Getting Started - Member Booking online with Tate Ski Club
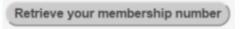
1. Go to https://www.tateskiclub.com.au/
2. Click on the **Lodge Bookings** header.
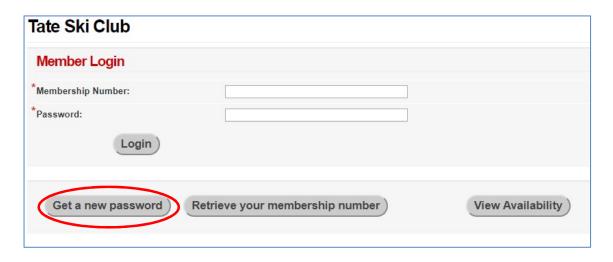3. Scroll down if required and click the **Book Here** button.

Sign in page - Individual Member Bookings

1. **Tate Member Bookings sign-in Page: Getting Your 1st New Password**

   If you don't yet have a password click "**Get a new password**"
   - If you don't know your member number, click the button:

   then enter your email address that is registered with Tate. Your member number will then be emailed to you
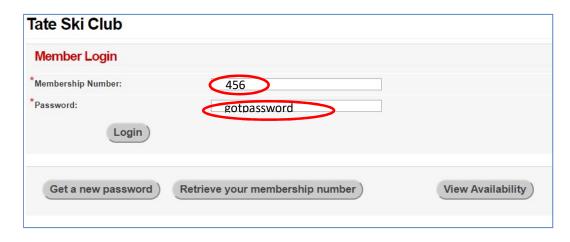
Once you have your member number, enter it and your email address.

Tate Ski Club

Find your membership number

Please enter your email address used in your member details.

*Email   [   ]

[Submit]

If you don't know the email address recorded for you, please email the booking officer.

Get a new password

Please enter your member number.

*Member Number   [456]

*Email   [bloggs@gmail.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 the booking officer.

Then Click **Submit.** Your new password will now be emailed to you.

2. **Tate Member Bookings Sign-in Page: Once you have a Password**
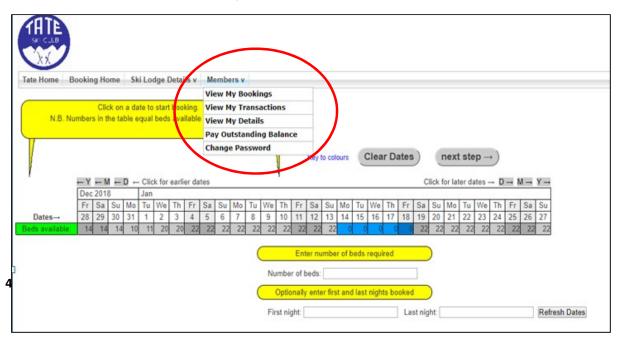   Enter your membership number and password and click **Login.**
   (You will now be signed in as an individual member to make a booking)

Tate Ski Club

Member Login

*Membership Number: [456]

*Password: [gotpassword]

[Login]

[Get a new password] [Retrieve your membership number] [View Availability]

3. To Change Your Password:

If you wish to change your password at any time, including changing the allocated password, please note that any booking system password must be at least 8 characters long and preferably include a mix of capitals, numbers, and non-alphabetic characters.

Firstly Login using your password. The booking screen will come up. Then hover your mouse or touch on **Members** and click **Change Password.**

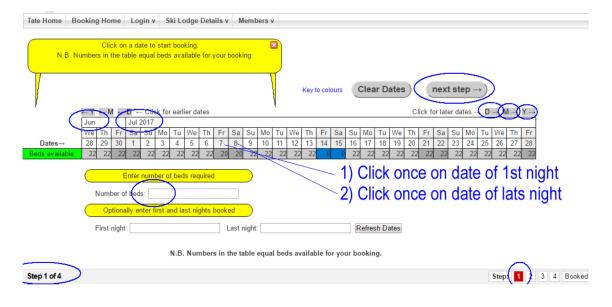Then enter your new password, twice to confirm, and click **Submit**

N.B. Booking Rules:

You can access the Booking Rules at any time, from the "Ski Lodge Details" menu at the top of the booking steps:

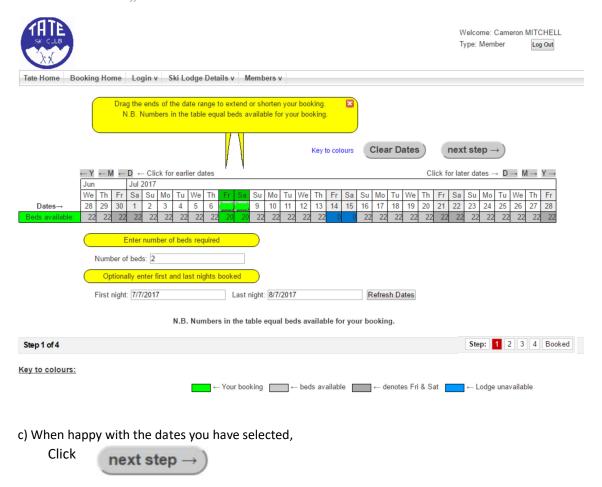
Step 1 - Individual Member Bookings

You will now see a Calendar with current bookings and available beds (see example below).
You will be able to navigate forwards and backwards by clicking the Day (D) Month (M) and Year (Y) buttons above the calendar. Key dates may be unavailable as they require special bookings through the bookings office (i.e. Guthega Interclubs, Balmain Cup etc., if you hover your mouse over the item it will provide more information).

To begin:

a) Click on the **First Night** you wish to arrive, then

b) Click on the **Last Night** of stay.

The dates you have selected will now be shown in green on the calendar and automatically entered into the First night and Last night date boxes (see next page).

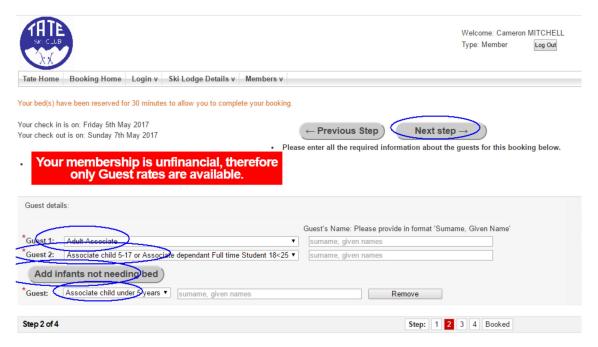c) When happy with the dates you have selected,

Click

Step 2 – Assign Member Types to numbers booked

  a) Choose **Guest** Member type from the drop down menus for the allotted guest entered on the previous step.
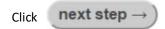 b) Add **Guest's Names** in the Surname, given name format

  *NB there is also an Option to add infants under 5 years of age, click the **Add infants not needing bed** button and choose member type from the drop down list.*

Click

Step 3 – Pricing details

    a) You will see a brief description of the guest details and the cost breakdown related to the information that you provided in Step 1 & 2.

    b) Add **Your Contact Details** and any additional **comments** if required

Click   [next step →]

Step 4 – Summary & Confirm Booking

    a) Review the booking information for correctness and correct amounts displayed.

    b) Click **Complete Booking** if happy with the information you have provided

At this stage you will be sent an email regarding your booking, and an invoice to be paid in 14 days.

NB if you wish to change a booking, you will have to cancel your exiting booking first and then begin a new booking.

N.B. Booking Rules

You can access the Booking Rules at any time, from the "Ski Lodge Details" menu at the top of the booking steps: