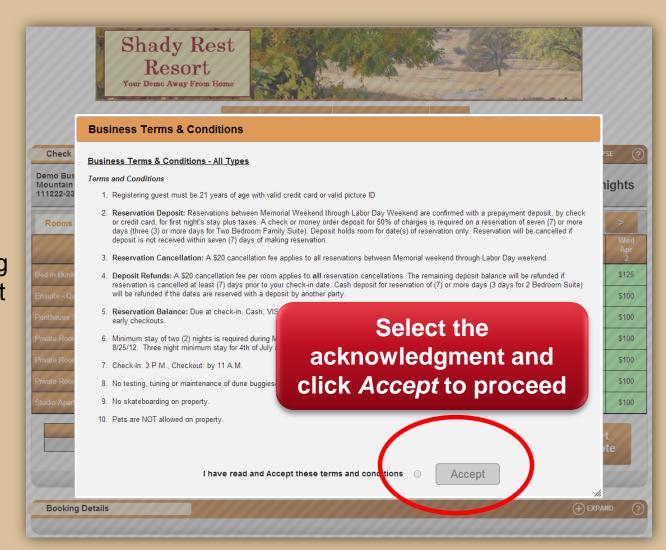
### 1. Online Reservations – Landing Page

Note: Almost every resort has a Pre-Conditions Dialog which displays prior to allowing you to make a reservation.

As the reservation website serves new guests and returning guests and because you haven't logged in as yet, some information may not be applicable to you as a new guest.

Nevertheless, please acknowledge these terms to allow access to the page.



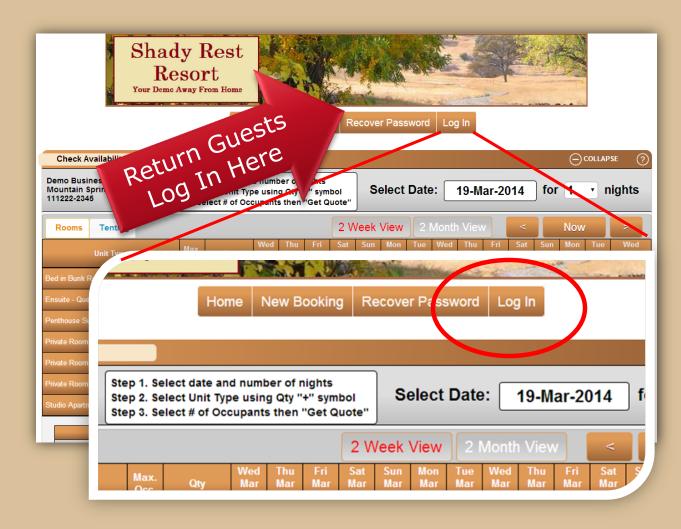
### 2. Reservation Services – Guest Log In

### Logging in to every resort is exactly the same...

Simply click *Log In* menu link on the Menu bar and a dialog will appear, prompting you for two items:

- Your email address on file with this resort.
- 2. The password you created the last time to visited.

Note: The next page will show you how to create a password if you don't have one.

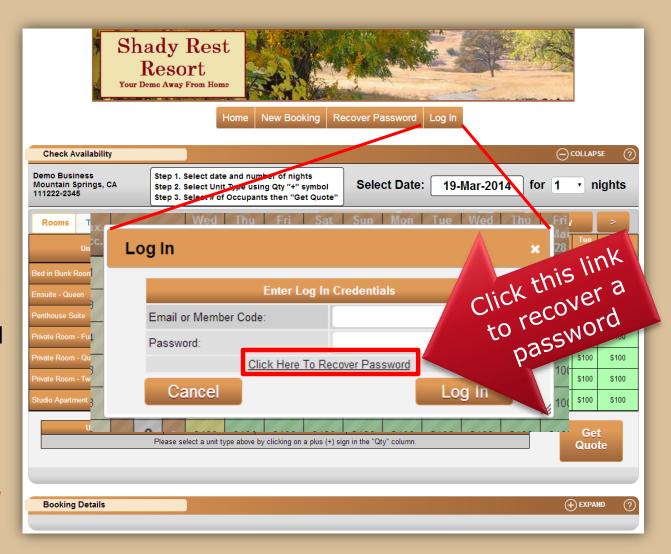


### 3. Recovering Your Password

Note: If you don't have an email address on file with the resort, please call them and provide one.

- Provide your Guest Code (or email address on file with the resort)
- 2. Your temporary password will be emailed to your inbox immediately. Return to this page and use that to log in.

Note: The system will then prompt you to enter an easier-to-reguest password once you use the temporary one provided.





#### 4. Now You're Logged In!

#### Two things you can do:

- 1. Check your *Reservation Activity* for this resort simply select the link on the Menu bar.
- 2. Make another reservation at this resort.



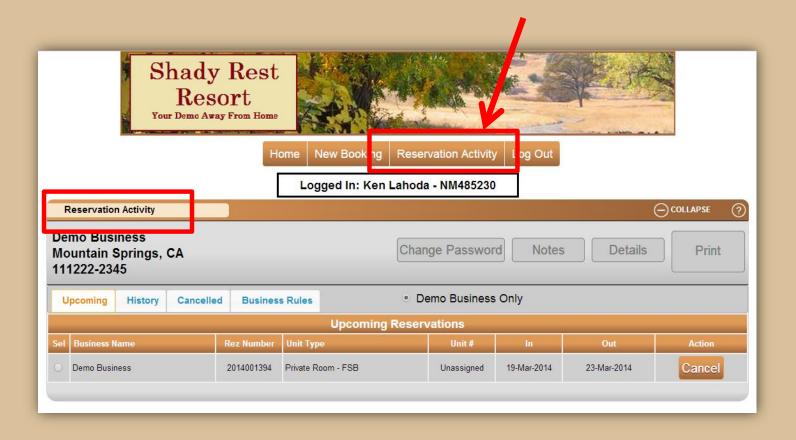
### 5. Reservation Activity With The Resort

Check your *Reservation Activity* – for this resort simply select the link on the Menu bar.

Note: You can check ALL of your reservation activity this resort.

Obviously, logging in provides access to your personal booking information.

Also note that we don't expose your personal address or contact information.

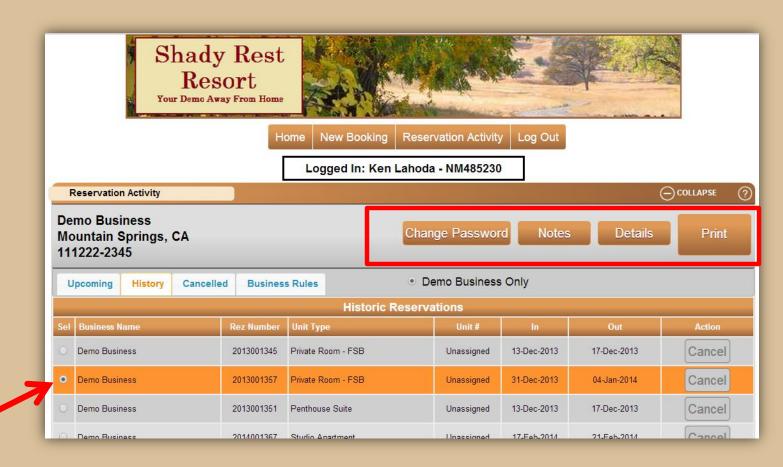


#### 6. Button Functionality

Select any booking and certain buttons light up on the panel's header.

Just check the circular "radio option" on the left-most column on the reservation list to activate the buttons.

Click right here...



### 7. Button Functionality Cont'd

**Change Password** 

#### **Notes**

The *Notes Button* provides the facility to send a message direct to the resort via email. Any response will come back to your registered email inbox as well as being recorded into the Notes dialog, seen here.





The *Change Password Button* provides the facility to change your personal guestship password at any time.

It is wise to change your password from time to time each year. Upcoming revisions will remind you to do so.

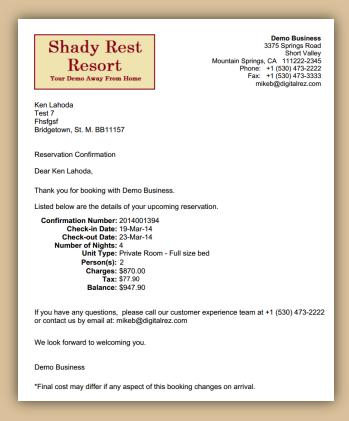
### 8. More Buttons Explained (whew)

Print

#### **Details**

The **Details Button** provides a little "till tape" of any charges, products and taxes related to the booking you've selected.





#### Print options change for each tab:

- Upcoming Tab reprint a confirmation
- 2. History Tab print a Statement
- 3. Cancelled Tab a Cancellation Confirmation