



SDBA Booking Web Portal – Members’ User Guide

Information accurate as of 17 May 2025

1. Introduction

Welcome to the official boat rental booking portal for Singapore Dragon Boat Association (SDBA):  <https://portal.sdba.org.sg>

This system is designed to help SDBA’s associates and affiliates – including schools, corporate teams, and individual dragon boat athletes – easily reserve dragon boats for training or recreational use.

This guide is tailored for **members** – the individuals or representatives responsible for making and managing bookings.





2. Getting Started

2.1 Account Registration

To make any bookings, you'll need to have an SDBA portal account.

Steps to Register:

1. Go to <https://portal.sdba.org.sg>.
2. Click "**Create an Account Here**" on the login screen.

A screenshot of the login page for the Singapore Dragon Boat Association Boat Rental Portal. The page has a light gray background. At the top left, it says "Singapore Dragon Boat Association" in blue and "Boat Rental Portal - Log In" in red. Below this, there are two input fields: "Email" with the text "example@outlook.sg" and "Password" with a series of dots and a toggle icon on the right. A dark blue "Sign In" button is centered below the fields. Underneath the button is a link for "Forgotten Password?". At the bottom, there is a link "Do not have an account? Create an Account Here" where "Create an Account Here" is highlighted with a red box. Below that, it says "By using this system, you agree to our Terms of Use & Privacy Policy".

Login page, with fields for entering login credentials and button for new user account creation

Should you already have an existing account, please skip the account registration process and login directly by entering your login credentials in the login page.



3. Fill in the required details:

- Full Name
- Email Address
- Password
- Confirm Password

Singapore Dragon Boat Association Boat Rental Portal - Account Registration

Full Name

Enter your full name

Email

name@email.com

Password

Create password



Confirm Password

Confirm password



Password Requirements:

- Minimum 8 characters long - the more, the better.
- At least one lowercase character.
- At least one number, symbol, or whitespace character.

By using this system, you agree to our [Terms of Use & Privacy Policy](#)

Create Account

4. Click **"Create Account"** to submit the form.



5. Check your email inbox for a **verification email** and click the provided link to verify your email address.



Welcome to Singapore Dragon Boat Association

Dear Test Affiliate MOE School,

Thank you for registering an account with us. We are thrilled to have you on board and look forward to providing you with the best experience possible.

Should you have any questions or need assistance, our support team is always here to help.

[Confirm Your Email Address](#)

Once verified, you may proceed to log in normally to the portal.



2.2 Setting Up Your User Profile

After logging in for the first time, you will be prompted to complete your profile setup.

Good Afternoon, Test Associate

Create Your Profile
Before we get started, please fill in your profile details.

Contact Details

Email Address

Full Name

Billing Address

Billing Postal Code

Phone Number

Singapore Dragon Boat Association Membership Details

Select your Current Membership Type

Non-Affiliate Affiliate Affiliate (MOE Schools) Associate

Required Profile Information:

- Full Name
- Billing Information
- Phone Number
- Membership Type:
 - Non-Affiliate
 - Affiliate
 - Affiliate (MOE Schools)
 - Associate

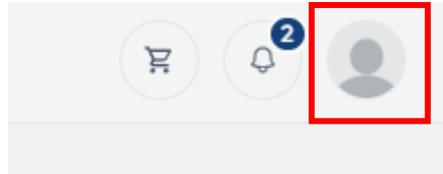
Once completed, you will be taken to the **User Dashboard**.



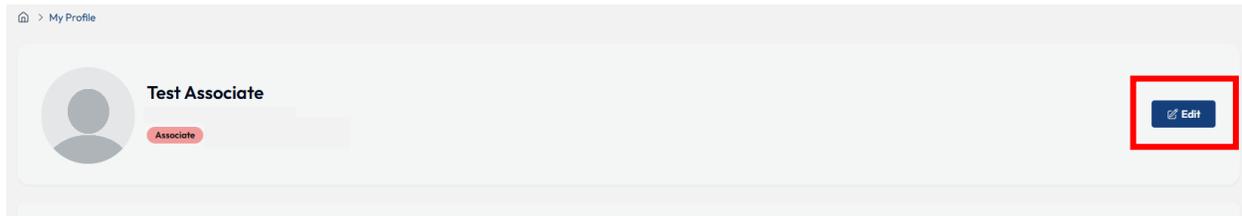
2.3 Editing Your User Profile

You may edit your user profile anytime, as such:

- Click on the profile icon on the top right of the page and select **"My Profile"** from the dropdown menu.



- Click on **"Edit"**



- Make any necessary changes to your personal details. You may also choose to reset your password here, by selecting the **"Security"** Tab.

A screenshot of the user profile edit form. The "Security" tab is highlighted with a red rectangular box. The form contains fields for Full Name (Test Associate), Email Address (sdbatestassociate@gmail.com), Billing Address (Kallang Wave Mall, D'Penyetz Stall), Billing Postal Code (812345), and Phone Number (+65 8888 7777). At the bottom, there are four buttons for Membership Type: Non-Affiliate, Affiliate, Affiliate (MOE Schools), and Associate (which is highlighted in blue).

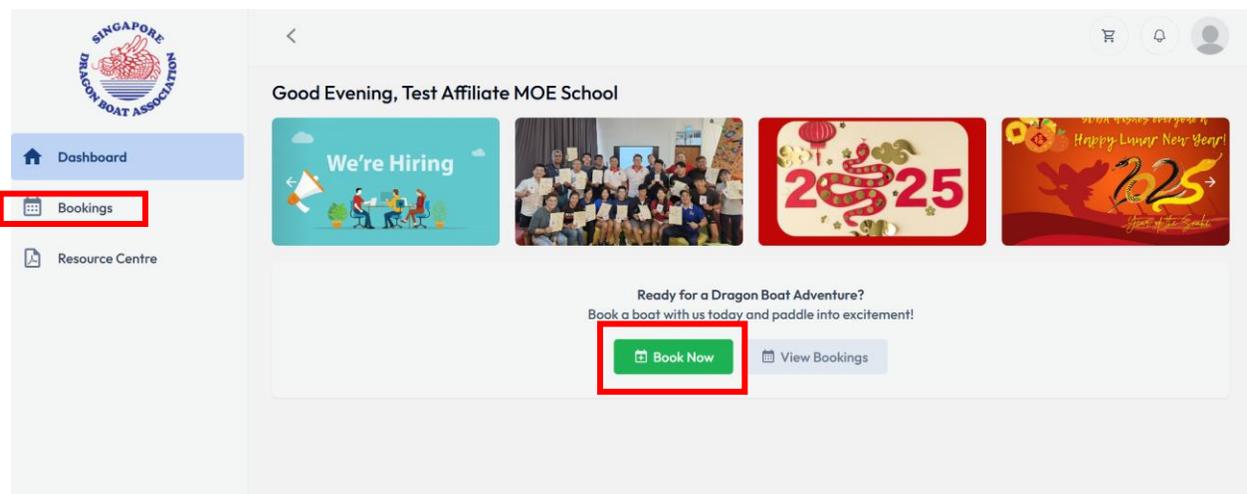


3. Making a Booking

3.1 Accessing the Booking Page

From the Dashboard:

- Click **“Book Now”**
- OR
- Use the left navigation panel and select **“Bookings”** > **“Create New Booking”**





3.2 Creating a New Booking

On the **New Booking** page:

1. **Select Boat Type:**

- DB22
- DB12
- DB6



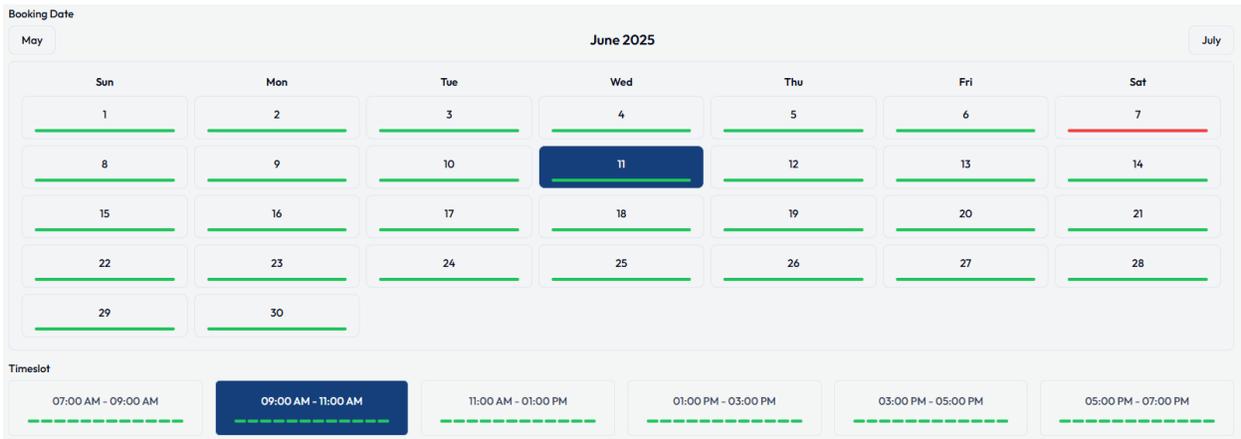
2. **Choose Quantity:**

Select the number of boats you wish to book.



3. **Select Date & Timeslot:**

Use the calendar and dropdown to choose your preferred booking date and timeslot.



Example of a 11 June 2025, 9 – 11am booking



4. Add Optional Services:

- Toggle **“Safety Boat”** ON if required.
- Toggle **“Lifeguard”** ON if required.

Special Requests

Do you require a safety boat? <input type="radio"/> No	Do you require a lifeguard? <input type="radio"/> No
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5. Additional Notes:

- You can provide any special requests or remarks in the two available text fields.

Remarks

You may include any remarks here

Special Requests

You may include any special requests here

6. Confirm Details:

- Click **“Confirm Your Booking Details”**

Remarks

Special Requests

[Confirm Your Booking Details](#)



3.3 Review & Add to Cart

- A pop-up will display your booking summary.
- Please review and ensure all booking details are correct.
- Click “**Add Booking to Cart**” to proceed.

Confirm Booking Details

Please Confirm Your Booking Details

You will not be able to edit your booking after adding to cart.

Tuesday, 03 June 2025
09:00 AM - 11:00 AM

Booking Details	\$120.00
Associate 2 x DB22 Vessel @ \$60.00	\$120.00
Remarks Weekly Training	
Special Requests No special requests needed	
Addons	\$200.00
Safety Boat	\$200.00
Subtotal	\$320.00
Goods and Service Tax (GST) @ 9.00%	\$28.80
Grand Total	\$348.80

[Add Booking to Cart](#) [Close](#)



3.4 Checkout & Payment

1. Review all booking items on the **Checkout Page**.
2. Ensure all details and pricing are correct.
3. Click **“Checkout”**

Tuesday, 03 June 2025
09:00 AM - 11:00 AM

Booking Details	\$120.00
Associate 2 x DB22 Vessel @ \$60.00	\$120.00
Remarks Weekly Training	
Special Requests No special requests needed	
Addons	\$200.00
Safety Boat	\$200.00
Subtotal	\$320.00
Goods and Service Tax (GST) @ 9.00%	\$28.80
Grand Total	\$348.80

Total: \$348.80 [Checkout](#)

4. At the Booking Checkout page, please review and confirm that your billing details and information are all accurate; and click **“Pay Now”** to proceed to payment.
5. Should you have any active coupon codes, they will appear automatically in this page. Simply click on **“Apply”** to use.

Booking Checkout [Return to Cart](#)

Billing & Contact Information

Membership Type:
Associate

Organization

Full Name
Test Associate

Email
sdbatestassociate@gmail.com

Billing Address
Kallang Wave Mall

Billing Postal Code
812345

Phone Number
+65 8888 7777

14 min 26 sec Please complete your payment before the timer ends.

Total: \$43.60 [Pay Now](#)



6. A QR code will be generated.

A screenshot of a mobile payment interface. At the top, it says 'SDBA' and 'CLOSE'. Below that, it shows 'Amount SGD 348.80'. In the center, there is a large purple QR code with the 'PAY NOW' logo above it. Below the QR code, it says 'Scan above QR code image using your internet banking app'. Underneath, there are icons for various banks: DBS, HSBC, OCBC, and UOB, followed by '& Other banks'. At the bottom, it says 'Powered by HitPay'.

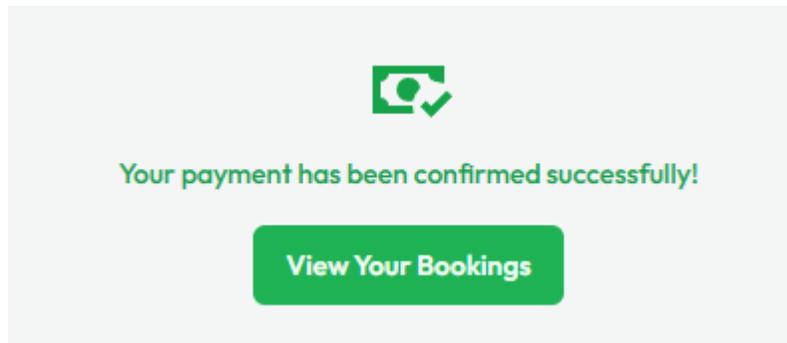
- Scan the QR code using your preferred banking app (e.g., PayNow) to complete payment.



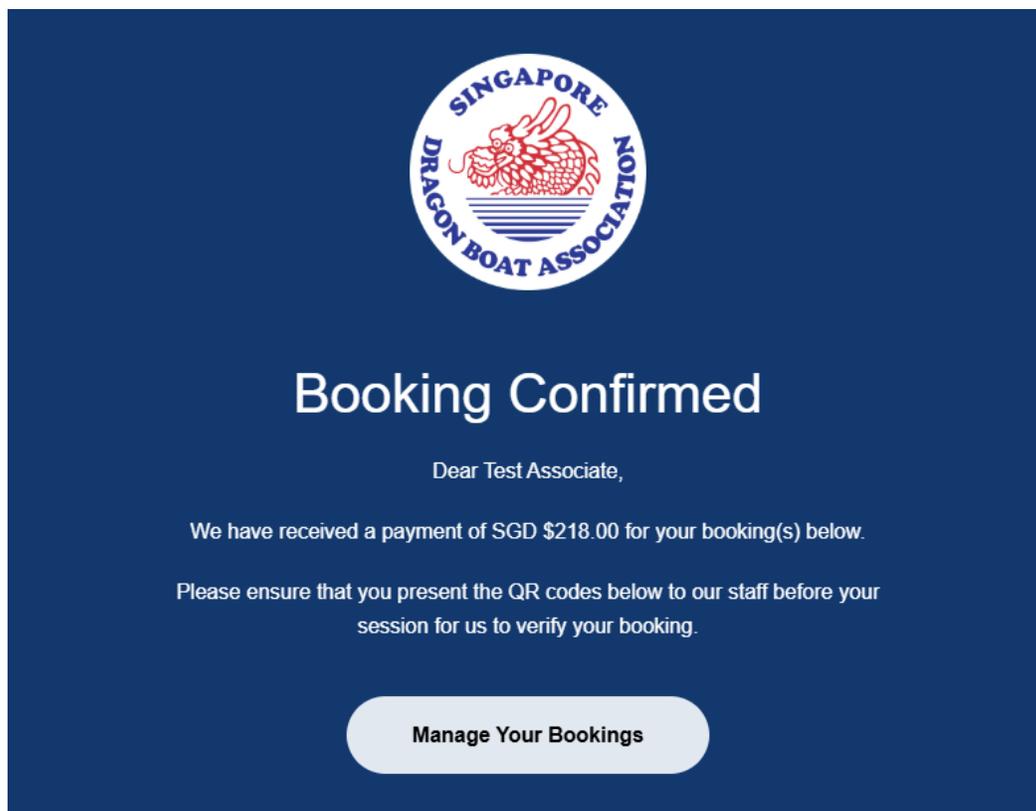
3.5 Booking Confirmation

Once payment is successful:

- A confirmation message will appear; confirming that your payment was successful.
- You'll be redirected to the **Bookings Page** showing all your upcoming bookings.



- A **confirmation email** will also be sent to your registered email.





4. Managing Your Bookings

After booking:

- Navigate to “**Bookings**” from the left navigation panel at any time to view all your upcoming reservations.

Upcoming Bookings

Create New Booking

Booking #250611001 Confirmed

Vessel DB447
Wednesday, 11 June 2025
09:00 AM - 11:00 AM

Axension Studios LLP
Test Associate
sdbatestassociate@gmail.com
+6588887777

Trainer ✕
Steers ✕
Safety Boat ✕
Lifeguard ✕

Remarks
test
Special Requests
test

Booking #250611002 Confirmed

Vessel DB446
Wednesday, 11 June 2025
09:00 AM - 11:00 AM

Axension Studios LLP
Test Associate
sdbatestassociate@gmail.com
+6588887777

Trainer ✕
Steers ✕
Safety Boat ✕
Lifeguard ✕

Booking #250611003 Confirmed

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Saturday, 17 May 2025 at 09:34:15 pm

5. On-Site Check-In

When you arrive at the venue for your session:

- **SDBA Operators** will assist you with check-in and collecting your boat based on your booking.
- Please ensure you have the QR code (Found in your Bookings page, or in the confirmation email) ready for the operator to scan to facilitate the check-in process.

