

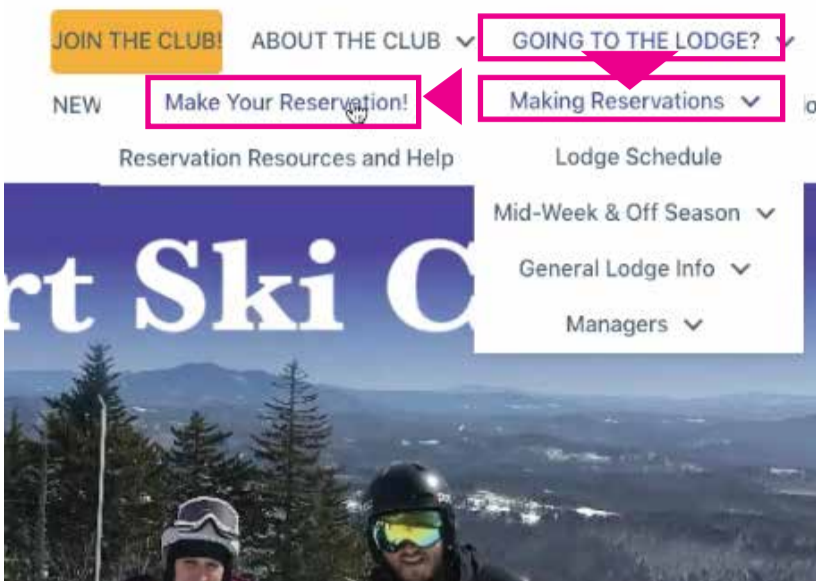
HOW TO MAKE RESERVATION

STEP 1: Member Number and Password

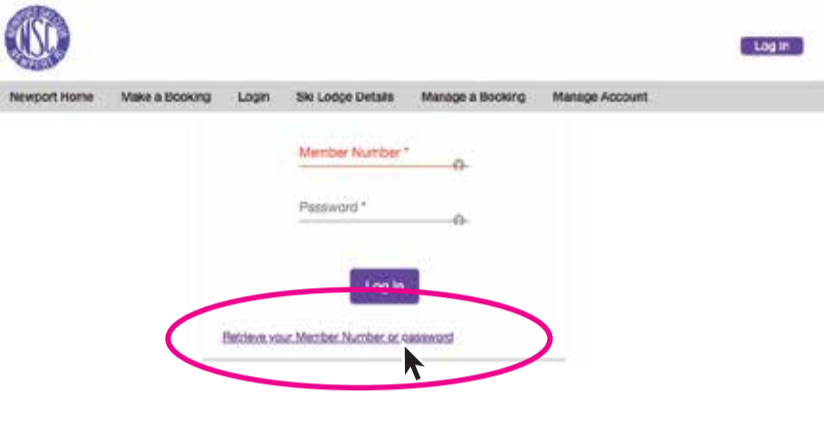
Before you can make a reservation you will need to get your **MEMBER NUMBER** and **PASSWORD** in order to log in.

If you know your **MEMBER NUMBER** and **PASSWORD**, skip to the next lesson.

If you are not already on the reservation page you can get there from the home page by clicking the banner at the top of the home page where it says **GOING TO THE LODGE**, and then the sub menu **MAKING RESERVATIONS**, and then to **MAKE YOUR RESERVATION**.



This will take you to the next screen where you will enter your data. If you do not have your member number and password, Click **“RETRIEVE YOUR MEMBER NUMBER OR PASSWORD”**. This will take you to next screen...



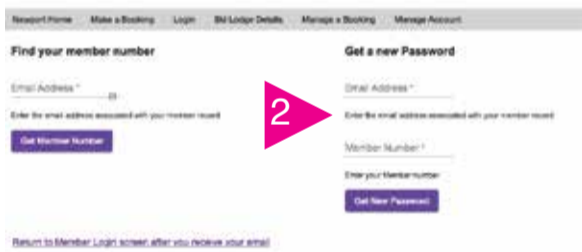
- 1 To obtain your **MEMBER NUMBER**, follow the instructions by entering your email address and then click **GET MEMBER NUMBER**.

The site will send you an email with your number which you will use to get your password. Click **DISMISS** to clear the screen.

- 2 To get your **PASSWORD**, enter your Email Address and the Member Number and then click **GET NEW PASSWORD**. Click **DISMISS** to clear the screen.

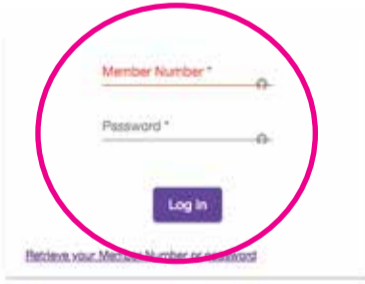
The site will send you an email with your new password.

- 3 Click on **“Return to Member Login screen”** after you receive your email”.



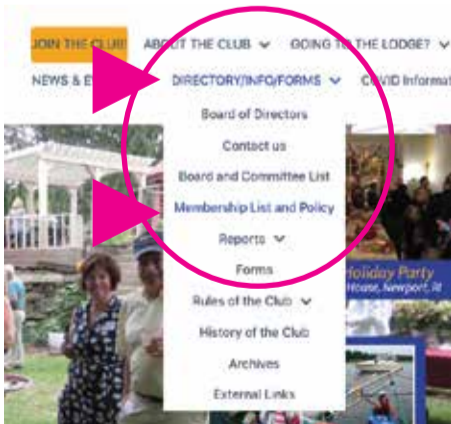
! If you don't receive an email - your email may be listed incorrectly in the NSC Database. Scroll down for further instructions.

If you receive the email, Enter your **MEMBER NUMBER** and **PASSWORD**, and then click **LOG IN** to enter the page **MAKE A BOOKING**.

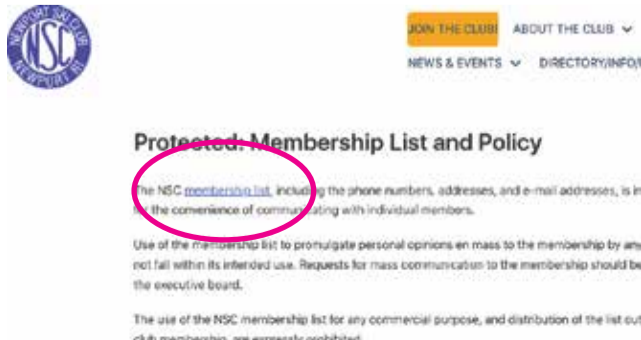


! If you did not receive an email, check that your email address is correct in the Membership List.

Go to the **HOME PAGE**, then **DIRECTORY INFORMATION**, and then **FORMS**, and **MEMBERSHIP LIST AND POLICY**.



Click **MEMBERSHIP LIST** and enter the **Club password** and verify that your email address is correct in the list.



IF YOUR EMAIL ADDRESS IS INCORRECT - contact the NSC database committee at nscdatabase@gmail.com

HOW TO MAKE RESERVATION

STEP 2: Picking a Room & Bunk

Before you go to the reservation page it is a good idea to download the **ROOM LAYOUT MAPS**.

If you are not familiar with the lodge, these files will be a good reference to see the room names and locations.

In addition, these images are much easier to read than the pop-up reference images on the selection page.

Log in with **YOUR MEMBER NUMBER** and **PASSWORD**.

Go to **DOCUMENTS** in the top banner and view a map of bottom or top floor.

It is a good idea to download these maps and save them for reference.

Once you know what room you prefer you can go to the reservation page and hover over the **BUNK NAME**. This will show you the bunk description and whether it is a top or bottom bunk.

HOW TO MAKE RESERVATION

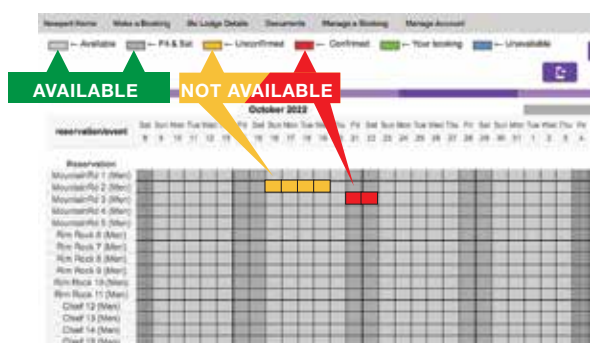
STEP 3: Making a Reservation

To make reservations, go to the **HOME PAGE**, and click **GOING TO THE LODGE**, and then the sub menu **MAKING RESERVATIONS**, and then to **MAKE YOUR RESERVATION**.

Log in with **YOUR MEMBER NUMBER** and **PASSWORD**.

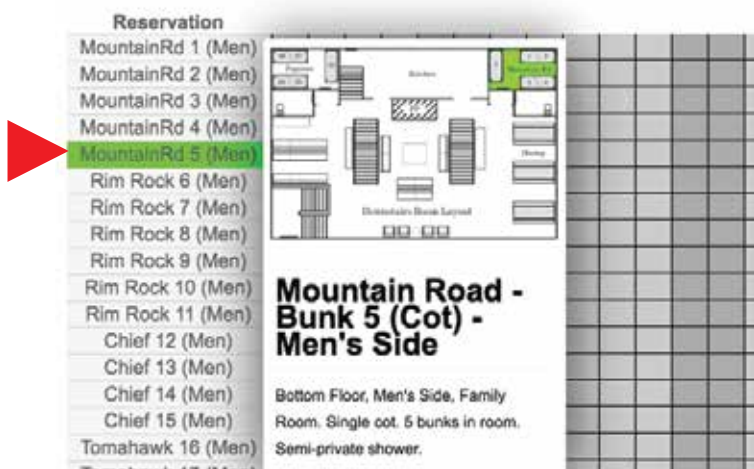
Start by finding the **DATES** you wish to reserve, and then find an available **BUNK**. The **GREY** shading in the date columns and rows indicate that the bunks are available.

If a date for a bunk appears **YELLOW** or **RED**, it is unavailable to reserve at this time.



To **PREVIEW** the **BUNK** and **ROOM** you wish to select, **HOVER** over the Bunk name & number, and it will show you a room diagram, and a description indicating it's position in the room, and whether it is a top or bottom bunk.

If you have not already done so, you can get a larger, and clearer room chart under the heading: **DOCUMENTS**.



If you are reserving for more than one person, and require an additional bunk, click the dates in the row of the additional bunk you wish to reserve.

Or, Click on a bunk name and it will duplicate the previously selected dates.

October 2022

reservation/event	Sun 9	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23
MountainRd 1 (Men)															
MountainRd 2 (Men)															
MountainRd 3 (Men)															
MountainRd 4 (Men)															
MountainRd 5 (Men)															
Rim Rock 6 (Men)															
Rim Rock 7 (Men)															
Rim Rock 8 (Men)															
Rim Rock 9 (Men)															
Rim Rock 10 (Men)															
Rim Rock 11 (Men)															
Chief 12 (Men)															

Reservation

MountainRd 1 (Men)															
MountainRd 2 (Men)															
MountainRd 3 (Men)															
MountainRd 4 (Men)															
MountainRd 5 (Men)															
Rim Rock 6 (Men)															
Rim Rock 7 (Men)															
Rim Rock 8 (Men)															
Rim Rock 9 (Men)															
Rim Rock 10 (Men)															
Rim Rock 11 (Men)															
Chief 12 (Men)															

To undo or change, click the highlighted date or bunk, and it will deselect and go back to grey.

Or you can deselect all dates for all bunks by deselecting the date column header.

Or you can deselect all dates for all bunks by deselecting the date column header. Or you can deselect all chosen dates for a specific bunk by clicking the bunk row.

When you have completed selecting rooms, bunks and dates - click **NEXT STEP**.

HOW TO MAKE RESERVATION

STEP 4: Finalize your reservation

At this point you will have selected your ROOMS, BUNK AND DATES.

When you clicked **“NEXT STEP”**, you will have been taken to a new screen.

Enter your **LAST NAME** - and the system will display a drop-down menu with everyone associated with your member or applicant family regardless of their last name. The database recognizes family members by their linked member numbers.

The system will apply the appropriate tariffs based on the date and whether you are a member or applicant.

If you wish to add a **GUEST**, enter the word GUEST, followed by a comma, and a first name of the guest. Then adjust the tariff to indicate their age and to apply the appropriate tariff.

Scroll down.

If your reservation falls MID-WEEK or OFF-SEASON, enter a total dollar amount of contribution for use of any club supplies like coffee or condiments.

If your reservation falls on a WEEKEND, click **Weekend Meals** and under **QUANTITY** enter the total number of people listed in your reservation.

Double check your dates and information and then click **NEXT STEP**

This will take you to a new page and show a summary of your **BOOKING DETAILS**.

Verify that all the reservation information shown is correct and make any changes required.

If any of your personal information is incorrect you should contact the DATABASE TEAM to update your info.

Once you have approved the information on this screen click **NEXT STEP**.

You will see a screen that shows your **ROOM** and **BUNK** selections.

This is the last step before finalizing the reservation. If everything is ok, click **PAY LATER**.

The reservation is now effective and you will immediately receive an email confirming your reservation and providing you with an INVOICE for payment and showing you the BOOKING NUMBER.

PLEASE INCLUDE THE BOOKING NUMBER ON YOUR CHECK.

At this time, payment should be made by the current methods:

Please provide cash or check to the Lodge Manager or mail to the NSC Treasurer at:

NEWPORT SKI CLUB
ATTENTION TREASURER
PO BOX 4253
MIDDLETOWN RI 02842

Please note that the club can only accept checks from Members and Applicants.

ALL RESERVATIONS will be shown as UNCONFIRMED until payment is made. Once payment is received, the LODGE MANAGER or TREASURER will change the status to CONFIRMED.

ONLY THE LODGE MANAGER or TREASURER can make this change.

HOW TO MAKE RESERVATION

STEP 5: Change or Cancel your RESERVATION

First log into the Reservation System - and then go to **MANAGE A BOOKING**.

Click **VIEW MY BOOKINGS**.

This will take you to a new screen.

Find the reservation that you wish to change or cancel, and click the **PENCIL**.

This will take you to a new page where you can either

Click **CHANGE** or **CANCEL**.

If you click **CHANGE**, it will take you back thru the booking process.

If you wish to cancel the reservation, **CLICK CANCEL BOOKING**, and confirm the cancellation by clicking **YES PLEASE**.

You will see an on-screen confirmation which you can dismiss, and you will immediately receive a confirmation email indicating the cancellation.

