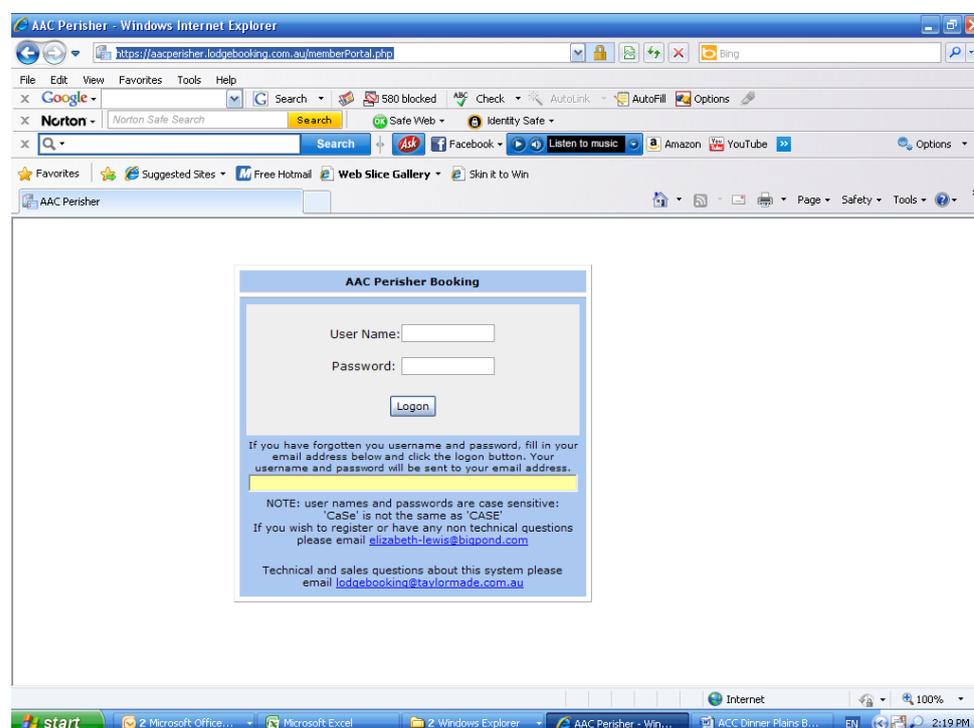


The ACC Perisher booking and subscription payment web site is now up and running and available to take bookings. The Website is

https://lodgebooking.com.au/aac_perisher/memberPortal.php



To log in:

Put in your User name and Password. If you are unsure what this is put in your e-mail address at the **bottom** and press “logon” and your username and password will be e-mailed to you at the address in your Members Details on the website. If you do not have an email address in your details and do not have your username and password, email elizabeth-lewis@bigpond.com.

Once logged in click ‘Your details’ tab on the left. Your password can be changed to something easier to remember but must have at least 6 characters. Make sure these details are correct and up to date and alter as required. After altering these sections are RED. **Be sure to press the “Update”** button under your name near the top left hand corner for these changes to be saved. In an endeavour to save paper we plan to send newsletters, renewals etc via e-mails where possible, so please ensure your e-mail address is correct.

PAYING SUBSCRIPTIONS

The site will now accept your Visa or Mastercard payment. Log in, select ‘Your account’ from the left hand options and type in card name, card number, expiry date and lastly click ‘Submit card payment’. You will see your card details stored just below and balance of zero showing. Payments will be ‘uploaded’ to our bank periodically so the transaction may not appear for a week or so on your card statement.

FOR BOOKINGS

Select ‘Booking’ from the tab on the left.
Please note:

- For non-summer season (low, mid and winter) bookings open for members Feb 1, AAC members of other lodges March 1, partner and children March 8 and guests March 15.
- Until 8 weeks prior only whole weeks (Sun-Sat inclusive) or 4 nights (Sun-Wed) or 3 nights Thurs, Fri, Sat) can be booked.
- You cannot book if subscription has not been paid.
- Multiple week bookings e.g. 2 or more weeks must be done as separate weekly bookings to receive the week tariff discount (7 nights for the cost of 5). This also applies to week plus consecutive 3 or 4 nights.
- Children under 5 years are not permitted in 3 weeks of Winter season.

Decide what room you would like to book. "Lodge layout" tab on left shows the floor plan, second floor and first floor. Note: Room 10 now has 3 beds and is only to be booked by 3 persons. Rooms 6 & 7 have double beds so only to be booked by couples. There are no rooms exclusively for singles but rooms 2 & 3 are most likely not to be booked by others. Rooms chosen may need to be changed by the booking officer e.g. to accommodate families in the same wing or move couples to a double bed room if all others booking are singles.

To make a new booking click on 'Booking' and follow the directions on this web page. Note: Once first day selected the booking will default to whole week. Alter to 2 days before for 5 day booking. Check your contact details then proceed to 'Booking details'

If you have any outstanding fees you will need to pay these before you can proceed any further with your booking.

Once you have paid any outstanding amounts you can continue with your booking, following the instructions on screen. Read below to clarify, especially ***Fee type***.

Scroll down screen and click on F to select bed in room (room 10 is the only one with 3 beds – others have bed 1 and bed 2). Optional comment can include requesting queen bed rather than 2 singles or child's age if booking a single child or plus baby (under 2 years only are free, no bed supplied, not in winter season).

Next type in occupant name (first name and last name).

Next select fee type.

Note: ***Fee type*** refers to whether the person you are booking is a member of Perisher Huette (eg Adult Member or Child Member are members of Perisher Huette and pay subs or have 2 parents paying subs or Adult AAC Member is a member of another AAC lodge such as Falls Creek or Adult Guest or Child Guest if still at school).

Repeat this procedure for each occupant you are booking remembering the opening dates for family members (from March 8) and guests (from March 15). Once completed, make your credit card payment to pay for your accommodation. Your booking is not confirmed until payment has been made.

If an error is made as you are proceeding and you wish to delete the booking return to the first page by clicking 'Booking' on the left tab and then the button that has '*Your first name*' press this button to refresh list and delete or cancel ticked booking'. The booking below will delete.

To **book a friend or partner into the same room** you have previously booked do so by 'Edit' this booking. This is the only method for booking into the same room.

Please email Liz if you have any problems elizabeth-lewis@bigpond.com