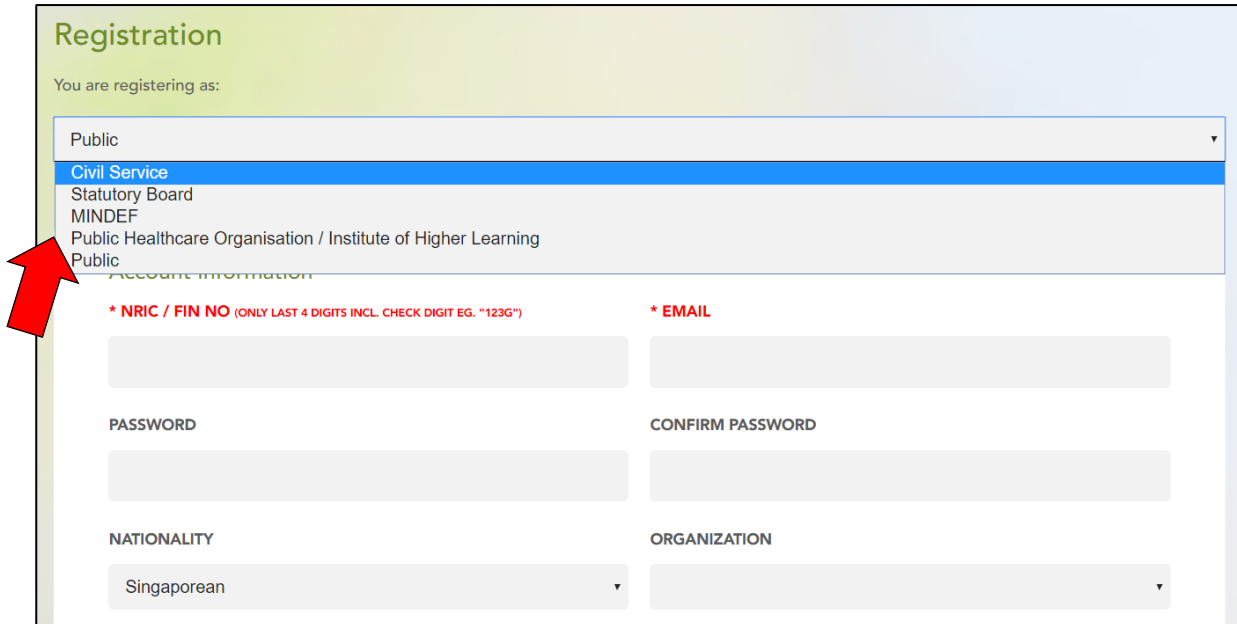
Please note that National Servicemen Full-time (NSFs) are considered members of public. For members of public, you do not need to key in any priority code.



If you are prompted with a message indicating “INVALID PRIORITY CODE”, kindly check with your HR department or Flex-work Ambassadors for the updated priority code. Please note that the priority codes are renewed annually.

Step 4: For NEW users

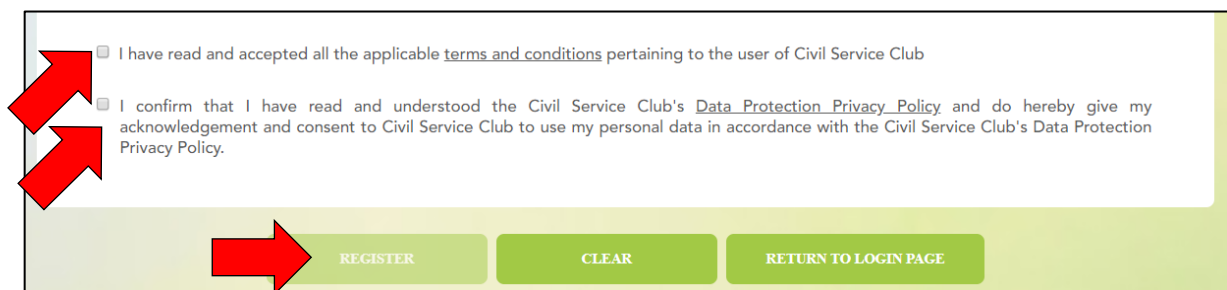
After clicking on the “**Don’t have an account, sign up here!**” button, please select your user type from the list of categories: Public, Civil Service, Statutory Board, MINDEF, Public Healthcare Organisation/ Institute of Higher Learning.



The screenshot shows the 'Registration' page. At the top, it says 'You are registering as:'. Below this is a dropdown menu with the following options: Public, Civil Service (highlighted with a red arrow), Statutory Board, MINDEF, Public Healthcare Organisation / Institute of Higher Learning, and Public. Below the dropdown, there are several input fields: * NRIC / FIN NO (ONLY LAST 4 DIGITS INCL. CHECK DIGIT EG. "123G"), * EMAIL, PASSWORD, CONFIRM PASSWORD, NATIONALITY (with 'Singaporean' selected), and ORGANIZATION.

Proceed to fill up the form with your details for Account Information, Personal Information and Address Information.

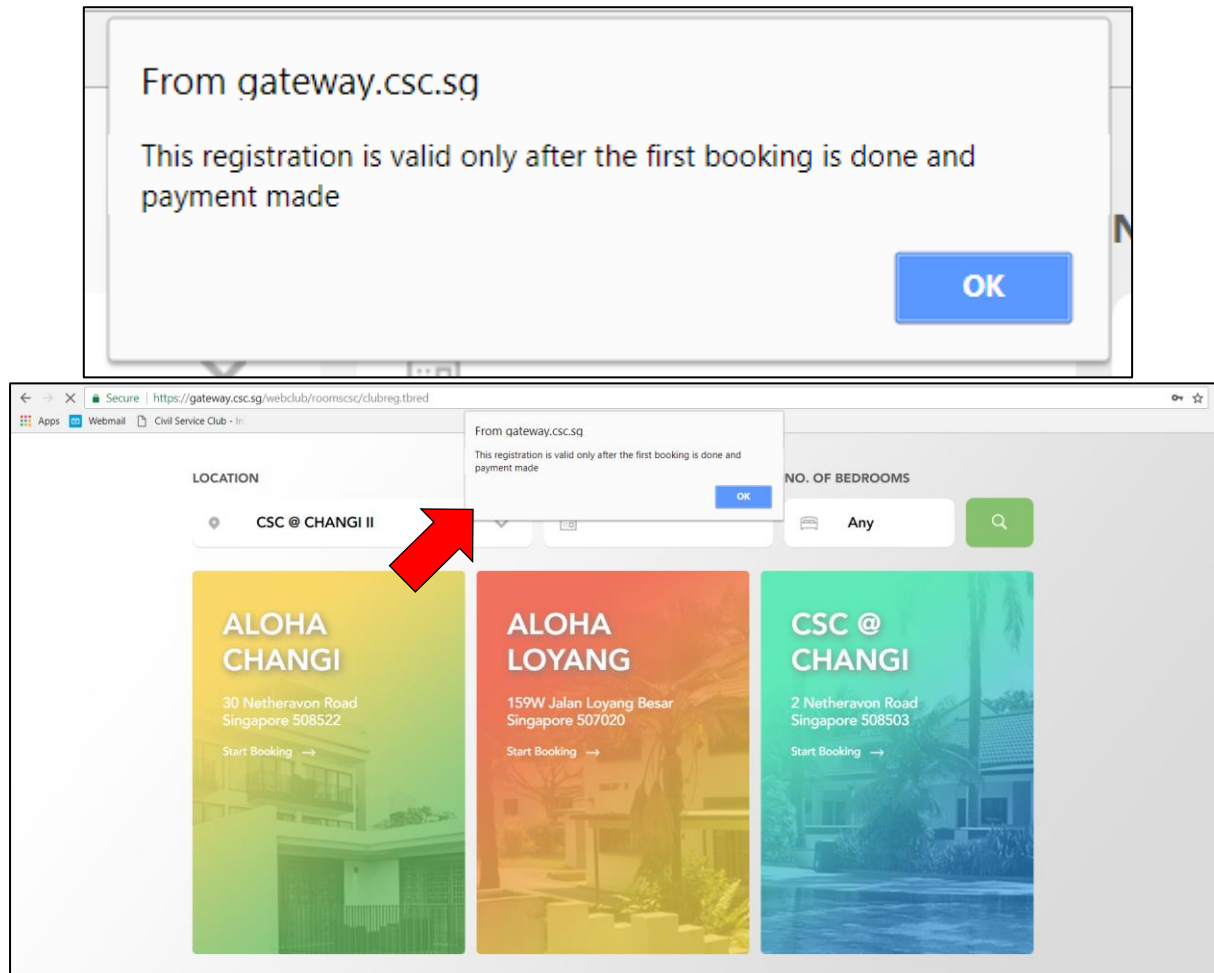
After which, do acknowledge the Terms and Conditions and Data Protection Privacy Policy by clicking on the check box, before you proceed to click on “**REGISTER**”.



The screenshot shows the bottom section of the registration form. It contains two checkboxes with text: 'I have read and accepted all the applicable [terms and conditions](#) pertaining to the user of Civil Service Club' and 'I confirm that I have read and understood the Civil Service Club's [Data Protection Privacy Policy](#) and do hereby give my acknowledgement and consent to Civil Service Club to use my personal data in accordance with the Civil Service Club's Data Protection Privacy Policy.' Below these are three buttons: REGISTER (highlighted with a red arrow), CLEAR, and RETURN TO LOGIN PAGE.

Check the Terms & Conditions and Data Protection Privacy Policy before registering

After clicking on “**REGISTER**”, you will see a message pop up that will indicate “This registration is valid only after the first booking is done and payment made”. It is important to note that your account will not be registered in our booking system should you choose not to complete your booking. Hence, you will need to repeat the registration process again.




Step 5: Making your booking

Once logged in with your account, you may select your preferred location from the dropdown on “**LOCATION**”: CSC @ CHANGI II (Former Aloha Changi), CSC @ LOYANG (Former Aloha Loyang) or CSC @ CHANGI.

Choose your date of check-in for “**CHECK IN**”.

Once done, you may click on the SEARCH button to generate the search.

SEARCH button



LOCATION: CSC @ LOYANG

CHECK IN: 17/04/2018

NO. OF BEDROOMS: Any

ALOHA CHANGI
30 Netheravon Road
Singapore 508522
Start Booking →

ALOHA LOYANG
159W Jalan Loyang Besar
Singapore 507020
Start Booking →

CSC @ CHANGI
2 Netheravon Road
Singapore 508503
Start Booking →

From the search, you may proceed to select your preferred Type of Accommodation and click on the check-in date to select your stay period.


TYPE OF ACCOMMODATION

GARDEN BUNGALOWS , GARDEN TERRACES , POOL TERRACES , SEA VIEW BUNGALOW 1 , SEA VIEW BUNGALOWS , SEA VIEW TERRACES

FILTER


GARDEN BUNGALOWS

☐ Fully Booked ☐ Select ☐ Bedroom

Type of Accommodation	17 Apr (Tue)	18 Apr Wed	19 Apr Thu	20 Apr Fri	21 Apr Sat	22 Apr Sun	23 Apr (Mon)
 BUNGALOW (GARDEN)	\$345.00	\$345.00	\$345.00	Fully Booked	Fully Booked	\$560.00	\$345.00

GARDEN TERRACES

☐ Fully Booked ☐ Select ☐ Bedroom



You will be brought to your Room Booking page with the Room Policies, Arrival Date, Departure Date and Total Amount Summary.

Please ensure that you have selected the correct chalet unit of your choice, check-in date and number of nights before proceeding.

HL

CSC @ LOYANG Logout

Rooms Booking for CSC @ LOYANG, BUNGALOW (GARDEN)

GARDEN BUNGALOWS | BUNGALOW (GARDEN)

Room Policies

- Check in Time: 3pm - 7:30pm.
- (Subject to availability)
- Check Out Time: 8:45am - 10:30am. (Check-out time will be scheduled by us)
- A refundable security deposit of \$200 in Cash is payable during check-in. Strictly no cancellation of booking. No refund will be given. A valid Civil Service card or employee's ID must be produced upon check-in. A penalty will be imposed if you do not come in person before 2030hrs.
- Changes for the contact number and email address will not be updated / reflected in your membership.
- A surcharge of \$150 applies for External Catering. Guest must be strictly 18 years old and above in order to make a room reservation, check-in and check-out of chalet.
- Dog-Friendly Bungalow is strictly for Dog Owners Only.

ARRIVAL DATE 03/09/2019 **DEPART DATE** 04/09/2019 **NO. OF NIGHTS** 1 **ROOM NO** -- Select Room No --

ADD-ONS

BBQ Pit Booking

(For CSC @ CHANGI, please check with Changi BBQ Pavilion here)

Baby Cot

(Subject to availability)

TOTAL SUMMARY

	ROOM	SGD 316.80
ADD-ONS	SGD 0.00	
GST AMOUNT (8.75%)	SGD 25.18	
TOTAL AMOUNT	SGD 338.98	
VOUCHER/ PROMO CODE	SGD 0.00	
NET AMOUNT	SGD 338.98	

CONTACT NO. EMAIL

Any changes to email address will be used only for this booking. It will not update member's particulars.

☐ I Agree to the Terms and Conditions

Check the Terms & Conditions agreement

BACK BOOK NOW

After checking that all the information is correct, do acknowledge the Terms and Conditions agreement by clicking on the check box, before you proceed to confirm your chalet booking on **"BOOK NOW"**.

Step 6: Make your Payment

You will be redirected to a payment page. You may follow the steps provided to complete your payment. Please note that if the payment is not made or complete, your booking is not confirmed. For NEW users, your account that was created will not be registered as well.

Should you have further queries, please contact us at:

CSC @ Changi I

Hotline : (65) 6709 4706 or (65) 6709 4709

Email : rooms@csc.sg

CSC @ Changi II (former Aloha Changi)

Hotline : (65) 6545 2343 or (65) 6545 6373

Email : changi2@csc.sg

CSC @ Loyang (former Aloha Loyang)

Hotline : (65) 6581 9033 or (65) 6582 8006

Email : loyang@csc.sg

We look forward to having you stay with us!

Chalets booking team