Dear Members and Associates,

If you have stayed at Technology before and are therefore on our membership list but DO NOT wish to receive our newsletter or be on our database, please email me back and I will remove your details immediately.

For those of you who wish to receive our Newsletter "Tidings" and be able to stay at our wonderful lodge, this is an email which details how to log in to our digital club database and update your details. You will need to check your email address is correct, and update telephone numbers and street address. I will also ask you to supply me with your date of birth (in the comments area) so I can update this in the database.

Note: If you have partners who have not supplied an email address, you will receive an email for them also! To avoid this please update their details and they will receive emails directly in future. Note – if you include others on your booking (which is a great idea!) you will be noted as the primary member and will receive all emails and charges. Please forward emails on to your group as necessary, and collect funds from others and deposit through the link on your booking.

RETURN ASSOCIATE MEMBERS
If you have been skiing in Technology for many years, you now have your own login! As such, you can now make booking requests directly.
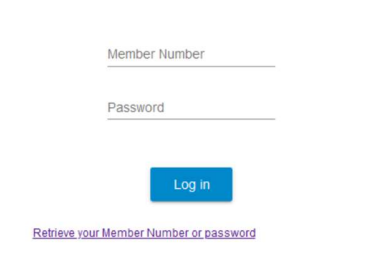
Just follow the process below for members, and you can book yourself in. If you wish to add any friends – not a problem but you will need to contact me to discuss.

STEP 1: LOGGING IN
NOTE: Use your member number. If you can't remember it click on "retrieve member number or password" If your number ends with "O" it is not zero, but the letter "O"! It stands for Original – meaning a member of the original lodge.
Go to the link below and click on the **Login** menu item. From the two options, select **Member Login**.

https://technologyskiclub.cbdweb.net/app/login

Member Number

Password

Log in

Retrieve your Member Number or password

Get a new password

Please enter your member number.

| *Member Number | 123O |
| *Email | member@hotmail.com |

Submit

If you don't know your member number, use the form above to request it.

If you don't know the email address recorded for you, please email bookings@technologyskiclub.com.au.

The system will email an initial password to the email address you have entered. Return to the Member **Login** menu item (as above), and then enter BOTH your issued Member number AND your received password.

Note: You can change the initial password received by selecting the **Members>Change Password** menu item.

STEP 2: UPDATING MEMBER DETAILS

Once logged in for the first time, you will need to ensure your member details are correct. Select the **Members>View My Details** menu item. The screen displayed should have all the required information about you including name, address, email etc. Importantly, this page must also have your **Date of Birth**. If not displayed already, please enter this in the **Comments** field.

STEP 3: ENTERING BOOKING PERIODS

Note: If you are a full member, you cannot enter a booking request unless your subs are up to date! If you have not paid last years annual subs, please do so immediately! Subs will be deemed overdue as at 1 June each year. You will receive an email with invoice for your subs each year in April/May.

After having logged in and completed your Member Details, select the **Booking Home** tab. A matrix of dates is displayed. You can use the cursor over the dates to select start and end dates, or enter the dates manually.   NOTE: The dates required are the **NIGHTS** you are staying, not the day you leave the lodge.

Select the dates you require in the matrix as shown. Move the date range forward or backward using the **D M** and **Y** buttons (Day, Month, Year). A booking is indicated by **green highlight** over the nights booked. You will also need to enter how many beds are required for the start:end date range.

STEP 4: ENTERING GUEST NAMES

As always, you are entering a "request for booking". You will have your booking confirmed after the member preference period closes in March and beds have been allocated. Once a booking request period and number of beds are specified, select the **Next Step** button. The following screen requires you enter the guests names relating to this booking (Surname first). A pop-up list of previously entered relevant surnames and members may be displayed for you to select. The guest member type will also be automatically filled in if known (and has previously been entered into the database).

When you are entering bookings, and including associate members in your booking, you will be able to select previous guests from the system **by entering their surname** and **selecting their name** – do not enter the name if it is not in the drop down. If you have new associate or junior members you would like to nominate, please send me an email or give me a call with their names and email addresses and I will enter them into the system within 7 days (often immediately!)   Remember, I will need dates of birth for all under 21 (and members of all ages).

After entering the names of your booking guests, press the **Next Step** button.

STEP 5: CHECKING BOOKING AND CONTACT DETAILS

The next screen shows the guest details, costs and billing plus the Contact Details. Check the details as entered and correct if necessary.

Your check in is on: Saturday 22nd February 2020
Your check out is on: Saturday 29th February 2020

(← Previous Step)   (Next step →)

- Please enter any contact information that is missing below.

Your Booking Details

Guest Details

Guest Details

Gidley, Peter (Member) Cost: $136.29
Gidley, Paula (Member) Cost: $136.29
Optional Extras

Pricing Details

Duration for this booking is: 7 nights
The total cost for this booking is: $ 272.58
GST Included

Your Contact Details

*Contact Name:	Peter Gidley	*Email Address:	peter@gidley.com.au
			separate multiple email addresses with semicolon (;) or comma (,)
*Address Line 1:	PO Box 486	*Business Hours Number:	0414644117
Address Line 2:		Mobile Number:	04 1464 4117
*City / Town:	Jindabyne	After Hours Number:	0414644117
*State:	NSW	☐ Update your member details with this information	
*Postcode:	2627		

Please enter any comments or notes about the booking below: **Enter alternate booking preferences**

Second Preference for week 14th August to 21st August 2020

Booking Info – Updated 27 January, 2026

Please note your second and third preferences in the notes area. I will call you to discuss if there are problems.

STEP 6: PAYMENT DETAILS
No DEPOSIT is required! When you booking has been confirmed, you will be sent an invoice with a link to pay by paypal. **Payment in full is required within 14 days of invoice or your booking may be cancelled.**

PAYING BY WORK PARTY CREDIT
If you are paying by work party credit, please send all your green forms to the post office box **immediately.** If they have not been entered into the system by me before invoicing, you will be required to pay by PayPal.

GROUP BOOKINGS
If you have a large group booking, and do not wish to nominate people individually as associates, then there is a work around! They can be entered as guests using Surname, First Name and their status will automatically be "Associate".

By doing this they will appear on your booking as a once off, but if they are booking regularly it is better to get them into the system so that they don't have to be entered each time. This will also ensure they receive Tidings.

Don't forget to give me alternative dates (or ring to discuss when they may be available).

AVAILABILITY OF BEDS
Once the member preference period is over and beds have been allocated, you will be able to see available beds on line.

During the member preference period, this is not possible, as beds are not allocated until after this date. I would anticipate this would be available to members and associates by early June. After this you will be able to put in a date range and see availability over this range.

Paula Gidley - Booking Manager
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