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**IMPORTANT NOTE FOR MOBILE DEVICES:** The system defaults to ‘Simple Screen’ mode on mobile devices. Members must choose a date from the calendar before selecting a room. If you prefer to select a bunk first, click the ‘Simple Screen’ icon to revert to the booking matrix.

If your mobile device fails to default to ‘Simple Screen’, use the ‘Simple Screen’ icon to format the screen for mobile devices.



## 1 How to make a reservation as a member, applicant or life member

1. Sign onto [bookings.newportskiclub.org](http://bookings.newportskiclub.org)
2. If you see two logins, click on 'member login'.
3. Enter your member number.

If you don't remember or don't have your member number, navigate as follows:

- > Retrieve your Member Number or password
- > Enter the email address associated with your membership
- > Get Member Number
- > Dismiss the message pertaining to the email just sent to you
- > Retrieve your member number from the email just sent to you
- > Click 'Log In'

Note: If you do not receive an email, verify your email address at

<https://newportskiclub.org/membership-list-and-policy/>

If your email address is incorrect, contact the NSC database committee at

[nscdatabase@gmail.com](mailto:nscdatabase@gmail.com).

4. Enter your password. If you don't remember your password, or have not yet established a password, navigate as follows:
  - > Retrieve your Member Number or password
  - > Enter the email address associated with your membership
  - > Get Password
  - > Dismiss the message pertaining to the email just sent to you
  - > Retrieve the password from the email just sent to you (If you prefer, you can change your password later by navigating to 'Manage Account' -> Change Password)
  - > Click 'Log In'
5. Click 'Login'.
6. Determine the available bunks for the dates of your reservation. On mobile devices, first select 'Reservation', then select the dates of your reservation using the calendar. The gray-shaded boxes indicate available bunks. Boxes or rows of any color indicate occupied bunks.
7. Determine your desired bunk for the date of your reservation.

To view bunk details, click and linger with your mouse over each bunk name in the left-most column. Details include:

- a. a map of the floor plan
- b. the available bunk is highlighted in green
- c. the following descriptions of the bunk:
  - > top floor vs. bottom floor

- > men's side vs. women's side
- > top bunk vs. bottom bunk
- > number of bunks in the room
- > shared bath vs. private ½ bath vs. private shower

Note: If you cannot see the map, scroll up or down to move the visual to fit your screen. If you still cannot see the map, you may need to change your screen settings to use more pixels / a smaller type font.

8. Select the dates corresponding to your selected bunk. On mobile devices, you already did this using the calendar.

- > Click on the box corresponding to the row of the bunk and the column of the date.
- > The selected box and the selected bunk name will turn lime green.
- > Do this for each day you would like a bunk.
- > The system will prevent you from booking too far in advance, or from booking too many nights, or from booking for too many guests, according to club booking rules. See the NSC Guidebook for club booking rules.
- > To undo a selection, click on the lime green bunk name or on the green bunk box

9. Click 'Next Step'.

10. Enter your last name. The system will display a drop-down box with all members whose last name is the same as yours.

11. Select your name from the drop-down box.

12. Select your meal option.

- a. If your reservation falls on a weekend:

- > Click 'Weekend Meals' box

- > Enter in the number of people in the appropriate box. The system will calculate the appropriate meal charge.

- b. If your reservation falls mid-week or off-season

- > Click on the Mid-Week or Off-Season Contribution box

- > Enter the number of dollars that you wish to contribute

- c. If your reservation falls on a school vacation week or on a work weekend, select the meals that apply.

13. Click 'Next Step'.

14. Review the details of your reservation.

15. Click 'Next Step'.

16. Click 'Pay Later'. You will immediately receive an email confirming your reservation.

Note: All reservations show 'tentative' until they are paid. The Newport Ski Club honors all tentative reservations. Pay for your reservation at the lodge as usual. The system cannot process refunds or adjustments for reservations paid in advance.

## **2 How to make a reservation for a person from your member family or applicant family**

1. Following the instructions for member reservations from Step 1 through Step 9, select multiple bunks for the dates you wish to reserve.
2. Click 'Next Step'.
3. For each bunk, enter the last name of the person from your member family or applicant family. The system will display a drop-down box with all members whose last name is the same as the name you entered.

Note: Families are linked together not by their last names, but by their member number. Say we have John Doe with member number 124. His wife Jane has member number 124S Their 2 foster children, Mike and Mary Smith, have 124a 124b respectively. The database knows that Mike and Mary are John and Jane's children because they have the same primary member number, 124. The reservation system will apply the 'family' reservation rate accordingly.

4. Select the name of each person from your member family or applicant family from the dropdown box. Key in the name of any person who does not appear in the drop down.
5. Click 'Next Step'.
6. Select your meal option.
  - a. If your reservation falls on a weekend:  
-> Click 'Weekend Meals'  
-> In the corresponding 'Quantity' section, enter the number of people listed in your reservation.
  - b. If your reservation falls mid-week or off-season  
-> Click on the Mid-Week or Off-Season Contribution Box  
-> Enter the number of dollars you wish to contribute.
  - c. If your reservation falls during school vacation week or on a work weekend, select the meals that apply.
7. Click 'Next Step'.
8. Review the details of your reservation.
9. Click 'Next Step'.
10. Click 'Pay Later'. You will immediately receive an email confirming your reservation.

Note: All reservations show 'tentative' until they are paid. The Newport Ski Club honors all tentative reservations. Pay for your reservation at the lodge as usual. The system cannot process refunds or adjustments for reservations paid in advance.

### **3 How to make a reservation for guests (and social members and applicants and anyone who is not in the database.)**

1. Follow the instructions for reservations for a person from your member family or applicant family for Steps 1 and 2.
2. For Step 3, instead of entering the last name of the person from your member family, enter your guests's name.
3. Select the Tariff from the dropdown.

'Guest' Tariff options are:

- > Guest 12 and over
- > Guest 4 to 11
- > Guest 3 and under
- > Off-season child under 12

4. Continuing with Step 5, follow the instructions for reservations for a person from your member or applicant family.

#### **4 How to make a reservation for NSC social events**

1. Follow the instructions for member reservations from Step 1 through Step 6.
2. Scroll down to the bottom of the bunk listing to the last entry labelled 'Events'.
3. Scroll left to find the date of the event for which you need a reservation. You will see a number in the box the corresponds to the row for 'Events' and the column for the event date.
4. Click the box with the number in it. The box will turn lime green.
5. Click 'Add First Person' at the bottom of the screen.
6. Enter the last name and first name of the person for whom you need a reservation.  
Reminder: members can make reservations for themselves, family members and guests.
7. Follow normal procedures for selecting tariffs for guests.
8. DO NOT change the dates shown. If no dates appear, enter the date of the social event in the two 'date' fields'.
9. Click 'Next Step' in the upper right-hand corner of the screen.
10. Verify the information on the resulting screen.

It should list the date of the event as 'First Night' and 'Last Night' and a duration of 1 night. If not, click 'previous step' and correct the dates.

11. Click 'Next Step'.
12. Verify the information on the resulting screen.
13. Click 'Next Step'.
14. Click 'Pay Later'.
15. Click 'Pay Later Send Email'. You will immediately receive an email confirming your reservation.

Note: All reservations show 'tentative' until they are paid. The Newport Ski Club honors all tentative reservations. Pay for your reservation at the lodge as usual. The system cannot process refunds or adjustments for reservations paid in advance.

## **5 How to cancel or change your booking**

1. Log in as a member at <https://bookings.newportskiclub.org>
2. Click 'Manage a Booking'
3. Click 'View my Bookings'
4. Click on the pencil on the right-hand side of the booking which you want to cancel or change
5. Click 'cancel booking' if you wish to cancel
6. Click 'change booking' if you wish to change
7. For changes, step through the booking process again and make any changes.

## **6 How to view all of your bookings**

1. Log in as a member at: <https://bookings.newportskiclub.org>
2. Click 'Manage a Booking'
3. Click 'View my Bookings'

## **7 How to view the rate sheet**

1. Log in as a member at: <https://bookings.newportskiclub.org>
2. Click 'Ski Lodge Details'
3. Click 'Current Tariffs'
4. To see the rates for bunks, select 'Reservation' from the dropdown 'Select Lodge'.
5. To see the rates for events, select 'Events' from the dropdown 'Select Lodge'.

## 8 How to pay for a reservation by cash or paper check.

1. Log in as a member at: <https://bookings.newportskiclub.org>
2. Click 'Manage a Booking'.
3. Click 'View my Bookings'.
4. Identify the booking for which you wish to make payment (unpaid bookings have a '\$' in their row.)
5. Hover your mouse over the dollar sign (\$) which indicates an unpaid booking.
6. **This step available only for Lodge Manager or Treasurer:** Click 'Pay for Booking in Full'
7. **This step available only for Lodge Manager or Treasurer:** Enter your check number – Elliot would like this somewhere.
8. Write the booking number (NP0000...) on your check. Booking number is an eight-digit field beginning with 'NP'. This helps the Treasurer trace the check back to the reservation.
9. **This step available only for Lodge Manager or Treasurer:** Change booking status to 'confirmed'.
10. Mail your check to the NSC Treasurer at:

Newport Ski Club  
Attention: Treasurer  
P.O. Box 4253  
Middletown, RI 02842

## 9 How to pay your outstanding balance by electronic check or credit card (This process not available as of 05/10/22)

1. Log in as a member at: <https://bookings.newportskiclub.org>
2. Click 'Manage Account'.
3. Click 'Pay Outstanding Balance'.
4. Click the payment option that you wish to use.