



## 2010 WINTER LODGE BOOKING INSTRUCTIONS

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### Introduction

For 2010, Ormond Ski Club has a new booking system. These instructions will show you how to make a booking. To make a booking, you must have paid your subscriptions for 2010.

Bookings go through the following different statuses

1. **Draft** – when you create a booking and are adding entries to it
2. **Submitted** – when you submit your booking. If you need to edit a Submitted booking, you can click on the “Change to Draft status” booking button. Please note that once you’ve submitted, you are bound by the Booking Terms and Conditions, including the refund policy.
3. **Approved** – the Booking Officer will review your booking and set it to Approved status or will make necessary alterations and advise you of the updated cost for the booking. Once Approved, you cannot edit the booking. The Booking Officer will make any required changes.
4. **Confirmed** – when the booking is fully paid.

Please note that bookings are not confirmed until fully paid. Booking priority is given in order of when bookings are **fully paid**, not on when they are submitted.

## How to check your subs are paid

To check your subs are paid, login to the website at [www.ormondskiclub.com.au](http://www.ormondskiclub.com.au) via the Member Login – see right.. Your Username is your email address and your password was emailed to you. If you need to reset your password, click on the “Forgot your password” link to have a new password emailed to you.

**Member Login**

Username

Password

Remember Me

**Login**

[Forgot your password?](#)  
[Forgot your username?](#)

To check that you’ve paid your subs, click on the “Member Details” menu option. In the main page you should see “Subs paid - Yes”.

- Member Details**
- [Contact Information](#)
  - [Spouse, Child, Buddy](#)
  - [Lockers](#)
  - [Work Party history](#)
  - [Finance History](#)

welcome booking!

<b>Member Name</b>	Booking Admin
<b>Member type</b>	Graduate
<b>Finance balance</b>	\$
<b>Subs paid</b>	Yes
<b>Work Party Days</b>	0.00

## To make a booking

After you have logged in, click on the Member Details menu option. At the bottom, you will see the “Booking Summary” menu option. Click on this.

- Member Details**
- [Contact Information](#)
  - [Spouse, Child, Buddy](#)
  - [Lockers](#)
  - [Work Party history](#)
  - [Finance History](#)
  - [Subs payment options](#)
  - [Change Password](#)
  - [Booking Summary](#)

You will now see a screen showing you a link to “Create a new booking” and also a list of any current bookings you may have made.

### Upcoming Events

### Newsletters

### Member Details

- Contact Information
- Spouse, Child, Buddy
- Lockers
- Work Party history
- Finance History
- Subs payment options
- Change Password
- Booking Summary
- Create Booking
- Edit Booking

### Booking Summary

[Create a new booking](#)

### Bookings for 2010

Click on Booking reference to view or edit the booking.

Booking Reference	Booking Made	Cost	Amount Paid	Status
<a href="#">20100534001</a>	29/03/10	\$ 318.60	\$ 0.00	Submitted
<a href="#">20100534002</a>	30/03/10	\$ 318.60	\$ 0.00	Draft

To make a new booking, click on "Create a new booking". You will then see a short message such as below:

### Create Booking

Booking 20100534003 created. Click [20100534003](#) to edit your booking.

Click on the underlined booking reference to begin editing your booking. You will then see a screen similar to the following:

### Edit Booking

Please add entries to your booking. Press **Submit Booking** when you have finished.

<b>Booking</b>	20100534003	<b>Booking Status</b>	Draft	<b>Submit Booking</b>	<b>Delete Booking</b>										
<b>Add to your booking</b> <input checked="" type="radio"/> Member <input type="radio"/> Family <input type="radio"/> Buddy <input type="radio"/> Other Members <input type="radio"/> Guests															
Firstname, Surname	Age	m/f	Date In	Date out	Room	Veg	1st night								
Booking Admin	26+ <input type="button" value="v"/>	m <input type="button" value="v"/>	2010-06-04 <input type="button" value="ca"/>	<input type="button" value="ca"/>	Any <input type="button" value="v"/>	n <input type="button" value="v"/>	n <input type="button" value="v"/>								
						<b>Add to Booking</b>									
<b>Current booking entries</b>															
#	Type	ID	Name	Age	m/f	Date In	Date Out	Room	WP Days	WP%	Cost	Veg	1st nite	Delete	
											Total	\$ 0		Delete	
<b>Lodge availability</b>															
Bednight	Sun	Mon	Tue	Wed	Thu	Fri	Sat								
	Week					Weekend									
30/05/2010	0	0	0	0	0	0	0								
06/06/2010	0	0	0	0	0	0	0								
13/06/2010	0	0	0	0	0	4	4								
20/06/2010	4	4	4	4	4	1	1								

### To add an entry

To add an entry to your booking:

- In “Add to booking” select Member, Family, Buddy, Other members or Guests. Enter name of guest for Buddy and Guest Members. You will need to have paid for Family and Buddy memberships for these to be valid.
- Select Date In (arrival date) and Date Out (departure date) for person staying
- Request the room
- Select if they are Vegetarian and whether they will be having dinner on the first night they arrive at the Lodge. This latter entry helps the Lodge Leader know how many people to cook dinner for. This is usually applicable for Friday and Sunday nights usually.
- Click on “Add to Booking”

An example of an added entry is below:

<b>Booking</b>	20100534003	<b>Booking Status</b>	Draft	<input type="button" value="Submit Booking"/>	<input type="button" value="Delete Booking"/>									
<b>Add to your booking</b>														
<input checked="" type="radio"/> Member <input type="radio"/> Family <input type="radio"/> Buddy <input type="radio"/> Other Members <input type="radio"/> Guests														
Firstname, Surname	Age	m/f	Date In	Date out	Room	Veg	1st night							
Booking Admin	26+ <input type="button" value="v"/>	m <input type="button" value="v"/>	2010-06-04 <input type="button" value="c"/>	<input type="button" value="c"/>	Any <input type="button" value="v"/>	n <input type="button" value="v"/>	n <input type="button" value="v"/>							
							<input type="button" value="Add to Booking"/>							
<b>Current booking entries</b>														
#	Type	ID	Name	Age	m/f	Date In	Date Out	Room	WP Days	WP%	Cost	Veg	1st nite	Delete
1	m	534	Booking Admin	26+	m	04/06/10	11/06/10	Rm 1	0.00	0	\$ 318.60	n	y	<input type="radio"/>
											Total	\$ 318.6		<input type="button" value="Delete"/>

## Student’s Week and President’s weekend

You cannot book for either Student’s Week (bednights of Sunday 18 July 2010 to Thursday 22 July 2010) or President’s Weekend (bednights of Friday 10 September 2010 and Saturday 11 September 2010) as they are reserved for specific purposes.

## Maximum bednights

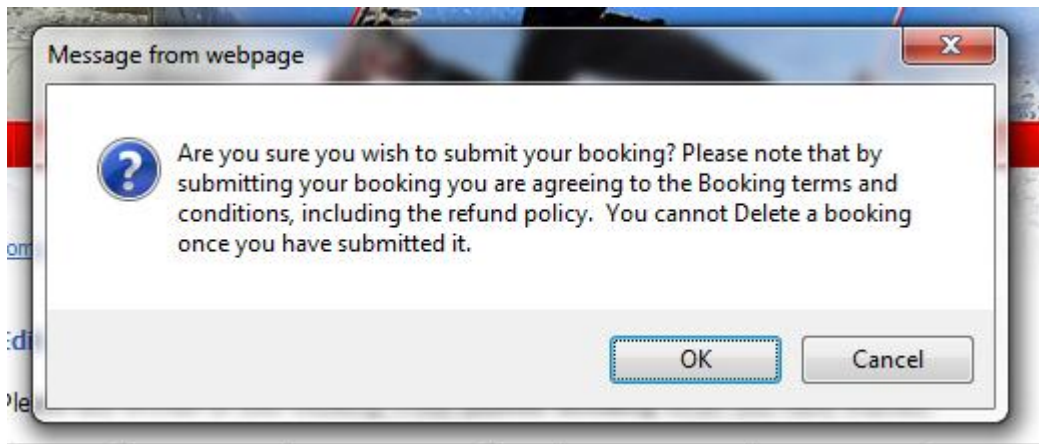
The booking system will only allow a maximum of 38 bednights for each night. If the Lodge is fully booked for one or more nights you wish to book for, please contact the Booking Officer to be placed on a waiting list. If a cancellation occurs, you will be contacted if appropriate bednights become available.

## To delete or edit an entry

Click on the radio button in the delete column and press the Delete button, this will delete this entry. To edit an entry, just delete it and re add it.

## To Submit your booking

Click on the “Submit Booking” button. You will be prompted to confirm that you wish to submit your booking.



Please note the refund policy which part of the Booking Terms and Conditions. This policy includes that there an 80% refund for cancelled bookings and that bookings cancelled within two weeks of the start of the booking are not entitled to a refund. The intent here is that the Club maximizes utilization of the Lodge and late cancellations limit the ability to find replacement bookings.

### **To return your booking to draft**

If you have Submitted your booking and wish to make a change, you can click on the “Change to Draft status” button to return your booking to Draft status. You can then edit your booking. Once you’ve finished making changes the booking, click on “Submit Booking” to re-submit your booking.

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Note: Once the booking has been Approved by the Booking Officer, you will not be able to edit the booking. Any changes to the booking after it is in Approved or Confirmed status will need to be done by the Booking Officer.

### **To delete your booking**

You can only delete a booking which is in “Draft” status. To do so, click on the “Delete Booking” button. You will be prompted to confirm that you wish to delete the booking.