



# KRPM ONLINE FLIGHT BOOKING

## 3 EASY STEPS

- 1) SIGN UP & REGISTER
- 2) LOGIN & BOOK
- 3) CONFIRM FLIGHTMATES

To start, scan this QR CODE



or login to

<https://myqissoft.com/qissoftclubweb/>

For detailed instructions, check out the

**"QUICK GUIDE TO KRPM ONLINE FLIGHT BOOKINGS"**



## QUICK GUIDE TO KRPM ONLINE FLIGHT BOOKINGS

KRPM will launch the QiSoft Online Flight Booking for Tee-Off Times to allow members to book flights WITH IMMEDIATE EFFECT. The Online Booking Module will allow members to book flights 7 days ahead for ALL days. Phone bookings will continue to be available.

### A) HOW TO SIGN-UP & REGISTER

- 1) Open <https://myqisoft.com/qisoftclubweb/> on your browser.
- 2) Click **First Time Login** or **Sign Up** and provide your details. Fields marked with \* are compulsory to be filled.
- 3) Create a **Login ID** name that you wish to be identified with on this website and a **Password** that you will use to access the online booking site. **DO NOT FORGET YOUR LOGIN ID AND PASSWORD.**
- 4) You may use either your IC No (just 12 digits with any "-") or Passport No or both for Club authentication.
- 5) Make sure your **Email Address** is entered correctly. Confirmation of bookings will be sent to your email and your email will also be used to retrieve any lost password.
- 6) All details provided must be exactly similar to your latest records in KRPM database which are on your Monthly Statement. Once logged in, you may **Request Update Profile** under **Member Account** or by completing the Member's Details Update Form available at the Reception Counter.
- 7) Click **Register** to sign up your new account.
- 8) Click **Login** on the left column or on the **Home** page to enter the next level of registration.
- 9) Enter your Login ID and Password that you have signed up with, click **Login**
- 10) Go to **Login Account** on the left column, select **Register Club**
- 11) Select **KELAB RAHMAN PUTRA MALAYSIA** from the drop down options and enter your **Membership Number** (should not contain any *space* or "-". See your monthly statement on how your membership number is written)
- 12) Click **Submit Registration**.
- 13) Upon verification and authentication with KRPM database, you will be notified if your registration has been successful or not.
- 14) For the registration to take effect, please re-start your browser and log in again.
- 15) You may request to update your profile in KRPM database by selecting **Request Update Profile** under **Member Account**. The details on the left are what are your personal data in the KRPM database. You may change any of these data on the right. When done, click **Submit**. Please allow 2 -5 days for the update to take effect.
- 16) Should you require to change any of your personal details on this Online Website, like email address or home address or password, under **Login Account**, you can click **Edit Profile** or **Change password**.

## **B) HOW TO LOGIN & BOOK A TEE TIME**

- 1) Select **Golf Tee Time** on the left column.
- 2) Click either one of the **New Booking**. The **(Quick)** will only show the times that are available and **(Show All)** will show all tee times and also the membership numbers of those who have taken up the tee times.
- 3) Select the Course you wish to play, the **Lakes** or the **Hills**.
- 4) Select the **Date** that you want to play. You will only be able to select the date that is 7 days ahead from 10am.
- 5) Select the **Tee Time** that is available and that you wish to book. Once the Tee Time is selected the details will be show below.
- 6) Select if you wish to play 9 Holes or 18 Holes.
- 7) If correct, click **Confirm and Booking**.
- 8) A pop up message will inform you that your booking is successful but not confirmed. An email is sent to your email address.
- 9) You will be able to book a second 18 Hole or 9 Hole tee time if the second tee time is more than 4 hours and 20 minutes from the first confirmed 18 Hole tee time.
- 10) You will be able to book another 9 Hole tee time that is 2 hours and 10 minutes after the earlier 9 Hole tee time.

### **NOTE:**

- a) The person who did the booking is automatically a named person in the flight. This can only be changed by the Golf Registration Counter staff. If you are not able to play, you must contact the staff to effect any change.
- b) **GC Slot** cannot be booked via online. If the GC Slot has no membership number, they are not taken up by any GCs, it will be available to members after the Latest Cancellation Time. Only phone booking is possible to book empty GC Slot.

## **C) HOW TO CONFIRM YOUR BOOKED TEE TIME**

- 1) Although booking was successful, it is not confirmed until you have provided the names of your flight mates.
- 2) You should provide the names of your flight mates before the Latest Cancellation Time, which is at 12 noon, two days before the booked day of play.
- 3) Go to **Golf Tee Time** on the left column, select **View/Cancel Booking**, you will see all the flights that you have booked.
- 4) Click **Edit Golfer** on the far right of your booked Tee Time.
- 5) Enter the Membership No of the players in **Member No**. The system will automatically fill up the name and handicap when you hit return. However, if you have a guest, just enter the name of your guest and their handicap and leave [Member No] blank.
- 6) When done, click **Submit**. A pop up message will confirm that your Edit Golfer was successful and email is sent to your email address.
- 7) If you wish to CANCEL your booking, click **Delete**.
- 8) If you did not confirm your flight mates via Edit Golfer before the Latest Cancellation Time, your booking will be cancelled and a late cancellation fee of RM50 will be debited to your account.
- 9) The cancelled booked time will be open for online booking by other members.

**NOTE:** Please note that the program will automatically log you off if left idle for 5 minutes. To continue, please Login again.