Dear Members and Associates,

We are reaching exciting times with our new club booking database!

Firstly – if you have stayed at Technology before and are therefore on our membership list but DO NOT wish to receive our newsletter or be on our database, please email me back and I will remove your details immediately.

For those of you who wish to receive our Newsletter "Tidings" and be able to stay at our wonderful lodge, this is an email which details how to log in to our new digital club database and update your details. You will need to check your email address is correct, and update telephone numbers and street address. I will also ask you to supply me with your date of birth (in the comments area) so I can update this in the database. Until you have updated your details, you will be unable to book for the 2020 winter season, so please do so promptly.

Note: If you have children or partners who have not supplied an email address, you will receive an email asking for an update on their account as well. Please update their details and they will be able to deal directly in future (except in the case of children who will be on your bookings anyway). You will be noted as the primary member. If their details are not updated, you can still include them in your bookings.

RETURN ASSOCIATE MEMBERS
If you have been skiing in Technology for many years, you now have your own login! As such, you can now make booking requests directly, and don't need to get booking forms signed by a member every year.

Just follow the process below for members, and you can book yourself in. If you wish to add any friends, you will need to contact me to discuss.

STEP 1: LOGGING IN
Note: You will require a Member Number (contained in the email you have received) PLUS a password.

If your Member Number ends with "O" it is not zero, but the letter "O"! It stands for Original – meaning a member of the original lodge.

Go to the link below which will display the screen as shown.

https://technologyskiclub.cbdweb.net/app/login/member

Member Number

Password

Log in

Retrieve your Member Number or password

Booking System Instructions – Feb 2020 – PJG

The screen displayed requires a Member Number and every member will have received this in the accompanying email. However, you also require a password. To obtain your initial password, select the **Retrieve your Member Number or password** option in this screen. In the new dialog, use the **Get a new password** section, enter your Member number and your email address.

The system will email an initial password to the email address you have entered. Return to the Member **Login** menu item (as above), and then enter BOTH your issued Member number AND your received password.

Note: You can change the initial password received by selecting the **Members>Change Password** menu item.

STEP 2: UPDATING MEMBER DETAILS

Once logged in for the first time, you will need to ensure your member details are correct. Select the **Members>View My Details** menu item. The screen displayed should have all the required information about you including name, address, email etc. Importantly, this page must also have your **Date of Birth**. If not displayed already, please enter this in the **Comments** field. When updated, press the **Update** button.

STEP 3: ENTERING BOOKING PERIODS

Note: If you are a full member, you cannot enter a booking request unless your subs are up to date! If you have not paid 2019 subs, please do so immediately! 2020 subs will be deemed overdue as at 1 June 2020. You will receive an email with invoice for your 2020 subs after the AGM in March.

After logging in and completing your Member Details, select the **Booking Home** tab. A matrix of dates is displayed. You can use the cursor over the dates to select start and end dates, or enter the dates manually.   **Note**: The dates required are the **NIGHTS** you are staying, not the day you leave the lodge.

Select the dates you require in the matrix as shown. Move the date range forward or backward using the **D M** and **Y** buttons (Day, Month, Year). A booking is indicated by **green highlight** over the nights booked. You will also need to enter how many beds are required.

STEP 4: ENTERING GUEST NAMES

As always, you are entering a "request for booking". You will have your booking confirmed after the member preference period closes in March and beds have been allocated. Once a booking request period and number of beds are specified, select the **Next Step** button. The following screen requires you enter the guests names relating to this booking. Guests who have stayed previously in the lodge will be known by the system and can be selected **by entering their surname and selecting their name from the drop down list.** Do not enter the name if it is not in the drop down.

If you have new associates or junior members you would like to nominate, please send me an email or give me a call with their names and email addresses and I will enter them into the system within 7 days (often immediately!)   Remember, I will need dates of birth for all under 21 (and members of all ages). The guest member type will also be automatically filled in.

Your check in is on: Saturday 22nd August 2020
Your last night: Friday 28th August 2020
Your check out is on: Saturday 29th August 2020

← Previous Step   Next step →

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

Guest details:

Guest's Name: Please provide in format 'Surname, Given Name'

*Guest 1:   Gidley, Paula   Member
*Guest 2:   Gidley   Choose Guest Type ▼

     Gidley, Mason
     Gidley, Savannah
     Gidley, Scott
     Gidley, Paula
     Gidley, Peter

Step 2 of 4

On-line bookings provided by CBDWeb

After entering the names of your booking guests, press the **Next Step** button.

STEP 5: CHECKING BOOKING AND CONTACT DETAILS
The next screen shows the guest details, costs and billing plus the Contact Details. Check the details as entered and correct if necessary.

Your check in is on: Saturday 22nd February 2020
Your check out is on: Saturday 29th February 2020

← Previous Step   Next step →

• Please enter any contact information that is missing below.

Your Booking Details

Guest Details

Guest Details

Gidley, Peter (Member) Cost: $136.29
Gidley, Paula (Member) Cost: $136.29
Optional Extras

Pricing Details

Duration for this booking is: 7 nights
The total cost for this booking is: $ 272.58
GST Included

Your Contact Details

*Contact Name:	Peter Gidley	*Email Address:	peter@gidley.com.au
			separate multiple email addresses with semicolon (;) or comma (,)
*Address Line 1:	PO Box 486	*Business Hours Number:	0414644117
Address Line 2:		Mobile Number:	04 1464 4117
*City / Town:	Jindabyne	After Hours Number:	0414644117
*State:	NSW	☐ Update your member details with this information	
*Postcode:	2627		

Please enter any comments or notes about the booking below:

Enter alternate booking preferences

Second Preference for week 14th August to 21st August 2020

Please note your second and third preferences in the notes area. I will call you to discuss if there are problems.

STEP 6: PAYMENT DETAILS

No DEPOSIT is required at the time of booking! When your booking has been confirmed, you will be sent an invoice with a link to pay by **Paypal**. Payment in full is required within 14 days of receiving the invoice or your booking may be cancelled.

PAYING BY WORK PARTY CREDIT

If you are paying by work party credit, please send all your green forms to the post office box immediately (see below). If they have not been entered into the system by the Booking Manager before invoicing, you will be required to pay by PayPal.

GROUP BOOKINGS

If you have a large group booking, and do not wish to nominate people individually as associates, then there is a work around! They can be entered as guests by using the drop down and selecting their status as "Associate".

By doing this they will appear on your booking, but one time only! If you are booking these individuals regularly, it is better to get them into the system so that they don't have to be entered each time. To do this, send the guest's details and email address to the Booking Manager.

Don't forget to provide alternative dates (or ring to discuss when they may be available).

AVAILABILITY OF BEDS

Once the member preference period is over and beds have been allocated, you will be able to see available beds on line within a date range.

During the member preference period, this is not possible, as beds are not allocated until after this date. I would anticipate this would be available to members and associates by early May. After this you will be able to put in a date range and see availability over this range.

Paula Gidley - Booking Manager
0408310552
PO Box 486
Jindabyne NSW 2627