

# Ski Racers Club Inc

## Online Booking System Guide for Members

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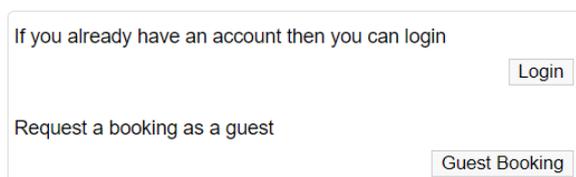
As a member of Ski Racers, you will have received a **Welcome Email** from us with a link to the Booking System, including a temporary password. Once you have set-up your account and login, you'll be able to make a booking. Each time you want to make a booking (or series of bookings), you will need to login. If you don't login, you won't be able to manage your booking.

If you have not received a Welcome Email and you are a paid-up Member, please contact [bookings@skiracers.co.nz](mailto:bookings@skiracers.co.nz)  
If your membership status has lapsed or you have a membership enquiry, contact [membership@skiracers.co.nz](mailto:membership@skiracers.co.nz)

### 1. HOW TO LOG IN TO THE BOOKING SYSTEM

Click this link to open the Ski Racers Booking system <https://bookings.skiracers.co.nz/>

You will be presented with the following screen:



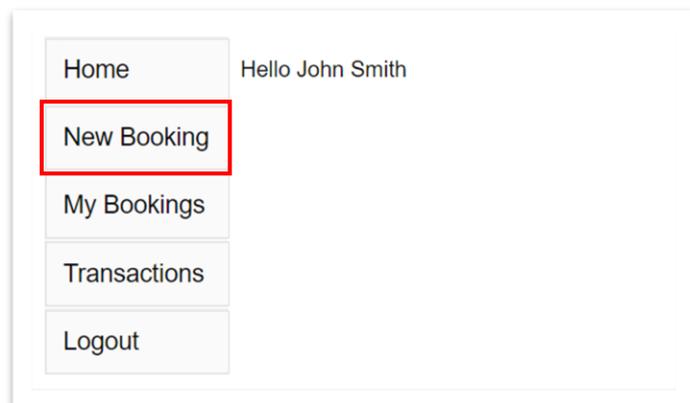
The screenshot shows a login interface with two main options. The top option is 'If you already have an account then you can login' with a 'Login' button. The bottom option is 'Request a booking as a guest' with a 'Guest Booking' button.

← Click here to login as a Member

← Non-Members Login Here

### 2. HOW TO MAKE A BOOKING

Once logged in, you will see the home screen with all your options in a menu on the left-hand side. To create a new booking, select **New Booking**.



The screenshot shows a user menu on the left-hand side of the home screen. The menu items are: Home, New Booking, My Bookings, Transactions, and Logout. The 'New Booking' item is highlighted with a red box. The user's name 'Hello John Smith' is visible in the top right corner of the menu area.

You will be taken to the **Bookings dates** screen below. To select a date, either click the:

- Arrival date/Departure date drop-down boxes, or
- Date desired on the calendar

Home	Booking dates
New Booking	Tap on the dates below to choose dates or enter dates in date/month/year format
My Bookings	Arrival date: day/month/year x
Transactions	Departure date: day/month/year x
Logout	Check Continue

Note: The availability figures below are only indications and may change due to adjustments.

< Prev June 2021 Next >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6 32
7 32	8 32	9 32	10 32	11 32	12 32	13 32
14 32	15 32	16 32	17 32	18 32	19 32	20 32
21 32	22 32	23 32	24 32	25 32	26 32	27 32
28 32	29 32	30 32	1 32	2 32	3 32	4 32

The number in green, ie: **32** is the total available bunks for that night.

NB: This information only shows for Members logged in, as non-Member bookings are subject to confirmation two weeks out from booking and not automatically guaranteed.

If your booking is invalid, ie: you've only booked for the Friday night and not the Saturday night, or there are not enough bunks available for your booking, then a warning message in **red** will be displayed.

Home	Booking dates
New Booking	Tap on the dates below to choose dates or enter dates in date/month/year format
My Bookings	Arrival date: <b>Your booking needs to use both Friday and Saturday nights</b> 11/6/2021 x
Transactions	Departure date: 12/6/2021 x Saturday 12 June 2021
Logout	Check Continue

Note: The availability figures below are only indications and may change due to adjustments.

Last Name:

Phone:

Arrival date:

Departure date:

First name: (Guest 1) Delete

Last name:

Membership Type:

\$0.00

First name: (Guest 2) **Required** Delete

Last name: **Required**

Membership Type:

\$0.00

The first guest is automatically filled in with the logged in user's details (Primary member of the account). When signed in as a member, everyone else in your 'Member Group' will also be automatically added. You can use the delete button to remove them from that particular booking if needed.

To add the other guests to the booking, select **Add Guest**, enter their details and select the member type. To continue adding more guests keep clicking **Add Guest**. After 10+ guests have been added, the large group discount will be automatically applied.

Add your estimated **Arrival details** and if you have any **Meal requests** or want to pass on any other notes, you can do so here. When finished this section, click **Next**. You'll be asked to confirm your booking and then you'll proceed to confirmation instructions.

[Add Guest](#) [Add School](#)

Arrival details/Meal requests: \*

Notes:

[Next](#)

### 3. PAYING FOR YOUR BOOKING

Paying for your booking involves a two-step process for security reasons:

Step 1: Once your booking is submitted, you will be taken to a page displaying that your booking request has been processed. This page displays a summary of your booking and the details to use when depositing the amount into the Ski Racers bank account.

Home	Booking Request Processed	
New Booking	Arriving:	Friday 11 June 2021
My Bookings	Leaving:	Sunday 13 June 2021
Transactions	Duration:	2 days
Logout	Guests:	2
	Booking Total:	<b>\$178.00</b>
	Account:	<b>-\$178.00</b>
	Please deposit the booking payment using the following details:	
	Bank Account:	Ski Racers Club Inc 02-0144-0249948-00
	Particulars:	11-6-Smith
	Code:	<b>B38526-2</b>
	Total amount:	\$178.00
	<a href="#">Continue</a>	

Step 2: To confirm the booking, pay the booking fee into the Ski Racers bank account and be sure to **use the code**, which is highlighted with a **red box** in the example above: B38526-2

Once payment is made, forward the booking email to [bookings@skiracers.co.nz](mailto:bookings@skiracers.co.nz)

### 4. AMENDING OR CANCELLING YOUR BOOKING

If you want to view your bookings, select **My Bookings** from the menu. This gives you a summary of all the bookings that have been made on your account and the status. In the example below, the booking is awaiting **Confirming** payment. *Note: The 5 Day cancellation policy still applies to online bookings.*

Home	Bookings	
New Booking	Arriving:	Friday 11 June 2021
My Bookings	Leaving:	Sunday 13 June 2021
Transactions	Duration:	2 days
Logout	Guests:	2
	Arrival details:	na
	Created:	11/6/2021 12:07
	Reference:	B38526-2
	Status:	Confirming payment
	<a href="#">Details</a>	

Clicking **Details** on the bottom right also allows you to add or remove booking notes and arrival details, and also remove a guest if they are no longer able to come and, cancel the booking altogether.

Once you have made a payment, and this has been received by the Booking Officer, your booking status will be updated to **Confirmed**. If your booking has been denied, ie: because of lack of space between when you booked and then when you paid, this will be communicated to you by the Booking Officer and will not show as confirmed.

Cancelling a booking will result in either credit in your account or you can organise a refund through the usual process of emailing [accounts@skiracers.co.nz](mailto:accounts@skiracers.co.nz).

Arriving:	Friday 11 June 2021		
Leaving:	Sunday 13 June 2021		
Duration:	2 days	Guests:	2
Arrival details:	na		
Created:	11/6/2021 12:07	Reference:	B38526-2
Status:	Confirmed		

[Details](#)

## TRANSACTION HISTORY

To view a history of all transactions on your account, click transactions to see a summary of all payments. Clicking on the payment will show you a detailed description of it. This shows all charges for bookings and also donations made to the Club, ie: for purchases made at the Lodge.

	Date	Description	Money out	Money in	Balance
<a href="#">Home</a>	13/6/2021	Booking: John Smith Changed rate to Non-Member Senior. 14/6/2021	-\$35.00		\$38.00
<a href="#">New Booking</a>	13/6/2021	Booking 14/6/2021	-\$135.00		\$73.00
<a href="#">My Bookings</a>	11/6/2021	Remove Booking 11/6/2021		\$178.00	\$208.00
<a href="#">Transactions</a>	11/6/2021	Bank payment		\$564.00	\$30.00
	11/6/2021	Booking for 11/6/2021	-\$356.00		-\$534.00
	11/6/2021	Booking 11/6/2021	-\$178.00		-\$178.00
<a href="#">Logout</a>					

## USING A CREDIT

You may be in credit if you have altered/cancelled a previous booking or added extra money to your account. You can choose to either pay for just the booking or add credit to your account. In this case below, \$216 has been paid, leaving \$38 after the booking as credit on the account, which will then go towards the next booking.

	Booking Detail			
<a href="#">Home</a>	Arriving:	Friday 11 June 2021	Leaving:	Sunday 13 June 2021
<a href="#">New Booking</a>	Duration:	2 days	Guests:	2
<a href="#">My Bookings</a>	Arrival details:	na		
<a href="#">Transactions</a>	Notes:			
<a href="#">Logout</a>				
	Created:	11/6/2021 12:07		
	Guest 1:	<a href="#">Remove</a> John Smith (Non-Member Senior) \$85.00		
	Guest 2:	<a href="#">Remove</a> Johnny Smith (Non-Member Senior) \$85.00		
	Booking Total:	<b>\$178.00</b>		
	Account:	<b>\$38.00</b>		
	Status:	Confirmed		

[Update](#)

[Cancel Booking](#)

You will know when a booking has been covered by credit as it will show when you confirm a booking.

	Booking Request Processed	
<a href="#">Home</a>	Arriving:	Monday 14 June 2021
<a href="#">New Booking</a>	Leaving:	Tuesday 15 June 2021
<a href="#">My Bookings</a>	Duration:	1 days
<a href="#">Transactions</a>	Guests:	2
<a href="#">Logout</a>	Booking Total:	<b>\$135.00</b>
	Account:	<b>\$73.00</b>
	Payment covered by account credit	

[Continue](#)