# Ski Racers Club Inc
# Online Booking System Guide for Non-Members

## Making a Guest Booking

Here is how to make a booking for a Non-Member of Ski Racers Ski Club. If you have any trouble booking, please contact bookings@skiracers.co.nz

## 1. HOW TO ENTER THE BOOKING SYSTEM

Click this link to open the Ski Racers Booking system  https://bookings.skiracers.co.nz/
You won't need a login and no registration is required. You will be presented with the following screen:

If you already have an account then you can login

Login     ⬅    Members Login Here

Request a booking as a guest

Guest Booking    ⬅    **Click to make a booking as a Non-Member**

### New Booking

If you are already registered then you should log in to manage your bookings and see availability.

You can request a booking using the form below. Bookings are not processed until we receive the payment and you forward the booking email to our booking officer.

Bookings are not guaranteed and are subject to available space. Bookings by non members are not confirmed before 14 days of the booking arrival date.

Details of the person requesting the booking. Guests and schools are added below.

| | |
|---|---|
| Email: | john@johnsmith.com |
| First Name: | John |
| Last Name: | Smith |
| Phone: | 0211201234 |
| Arrival date: | day/month/year |
| Departure date: | |

To make a booking as a guest, first enter the main person's contact details.

Following this, select your arrival and departure date from the pop-up boxes.

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| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Add Guest   Add     Next

| | |
|---|---|
| Last Name: | Smith |
| Phone: | 0211201234 |
| Arrival date: | day/month/year |
| Departure date: | day/month/year |

First name: (Guest 1)     Delete
John
Last name:
Smith

Membership Type:
Non-Member Senior $85.00      $0.00

To add the first guest, select **Add Guest**, enter their details and select the Non-Member type.

SCHOOL GROUPS -Enter the school name and number of guests. Select the Schools rate from the Membership type list.

First name: (Guest 2) Required     Delete
Johnny
Last name: Required
Smith

Membership Type:
Non-Member Junior 11yrs - 17yrs $74.00      $0.00

Add Guest   Add School

To continue adding more guests keep clicking **Add Guest.**

If your booking is a midweek booking and you've added 10+ guests, the large group discount will be automatically applied in accordance with the Ski Racers Booking Rules.

Add Guest | Add School

Arrival details/Meal requests: *

Notes:

Next

Lastly, you need to add **Arrival Details**. If you have any meal requirements or wish to submit notes, you can do so here.

Click **Next**, where you will then be asked to confirm and then proceeded to confirmation instructions.

After confirming your booking, you will be taken to a screen with instructions that look like this.

Please Note:
Click on the Send button below and then send yourself the new email that pops up.
Once you have paid the booking fee, forward that email to bookings@skiracers.co.nz
The booking will only be processed when the payment is made and you have sent this email to us.
This page will not be available after 30 minutes.

Send Email To Myself

Clicking **Send Email to Myself** will send a copy of the confirmation email which shows in the screen below it.

NOTE: Like when sending the booking form, **THIS EMAIL DOES NOT MEAN YOU ARE BOOKED IN.**

Firstly, we need to receive your payment, and secondly, the Booking Officer needs to receive the "**Send Email to Myself**" confirmation email, which acknowledges that you have paid.

To confirm the booking, pay the booking fee into the Ski Racers bank account using the details below.

```
Please make the payment using the following details:
Amount: $150.00
Bank Account: Ski Racers Club Inc 02-0144-0249948-00
Particulars: G270406-1
Code: 11-6-Smith
```

Once payment is made, forward the booking email saying you have made payment to bookings@skiracers.co.nz

Afterwards, the Booking Officer will let you know when your booking is confirmed. Your booking is subject to Club availability and will be confirmed or denied, 14 days prior to the requested date.

Once confirmed, you can log in to manage your booking and account.