



CLUB DE RECREIO

Member Platform login

CDR Member Platform Manual

First Time Platform Login

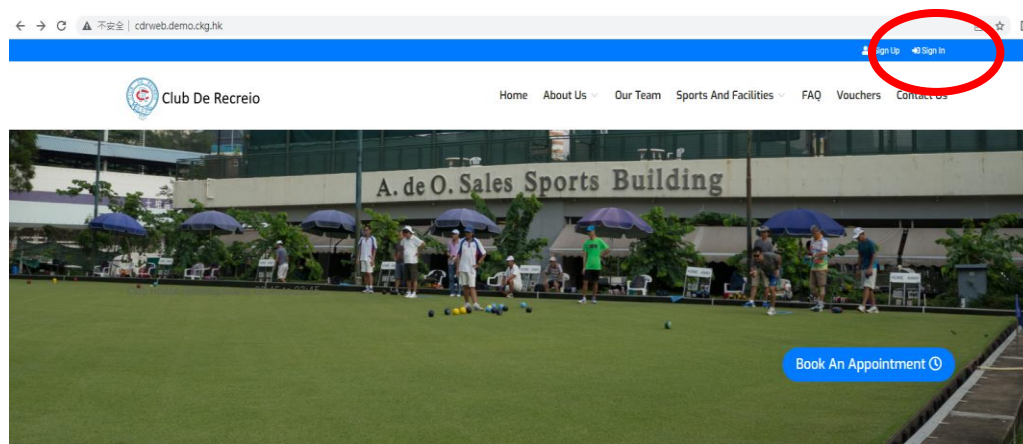
In order to facilitate our members of Club De Recreio to access their own statements easily, we hereby present you our CDR Member Platform.

To login the platform, you need to have a Member A/C No. and password. You can ask administrator to provide related login information for your access.

Step 1 : First time login 第一次登入

Please go to <http://www.clubderecreio.org/> and click 'sign-in' button on top of the right side of the site.

請先到 <https://www.clubderecreio.org/>再按右上角的「sign-in」。



For members who first time login, please enter :

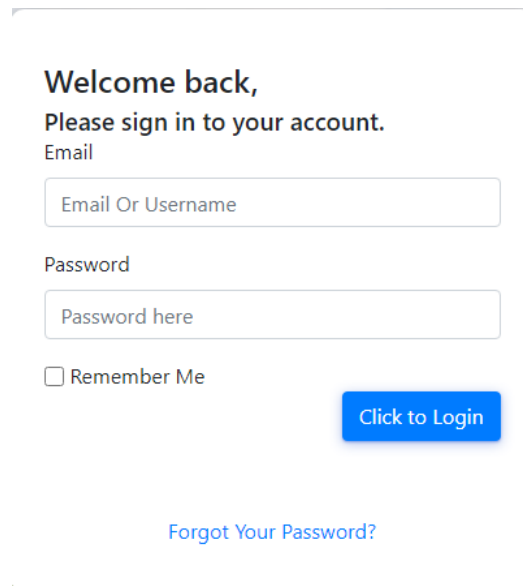
Username: your Member Account No.

Password: the first 5 digits of your HKID

會員於第一次登入時請輸入：

用戶名稱：會員編號為用戶名

密碼：香港身分證首 5 個字



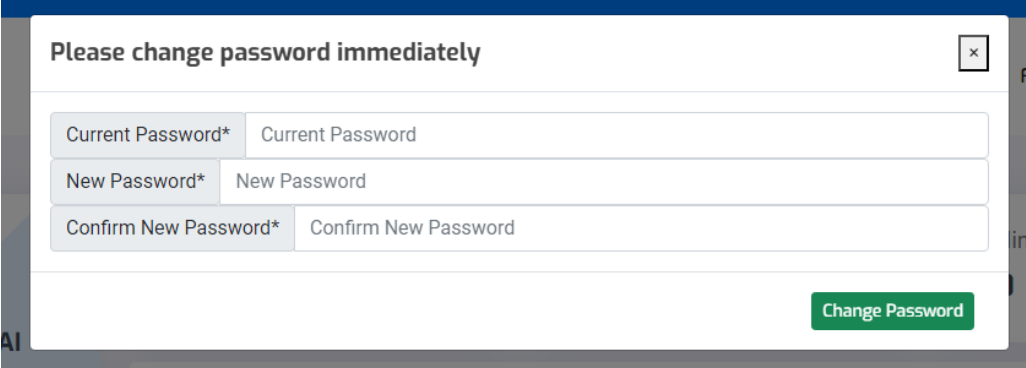
The image shows a login form with the following elements:

- Welcome back,**
- Please sign in to your account.**
- Email**
- Input field: Email Or Username
- Password**
- Input field: Password here
- Remember Me
- [Click to Login](#) (blue button)
- [Forgot Your Password?](#) (blue text)

The system will request you to change your password when you first time login.

Please enter the Current Password, New Password and Confirm New Password accordingly.

第一次登入後系統會要求閣下強制更改密碼，請依次序輸入：
原來密碼、新密碼、確認新密碼



The screenshot shows a web interface for changing a password. At the top, there is a blue header with the text "Please change password immediately" and a close button (X). Below the header, there are three input fields stacked vertically. The first field is labeled "Current Password*" and contains the text "Current Password". The second field is labeled "New Password*" and contains the text "New Password". The third field is labeled "Confirm New Password*" and contains the text "Confirm New Password". At the bottom right of the form, there is a green button with the text "Change Password".

Press 'Change Password'.

然後按 'Change Password' 。

The Criteria of the password:

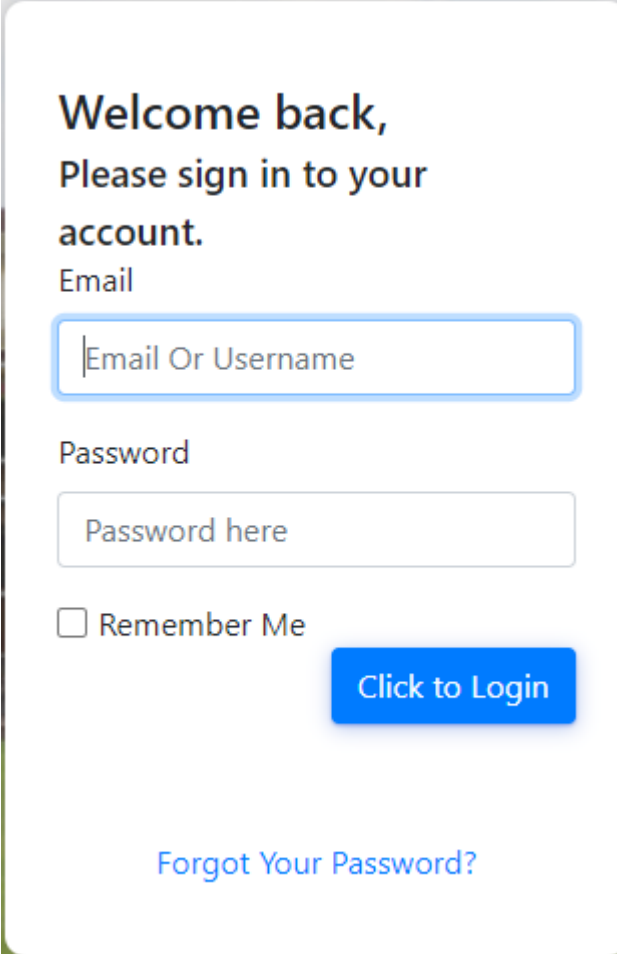
- With both Capital letter and small letter
- At least 8 digits or letters included

密碼的設定條件：

- 大細階英文字
- 最少 8 個英文字或數字

Step 2 : Forgot password 忘記密碼

- When you forgot your password, please press 'Forgot Your Password?'
- 如果你忘記了自己的密碼，請按「Forgot Your Password?」。



Welcome back,
Please sign in to your
account.

Email

Password

Remember Me

[Click to Login](#)

[Forgot Your Password?](#)

Forgot your Password?

Use the form below to recover it.

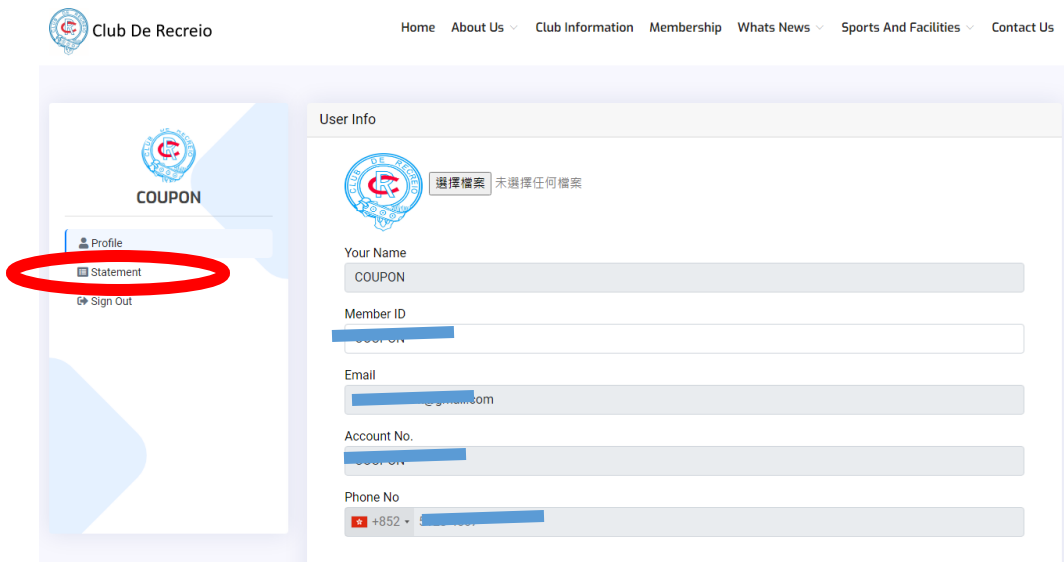
Email

Send Password Reset Link

[Sign in existing account](#)

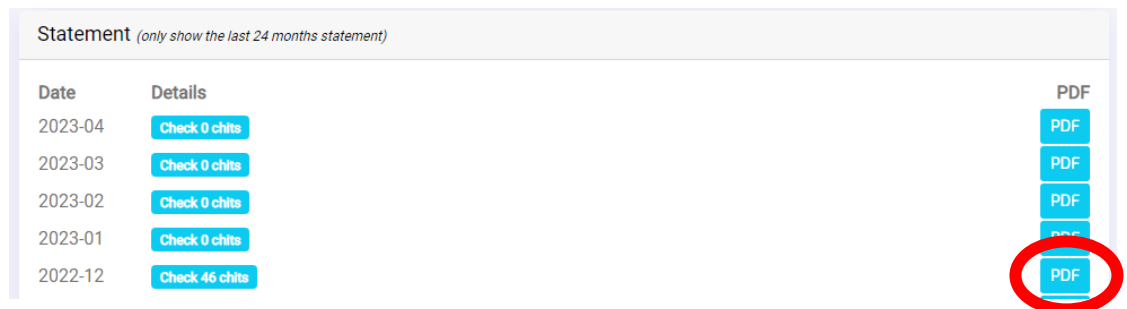
- Please provide the email address of registration and press ‘Send Password Reset Link’
- 請提供注冊時使用過的電郵地址並按「Send Password Reset Link」。
- Please check your email to see if there is a link sent from CDR.
- 請查收電郵中的連結。
- Click the link and reset the password by following the instructions.
按下連結並跟從指示更改密碼。
- Please contact the Club Office if no email received.
如果沒有收到電郵，請聯絡會所職員。

Step 3 : Check Your Statement 查看月結單



- Please press 'Statement'.

請按「Statement」。



- Please click the pdf button of the monthly statement you would like to see.

請按下你想要查看月份的月結單 PDF 按鈕。


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STATEMENT

COUPON

 ACCOUNT NO. : COUPON
 BILLING DATE : April 2023
 PAGE 1 OF 1

PARTICULARS	DEBITS	CREDITS	BALANCE
BALANCE b/f			0.00 CR
Monthly Subscription (April 2023)	0.00		

CURRENT MONTH	OVER 30 DAYS	CURRENT BALANCE	0.00 CR
0.00	0.00		

YOUR BANK A/C WILL BE DEBITED BY AUTOPAY ON 31/03/2023 WITH THIS AMOUNT **0.00 DR**
 PLEASE PAY THE BALANCE BY CHEQUE ON OR BEFORE 25/04/2023 **0.00 DR**

NOTE:

1. The account is made up to the end of each month, amounts received after that date. 2. The account should be paid before 25th of this month to avoid a late payment charge.

- The system will generate the statement automatically.
 系統會自動產生月結單的分頁。

- **Monthly Statement 月結單備注**
- The last month statement will be generated by the system on 10th of each month.
 每月 10 日將會顯示上一個月的月結單。

- The system will only show last 24 months record of statement.
 系統只會顯示過去 24 個月的月結單記錄。

Step 4 : Change Username 更改使用者名稱

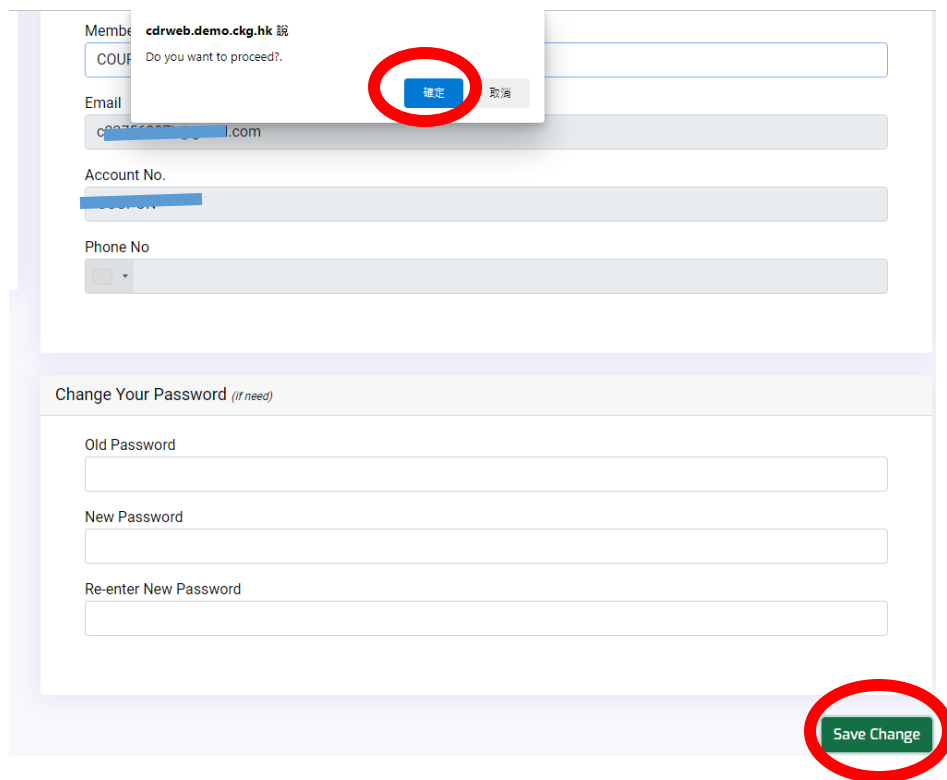


- Please press 'Profile' and you will see the field of Member Account No. in the User info.

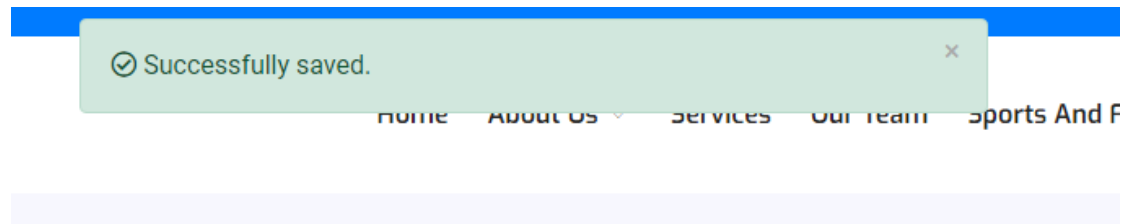
請按「Profile」，在「User info」中你會看到「Member Account No.」的欄位。

- You can change your username by entering your username into the field of Member Account No..

你可以在欄位中輸入你自己設定的使用者名稱。



- When you finish entering the username, please press 'Save Change' at the lower right hand corner.
當你完成輸入使用者名稱，請按在右下角的「Save Change」按鈕。
- When it ask you to proceed, please press '確定' .
當它彈出問題問是否要執行時，請按「確定」。



- When you see "Successfully saved", It works.
當看到「Successfully saved」，表示更改成功。