Skilib Alpine Club – Online Booking System guide



Skilib Alpine Club has a 51 bed lodge at Mt. Buller. Situated in the village, there are 4 luxurious en-suite rooms, and 14 comfortable standard rooms, with separate bathroom facilities. The lodge also contains large lounge, dining and recreation areas, and a large commercial kitchen with food storage and fridge space.

Skilib Alpine Club also has a fully renovated 3 bedroom apartment at Falls Creek, with 9 beds over 3 bedrooms (1 with an ensuite).

Bookings can be made for both these facilities through our online booking system.

Following is a step by step guide to make a booking at Mt. Buller.

The process is the same for Falls Creek, except that the apartment is booked as an entire apartment, rather than a room booking as is the case for Mt. Buller.

Step 1: Open the booking system:

Open your web browser and type in "bookings.skilib.com.au". Note, there is no www or @ symbol required.

Alternatively, go to our website, at <u>www.skilib.com.au</u> (below) and from the home page either hit the "Bookings" tab, then the "Check Availability and book now" button, or simply hit the "Check Availability" button:



Step 2: Room availability selection:

You will be presented with the following screen, showing dates across the top, a row for the Falls Creek apartment bookings, and rows for the various rooms at the Mt. Buller lodge. Note – hovering your mouse over the room shows the bedding configuration for each room.

You can move forward or backward in date by clicking on the D->M->Y icons.



NOTE: Red or Yellow coloured cells in this view indicate rooms that are already booked. Dark Grey cells are weekend nights (Friday and Saturday nights) and light grey cells are midweek nights (Sunday through Thursday).

Also note that during the Winter season there are 2 night minimum booking requirements on weekends.

Step 3: Date and room selection:

Select the start and end dates for the **<u>nights</u>** 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. If you wish to make more than 1 booking at a time, for different periods, then you will need to make separate bookings, by repeating this process for each separate booking.

On the date bar across the top, select the start and end dates, as below, and the room you wish to book. NOTE: there are minimum occupancy requirements for rooms at Mt. Buller.

For this example, I have selected 3 nights (December 17, 18 & 19) and selected Room A. Then hit the "Next Step" button when ready, or "Clear Dates" button to start over.





Mouse over a room above to see details

Step 4: Guest Room Occupancy Details:

From the drop-down list for each Guest, select either Public Adult, Public Child, or School Group (school group bookings only).

Minimum and maximum guest occupancy for the room is noted here. The 3 red asterisks indicate that the minimum occupancy for this room is 3 people. Enter the name of each person for Guest 1, 2, 3 and 4 (if applicable).

Linen (top & bottom sheets, pillowcase and towel) must be provided by each guest, or can be hired for \$15 per person – select this option if you require linen hire, and how many.

A fold out bed can also be added to bookings in Rooms A, D, I, J & M <u>only</u> if required. Select as appropriate.

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Skillb nome Booking nome Login v	Ski Lodge Details v manage a booking v manage Account v
Your chosen room has been reserved for 60) minutes to allow you to complete your booking.
Your check in is on: Tuesday 17th December	er 2013 ← Previous Step Next step →
Your check out is on: Friday 20th December	r 2013
 Please enter all the required informati booking below. 	on about the guests for this
 You need to login as a member to acc 	ess member rates.
Guest details for room: Room A Minimum guests for room: 3 Maximum gu	iests for room: 4
*Do you require a cot in the room?	
	Guest's Name:
*Guest 1: Public Adult \$	Smith, Mark
*Guest 2: Public Adult \$	Smith, Jane
*Guest 3. Public Child \$	Smith, Tommy
Guest 4: Choose Guest Type 🛟	
Optional Extras	
Options Quantity	Description
Fold-out Bed	This option ONLY available in rooms A,D,I,J and M. Maximum 1 fold-out bed per room. Please provide guest name in booking notes.
Linen Service 3	Bed Linen and Towel per person
Step 2 of 4	

When ready, hit the "Next Step" button.

NOTE: If you are a Skilib Member, you will need to hit the "login" link here, if not done prior, to access Member rates.

Step 5: Guest Contact Details:

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

The system calculates the total cost for your booking, based on the information provided. In this case, the costs for each guest are shown, along with the Linen Hire cost, and the total shown under the "Pricing Details" section.

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Skilib Home B	ooking Home Login v	Ski Lodge Details v	Manage a Booking v Manage Account v
Your check in is on: Your check out is o	: Tuesday 17th December n: Friday 20th December 2	2013 2013	← Previous Step Next step →
 Please enter th If you are a me from your mem 	ne contact information the mber and would like this abership information plea	at is missing below. form filled out with de se <u>login</u> .	tails
Your Booking D	etails		
Guest Details			
Room Details Room A Optional Extras 3 x Linen Servic Pricing Details Duration for this The total cost fo Your Contact De	Guest Details Smith, Mark (Public Adult; Smith, Jane (Public Adult Smith, Tommy (Public Chi ce, Cost: \$30.00 booking is: 3 nights r this booking is: \$ 393.00	Cost: \$132.00 Cost: \$132.00 kd) Cost: \$99.00	_
*Contact Name:	Mark Smith	*Email Address:	mark.smith@bigpond.com.au
*Address Line 1:	10 Frederick Street	*Phone Number:	0404 654 321
Address Line 2:		Mobile Number:	
*City / Town:	East Melbourne		
*State:	Victoria		
*Postcode:	3005		
Your Emergence	y Contact Details - Son	neone not coming to	the Ski Lodge

Enter your emergency contact details on the lower part of this screen, as shown below:

Your Emergenc	y Contact Details - So	meone not coming to	the Ski Lodge
*Contact Name:	Magie Smith	*Phone Number:	0407 654 321
*Relationship:	Mother		
This person will be Please enter an	e contacted in an emerge y comments or notes a	ncy involving a member	of your party
We will be arriving	at approx. 7:30 PM.		
Would you like to emails about Sk operative Ltd?	o receive occasional iLib Alpine Club Co-	ø	
Step 3 of 4			

NOTE: If you have logged in as a Member, much of this information will be prepopulated from details already held in the booking system. Complete any remaining required information, as indicated by the red asterisks.

You can also enter any information that is relevant for your booking, in the Comments area above. This will be visible to the Lodge Manager, and the Skilib Booking Officer. It is very useful for our Lodge Manager if your expected arrival time is noted.

When ready, hit the "Next Step" button.

Step 6: Payment:

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

A deposit of 20% is required to secure all bookings made more than 1 month prior to the booking start date. For this option, hit the "Pay Deposit" button. Full payment is then due no later than 1 month before the booking start date.

For ALL bookings made with less than 1 month to the booking start date, FULL PAYMENT is required at this time. For this option, hit the "Pay for this Booking" button.

You will then be taken to the our secure payment screen where you enter your credit card details. Note – Mastercard or Visa only.

Note: Bookings not adhering to the above requirements may be cancelled without notice.

Skilib Home Booking Home Login v Ski Lodge Details v Manage a Booking v Manage Account v					
t Buller					
Review the d at right to cor	etails of your booking, then click on one of the buttons mplete it	← Previous Step Pay Later			
Credit Card	Processing eCommerce Website Online Payments Details - Please complete booking	Pay by Credit Card Pay for this booking Pay Deposit			
Check in / Cł	neck out Details				
Check in Date	and Time: Tuesday 17th December 2013 @ 17:30				
Check out Dat	e and Time: Friday 20th December 2013 @ 13:00				
Duration for th	is booking is: 3 nights				
	8				
Guest Detail	-				
Guest Details	Guest Details				
Guest Details Room Details Room A	Guest Details Smith, Mark (Public Adult) Cost: \$132.00				
Guest Details Room Details Room A	Guest Details Smith, Mark (Public Adult) Cost: \$132.00 Smith, Jane (Public Adult) Cost: \$132.00				
Guest Details Room Details Room A	Guest Details Smith, Mark (Public Aduit) Cost: \$132.00 Smith, Jane (Public Aduit) Cost: \$132.00 Smith, Tommy (Public Child) Cost: \$99.00				
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This is the remaining lower part of the payment screen, which shows room details.



Step 4 of 4

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

For all cancellations, or queries re your booking for change of dates, rooms, people, or access to Member Group or Whole of Lodge Group rates, please email the Skilib Booking Office at: <u>bookings@skilib.com.au</u>.

Cancellations:

Skilib has a cancellation policy, which can be found under the "Bookings" tab on the Skilib website – refer to the "Booking Terms and Conditions" link for details.