

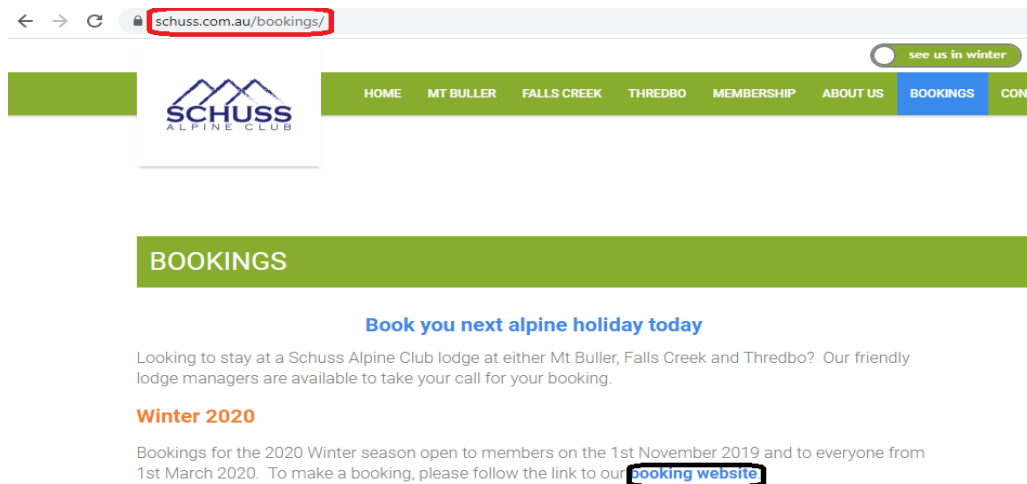
Schuss Alpine Club – Online Booking System Guide.

Bookings are a 2 night minimum

Any room or room type advised at time of booking is provisional and may be changed by the club for any reason.

Step 1: Open the booking system:

From the Schuss Alpine Club webpage choose “Bookings” in the top ribbon

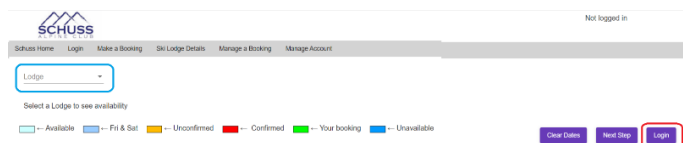


then “booking website” which will take you to the booking page as in diagram below if on a computer

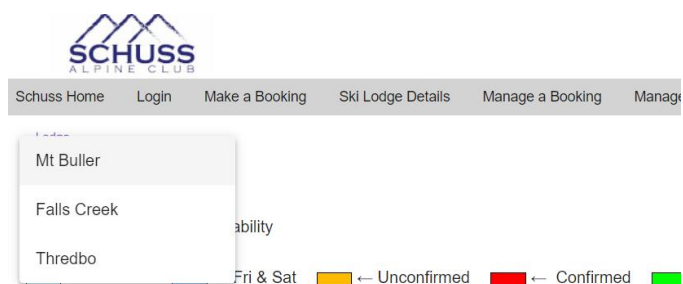
Step 2: Room availability selection: **MEMBERS MUST LOG IN TO GET MEMBER RATES.**

USING A COMPUTER

You will be presented with the following screen. Select a lodge, Mt Buller, Falls Creek or Thredbo from the drop down menu “Lodge” (Blue box)



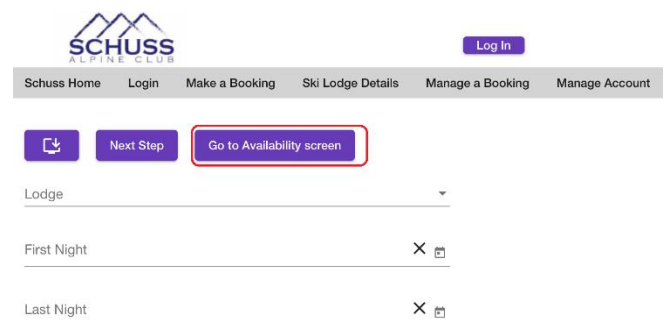
If you are a Schuss member remember to login.



You will then be presented with a screen similar to that below depending on the lodge chosen in this case Thredbo.

USING PHONE OR TABLET

You will be presented with the following screen.



You may wish to check the availability before progressing further.

Tap on “Go to Availability screen”

You will be presented with a screen similar to that below

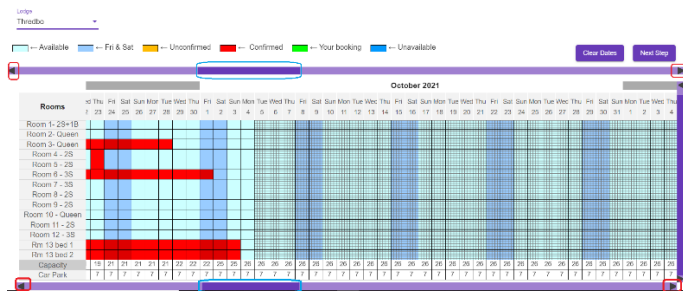
COMPUTER

Note: one room at each lodge is split into beds, if you wish to book this room, please select both beds.

The grid shows the dates across the top and rows for the various rooms.

Note: hovering your mouse over the room shows the bed configuration for the room.

You can move forward or backward in date by clicking on the arrows (red) at either end of the purple bars top or bottom or click and drag the darker purple bar (blue)



Step 3: Date and room selection:

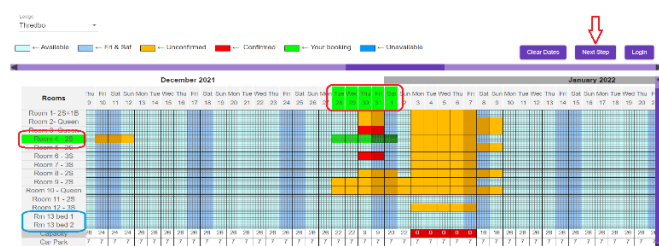
Select the start and end dates for the **NIGHTS** you wish to stay – NOTE: it is imperative that you select the nights you wish to stay, not the days.

All nights from your start date to your end date will then be selected. You may have guests staying different periods within the initial selection. (This is done at the next step)

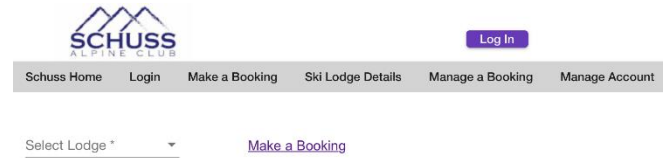
Note: there are minimum occupancy requirements for each room.

NOTE: Any room or room type advised at time of booking is provisional and may be changed by the club for any reason

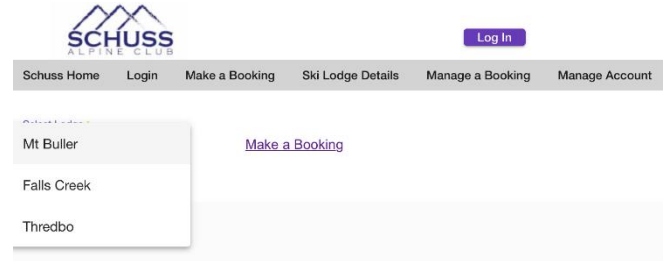
For this example, 5 nights (Dec 28, 29, 30, 31 & Jan 1) have been selected and room 4. Departure date would be Jan 2.



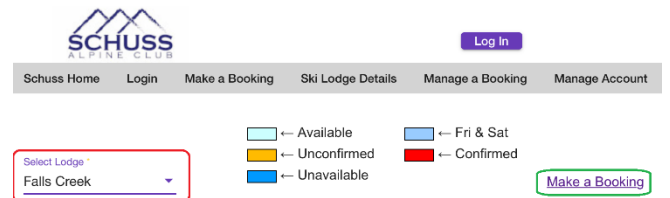
PHONE OR TABLET



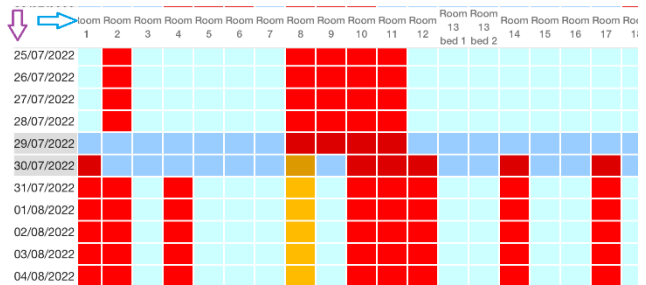
Select a lodge from the dropdown menu.



You will be presented with the availability chart for that lodge.



Available Rooms for lodge Falls Creek

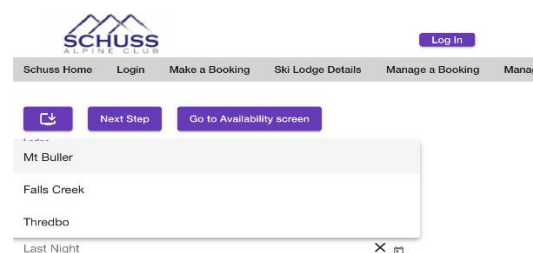


Dates down the side and rooms across the top. Scroll down to your proposed dates and scroll across to see what rooms are available.

Once you have decided on the dates and rooms tap on “Make a Booking” top right of screen. You will be taken back to the first screen.

Step 3: Date and room selection:

Choose the lodge from the dropdown menu.



COMPUTER

If you are a single person and willing to share, then select a bed in the room with the beds listed otherwise you will be charged the single supplement.

Then hit the “Next Step” button when ready or “Clear Dates” button to change dates or click on Room to deselect that room.

PHONE OR TABLET

Enter the date of your first night in format dd/mm/yyyy or use the calendar (blue)

The screenshot shows a mobile app interface. At the top, there are three buttons: a download icon, "Next Step", and "Go to Availability screen". Below these is a dropdown menu for "Lodge" with "Thredbo" selected. Underneath is a "First Night" field with a date selection calendar. The calendar is for February 2022, with the date 15/02/2022 selected. There are navigation arrows and a close button (X) on the calendar. To the right of the calendar is a selection box with a close button (X) and a calendar icon.

Then enter your last **night** (not day).

Note: You can cancel the dates by tapping on the cross (red)

Select your room(s) by tapping on the selection box.

The screenshot shows a mobile app interface. At the top, there are three buttons: a download icon, "Next Step", and "Go to Availability screen". Below these is a dropdown menu for "Lodge" with "Thredbo" selected. Underneath is a "First Night" field with the date 18/01/2022 and a close button (X) and a calendar icon. Below that is a "Last Night" field with a close button (X) and a calendar icon. At the bottom is a list of rooms with checkboxes:

- Room 1
- Room 2
- Room 3
- Room 4
- Room 5
- Room 6
- Room 7
- Room 8
- Room 9
- Room 10
- Room 11
- Room 12
- Share Room 13 bed 1
- Share Room 13 bed 2

If you are a single person and willing to share, then select a bed in the room with the beds listed otherwise you will be charged the single supplement.

Then hit the “Next Step” button when ready or Delete dates using X to change dates or click on Room to deselect that room.

Step 4: Guest Room Occupancy Details:

On this page you are asked to enter the guest names. Registered names will be allocated the appropriate tariff. Unregistered guests and the public will choose from the dropdown menu 'guest or child guest'.

NOTE: If you are a Schuss Member, you will need to be logged in prior to this page to access Member & Affiliate rates

The number of beds showing indicates the minimum occupancy which must be complied with.

[Previous Step](#) [Next Step](#)

First night: Tuesday 28th December 2021
Last night: Saturday 1st January 2022
Checkout: Sunday 2nd January 2022
Duration: 5 nights

Lodge: Thredbo

Who is staying in Room 4 - 2S

Surname, Firstname *	Tariff *	First Night *	Last Night *
test one,	Guest	28/12/2021	01/01/2022

[Add Additional Guest](#)

Carpark Details

[Add Car Park](#)

Click on "Add Additional Guest" to show any excess beds for your chosen room.

Car parking for Thredbo lodge can be added here by clicking on the "Add Car Park"

First night: Tuesday 28th December 2021
Last night: Saturday 1st January 2022
Checkout: Sunday 2nd January 2022
Duration: 5 nights

Lodge: Thredbo

Who is staying in Room 4 - 2S

Surname, Firstname *	Tariff *	First Night *	Last Night *
test one,	Guest	28/12/2021	01/01/2022
Test Two	Guest	28/12/2021	01/01/2022

Carpark Details

Car Number Plate *	Start Date *	End Date *
Carpark 1:Test 22	28/12/2021	01/01/2022

[Add Additional Car Park](#)

If added guest or those in another room are staying different dates, these can be changed here

Click "Next Step" when all information at this step has been entered.

Step 5: Guest Contact Details

At this step you can check your booking details and the cost before progressing if the booking is not what you want then, click the previous step button and go back.

The system calculates the total cost of your booking, based on the information provided. In this case, the costs for each guest are shown, along with the cleaning surcharge and parking fee. The total is shown under the "Pricing Details" section.

Enter all required information, including contact and email details, as the Booking System will generate confirmation emails to the supplied email address.

Note: If you have logged in as a Member, most of this information will be pre-populated from details already held in the booking system. Complete any remaining required information, as indicated by the asterisks. You can also correct any incorrect information and save to the system here.

Previous StepNext Step

Booking Details

Booking for Lodge: Thredbo
Your check in is on: Tuesday 28th December 2021
Your last night: Saturday 1st January 2022
Your check out is on: Sunday 2nd January 2022
Duration: 5 nights

Room Details	Name	Tariff	Calculated cost
Car Park	Test 22	Carpark	\$0.00
Room 4 - 2S	test one	Guest	\$250.00
	Test Two	Guest	\$250.00

Extras

2 x Cleaning & Linen Hire Fee	\$90.00
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Contact Details

Address Line 1 *

Address Line 2

City / Town *

State *

Postcode *

Country
Australia

Please enter any comments or notes about the booking below:

Guest Notes about Booking

Pricing Details

Duration of this booking: 5 nights
Calculated cost of this booking: \$590.00 ←

* GST Included

Contact Name *

Email Address *

Business Hours Phone Number

Mobile Number *

After Hours Phone Number

You can also enter any information that is relevant for your booking in the Comments area below. These comments will be visible to the Lodge Manager and the Booking secretary. It is very useful for our Lodge Manager if your expected arrival time is noted as well as any extra's required e.g. port-a-cot.

When ready hit the "Next Step" button.

Step 6: Payment:

Payment for your booking is now required. Confirm the details as per this screen.

Payment in FULL is required to secure all bookings.

To pay now select "Pay for this booking" and you will be taken to our secure payment screen where you enter your credit card details.

Once payment is made you will receive a confirmation email with a Booking Reference number.

Note: Mastercard or Visa only. Don't forget to return to this screen after completing your payment.

Previous Step

Booking Details

Booking for Lodge: Mt Buller
First night: Sunday 31st July 2022
Last night: Thursday 4th August 2022
Check out: Friday 5th August 2022
Duration: 5 nights

Room Details	Name	Tariff	Calculated cost
Room 2 - 2S	Test Booking	Guest	\$1,320.00

Extras

1 x Cleaning & Linen Hire Fee	\$45.00
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Finalise Booking

You must click on one of the button(s) below to secure your booking
The total cost for this booking is: \$1,365.00
All currency amounts shown are AUD
* GST Included
Pay later by Credit/Debit Card, Electronic Funds Transfer or Online credit/debit card

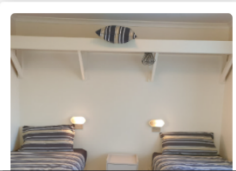
[Pay Later](#)

[Pay Outstanding Balance](#) \$1,365.00

[Pay For Booking](#) \$1,365.00

*There is no surcharge for online payment.

Room Details



If you choose “Pay Later” you will be sent a Tentative Booking email with payment details. You will then have 48 hours to make payment.

Pay Later Options:

Option 1: Payment is made by credit card using the non-member or member link in the “Tentative Booking” email;

Non-member- when you click the link the booking details page will open up

SCHUSS

Schuss Home Make a Booking Sit Lodge Details Manage a Booking Manage Account Admin Menu **Old Page**

All Bookings FC001759

[Email](#) [Email Invoice](#) [Cancel](#) [Cancel booking](#)

People and Tariffs

Det Details	Name	Tariff	Calculated cost	Member	Gender	Age
Room: 10 (Rm10) Test bed 2 (Guest)			\$150.00	0		
Test Bed 1 (Guest)			\$150.00	0		

Extras

2 x Cleaning Fee	\$74.00
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First Night: 11/09/2020
Last Night: 12/09/2020
Booking Status: TENTATIVE
Guest: Notes about Booking
Created On: 2020-07-27 15:43:26

Booking pricing details

Duration of this booking: 2 nights
Final Price: \$390.00
Only Deposit Paid (100%): No
Booking balance: \$390.00 (Debit)

Earliest date to automatically cancel

Renewal Code: 26ZQVP

Contact Name: EWay Test 2
Address Line 1
Address Line 2
City / Town
State
Postcode
Email Address: WJszardfg@gmail.com
Business Hours Phone Number
Mobile Number
After Hours Phone Number

Booking Amount: \$390.00 [Pay For Booking](#)

*There is no surcharge for online payment.

From this page you may cancel the booking (Red button) or pay for the booking (Purple button)
Once you click on the Pay for Booking you are taken to the payment portal

Once payment is made the booking will be confirmed.

Member- when you click the link you will be taken to the login page, login and the payment details page opens. The same options are available with the added Purple button “Pay outstanding balance” chose this option if you wish to pay all outstanding debts.

Option 2: Pay by EFT (contact booking manager for bank details). Use your surname and booking reference number as the reference and you **must** send a copy of the bank receipt to the lodge manager or booking secretary, otherwise your booking will be cancelled.

Cancellations:

Schuss Alpine Club has a cancellation policy, which can be found on the booking page under Ski Lodge Details or on the club’s webpage under Terms and Conditions.

You may cancel your booking by using the link in your confirmation email or by contacting the Booking Secretary (bookings@schuss.com.au) or contacting the particular lodge manager during winter.