

How to use the New Website for Bookings

From the Home page of our website, click on the 'Book Now' button. You should be presented with the screen below.

The screenshot shows the booking interface for St George Alpine Club. At the top, there is a navigation bar with links: St George Home, Make a Booking, Ski Lodge Details v, Manage a Booking v, and Manage Account v. A yellow tooltip says "Drag the ends of the date range to extend or shorten your booking". Below the navigation bar, there are buttons for "Clear Dates" and "next step -->". A date range selector shows "Jan 2019" and "Feb" with "D" (Click for earlier dates) and "M" (Click for later dates) buttons. The calendar shows dates from 19 to 18. Below the calendar, there are two room selection grids. The "Hotham" grid shows rooms 1-6. The "Jindabyne" grid shows bunk beds 1-8 and rooms 1-7, plus a Family Room. A yellow tooltip says "Optionally enter first and last nights booked". At the bottom left, there is a mouseover instruction: "Mouse over a room above to see details".

- Select the room and dates you wish to book by clicking on the first day of your intended booking on the line corresponding to the room you wish to book, and each additional day of your planned stay. To deselect a day, simply click it again. You will notice that the room is highlighted on the left, to ensure you have the correct one.
- When you are happy that you have the correct days and room selected (Note: Hotham is at the top of the screen, Jindabyne at the bottom) you can press the 'next step' button to proceed.
 - Note: you can move the visible dates forward or back by clicking on the "D", "M" & "Y" buttons just above the date line on this screen.

The screenshot shows the booking interface for St George Alpine Club. At the top, there is a navigation bar with links: St George Home, Make a Booking, Ski Lodge Details v, Manage a Booking v, and Manage Account v. A yellow tooltip says "Click on a date to start booking. Click on a room on the left to include in your booking". Below the navigation bar, there are buttons for "Clear Dates" and "next step -->". A date range selector shows "Jan 2019" and "Feb" with "D" (Click for earlier dates) and "M" (Click for later dates) buttons. The calendar shows dates from 19 to 18. Below the calendar, there are two room selection grids. The "Hotham" grid shows rooms 1-6. The "Jindabyne" grid shows bunk beds 1-8 and rooms 1-7, plus a Family Room. A yellow tooltip says "Optionally enter first and last nights booked". At the bottom left, there is a mouseover instruction: "Mouse over a room above".

- On the next screen, you need to enter your and any guest details. If you begin typing your surname, the system will present you with a list of recorded names to choose from. If the name is not on the list, continue typing it, and select the member and gender from the drop-down lists.
 - If you cannot enter the names of your guests, who are eligible family members, it is probably because you haven't had them added to the database. Contact the Secretary or the Booking Officer to have them added to proceed.

George Alpine Club Ltd. logo

Welcome: Graham Grigg
Type: CC [Log Out](#)

St George Home Make a Booking Ski Lodge Details v Manage a Booking v Manage Account v

Your bed(s) have been reserved for 30 minutes to allow you to complete your booking.

Jindabyne

Your check in is on: Sunday 10th February 2019
Your last night: Saturday 16th February 2019
Your check out is on: Sunday 17th February 2019

← Previous Step Next step →

Please enter all the required information about the guests for this booking below.

Guest details for room: Room 1
Minimum guests for room: 1 | Maximum guests for room: 4

Guest	Guest's Name: Please enter in format 'Surname, Given Name'	Member	Gender	Age
* Guest 1:	Grigg, Graham	Member	Male	62
Guest 2:	Grigg, Janis	Member	Female	64
Guest 3:	Bloggs, Joe	Guest	Male	
Guest 4:	Bloggs, Jane	Guest Child 5+	Female	

Step 2 of 4 Step: 1 2 3 4 Booked

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- When you are happy that you've entered everybody correctly, press the 'next step' button to proceed.

George Alpine Club Ltd. logo

Welcome: Graham Grigg
Type: CC [Log Out](#)

St George Home Make a Booking Ski Lodge Details v Manage a Booking v Manage Account v

Jindabyne

Your check in is on: Sunday 10th February 2019
Your check out is on: Sunday 17th February 2019

← Previous Step Next step →

Please enter any contact information that is missing below.

Your Booking Details

Room Details	Guest Details
Room 1	Grigg, Graham (Member) Cost: \$72.00 Grigg, Janis (Member) Cost: \$72.00 Bloggs, Joe (Member) Cost: \$72.00 Bloggs, Jane (Member Child) Cost: \$32.00

Pricing Details

Duration for this booking is: 7 nights
The total cost for this booking is: \$ 248.00

Your Contact Details

* Contact Name: * Email Address:
separate multiple email addresses with semicolon (;) or comma (,)

* Address Line 1: * Business Hours Number:

Address Line 2: Mobile Number:

* City / Town: After Hours Number:

- Check that the names appear correctly. The system will automatically price the booking for you, based on our booking rules and the rates for the season in which the booking falls.

- Note: In the example shown, Joe Bloggs is treated as a member because he's staying in the same room as a member. Likewise, Jane Bloggs receives a discount as a child aged 5+.
- Details of the person making the booking are displayed at the bottom of the screen.
- When you click on the 'next step' button, you will see the next screen:

Lodge: Jindabyne

Instructions ← Previous Step
 Click on Complete Booking to finish your booking Complete Booking

Your Booking Details - Please click on complete booking

Check in / Check out Details
 Check in: Sunday 10th February 2019 @ 16:00
 Your last night: Saturday 16th February 2019
 Check out: Sunday 17th February 2019 @ 14:00
 Duration for this booking is: 7 nights

Guest Details

Room Details	Guest Details
Room 1	Grigg, Graham (Member) Cost: \$72.00 Grigg, Janis (Member) Cost: \$72.00 Bloggs, Joe (Member) Cost: \$72.00 Bloggs, Jane (Member Child) Cost: \$32.00

Pricing Details
 The total cost for this booking is: \$248.00

Room Details
Room 1 - En Suite
 Upper Floor
 Double Beds: 1
 Single Beds: 2
 Minimum Guests: 1
 Maximum Guests: 4

Your transactions prior to this booking

- If everything is correct, press 'Complete Booking' and the following screen should be displayed.



Welcome Graham Grigg
 Type: CC [Log Out](#)

St George Home | [Make a Booking](#) | [Ski Lodge Details v](#) | [Manage a Booking v](#) | [Manage Account v](#)

Your booking has been recorded and the beds/rooms are reserved Make another booking

Your booking now has the status of TENTATIVE.

Your booking number is JY000006.

You will receive an emailed invoice with details of how to pay upon authorisation from the Booking Manager.

Step: 1 | 2 | 3 | 4 | **Booked**

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- At this point, your booking is TENTATIVE, and you should receive an email at your registered email address with details of your booking and the methods by which you can pay for it, together with a link for credit card payments.
- Until the Booking Officer receives your payment, your booking it is a tentative booking only. Once approved, only the Booking Officer can make an alteration to the booking.

If your membership is unpaid, you won't be able to book at either lodge. Pressing 'next step' at the first screen will present you with an error message screen and tell you why your booking was rejected.

If you have any questions about the new system, and there are bound to be some, please contact any of the following for advice:

Karen Johnson – Booking Officer – 02 4261 9191

Graham Grigg – Secretary – 0407 258 348

Phill Boseley – Board Member – 0438 668 920

Features of the new Booking System

- By mousing over the room description, you can see what type of room you are booking.
- By mousing over a date in a pre-existing booking, you can see who is staying in that room at that time.
- If the booking rules allow it, you can book more than one room at a time.