



The Bombay Presidency Radio Club Limited

157, Arthur Bunder Road, Colaba, Mumbai – 400 005

CIN NO: -U99999MH1928GAP001372

Club GST Reg. No: 27AAACT4948F1Z8

Tel No :- 02284 5123/ 2284 50 25/ +91 9167863022/ +91 9167863004

Email: admin@radioclub.co.in Website:- www.radioclub.in

Ref. 2549

October 11th, 2024

NOTICE

Members are hereby informed that we are pleased to remind you of the features and procedures for using official mobile application, **The BPRC App**, designed to enhance your club experience. We encourage all members to utilize this app to stay connected and make the most of your membership. Please follow the instructions below.

- DOWNLOAD 'THE BPRC' MOBILE APP, FROM PLAY STORE FOR ANDROID USER OR FROM APP STORE FOR IOS USERS.
- ONCE THE SAME IS DONLOADED, CLICK ON THE APP.
- "WELCOME" PAGE WILL OPEN – ENTER YOUR REGISTERED MOBILE NO. & THEN CLICK ON SEND OTP TAB.
- ONCE THE OTP IS VERIFIED, "DASHBOARD" PAGE WILL OPEN.
- FOR PAYING THE BILLS CLICK ON PAY NOW TAB, CHECK THE TOTAL PAYMENT AMOUNT & CLICK ON PAY NOW, THEN "PAMENT DETAILS" PAGE WILL OPEN, ONCE THE SAME IS OPEN PUT YOUR BANK DETAILS ACCORDINGLY.

MONTHLY STATEMENT - (Bills)

- CLICK ON "MONTHLY STATEMENT" ICON IN THE RADIO CLUB MOBILE APP.
- SELECT THE MONTH YOU WANT TO VIEW YOUR STATEMENT FOR.
- CLICK ON THE DOWN RIGHT SIDE "**VIEW**" ICON TO VIEW THE STATEMENT AND DOWNLOAD THE SAME.

PAYMENT HISTORY –

- CLICK ON THE "PAYMENT HISTORY" ICON IN THE RADIO CLUB APP.
- SHOW PAYMENT HISTORY DETAILS ON YOUR SCREEN.

MEMBER PROFILE –

- CLICK ON THE "MEMBER PROFILE" ICON IN THE RADIO CLUB APP.
- REFLECT MEMBER PROFILE SCREEN WILL DISPLAY TWO BUTTONS:
 - i. MEMBER PROFILE
 - ii. COMMUNICATION DETAILS
- NAVIGATING THE "**MEMBER PROFILE**" SECTION - WHEN YOU CLICK ON THE "MEMBER PROFILE" BUTTON, YOU'LL SEE THREE OPTIONS:
 - i. PERSONAL DETAILS
 - ii. PROFESSIONAL DETAILS
 - iii. FAMILY DETAILS
- **CLICK ON "PERSONAL DETAILS"** TO VIEW A MEMBER'S PERSONAL INFORMATION. YOU CAN THEN SUBMIT A REQUEST TO UPDATE THESE PERSONAL DETAILS IF NECESSARY.
- **CLICK ON "PROFESSIONAL DETAILS"** TO ACCESS A MEMBER'S PROFESSIONAL INFORMATION. FROM THERE, YOU CAN SEND A REQUEST TO UPDATE THE PROFESSIONAL DETAILS IF NECESSARY.
- **CLICK ON "FAMILY DETAILS"** TO REVIEW A MEMBER'S FAMILY INFORMATION. IF NEEDED, SUBMIT A REQUEST TO UPDATE THESE FAMILY DETAILS IF NECESSARY.



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- WHILE UPDATING "PERSONAL DETAILS", "PROFESSIONAL DETAILS" AND "FAMILY DETAILS", YOU MAY ALSO ATTACH ANY REQUIRED SUPPORTING DOCUMENTS FOR VERIFICATION PURPOSES SUCH AS PHOTOGRAPH, PAN CARD, AADHAAR CARD, PASSPORT, ETC.
- WHEN YOU CLICK ON THE "COMMUNICATION DETAILS" BUTTON, YOUR SELECTED CORRESPONDENCE ADDRESS WILL BE DISPLAYED IN A BLUE BUTTON. IF YOU WISH TO CHANGE YOUR COMMUNICATION DETAILS THEN SELECT YOUR COMMUNICATION ADDRESS.
- NEXT POUPO MASSGE SHOW "BPRS – Are you sure want to change address for correspondence.? SELECT (NO or YES)".

MEMBER PROFILE REQUESTS –

- ANY UPDATE REQUESTS SUBMITTED BY A MEMBER WILL HAVE THEIR STATUS DISPLAYED IN THIS SECTION.
- WHEN A MEMBER SUBMITS A REQUEST, THE STATUS WILL APPEAR AS "PENDING."
- ONCE THE REQUEST IS ACCEPTED BY THE ADMIN OFFICE, THE STATUS WILL CHANGE TO "DONE."
- IF THE REQUEST IS NOT ACCEPTED BY THE ADMIN OFFICE, THE STATUS WILL BE SHOWN AS "CANCELLED."

RESTAURANT DINING MENUS –

- CLICK ON THE "RESTAURANT DINING MENUS" ICON IN THE RADIO CLUB APP.
- ALL DINING MENUS. AL- ACART MENU, CHEF SPECIAL MENU, MINI MEAL, DAY SPECIAL, FOOD FESTIVAL MENUS, ETC. WILL BE DISPLAYED.

ROOM & BANQUETS ENQUIRY -

- OPEN THE RADIO CLUB APP AND CLICK ON THE "ROOM & BANQUETS INQUIRY" ICON.
- YOU WILL BE DIRECTED TO THE ROOM & BANQUET BOOKING REQUEST SCREEN.
- ON THIS SCREEN, MEMBERS CAN VIEW THEIR CURRENT BOOKING STATUS AND SUBMIT A NEW INQUIRY BY CLICKING ON THE BLUE "ADD INQUIRY" BUTTON.
- WHEN A MEMBER CLICKS THE "ADD INQUIRY" BUTTON, THE BOOKING INQUIRY SCREEN WILL OPEN. MEMBERS CAN THEN CHOOSE OUTLET EITHER "ROOM" OR "BANQUET" AND FILL OUT THE FOLLOWING FORM.
- ROOM SUPERVISOR AND ALL BANQUET MANAGER CONTACT YOU BY EMAIL OR BY PHONE.
- IF A MEMBER WISHES TO WITHDRAW THEIR REQUEST, THEY CAN DO SO BY CLICKING THE "WITHDRAW REQUEST" BUTTON AT THE BOTTOM.

VIEWING MORE INFORMATION –

- IF MEMBERS WISH TO VIEW ADDITIONAL INFORMATION, GO TO THE BOTTOM OF THE DASHBOARD PAGE AND CLICK ON THE BLUE LINK.
- THIS WILL REDIRECT YOU TO ANOTHER SCREEN.
- CLICK ON THE MENU BUTTON, WHICH WILL DISPLAY VARIOUS OPTIONS.
- SELECT THE OPTION THAT BEST SUITS YOUR REQUIREMENT.

Sd/-

Managers

Cc: Mobile App / Website