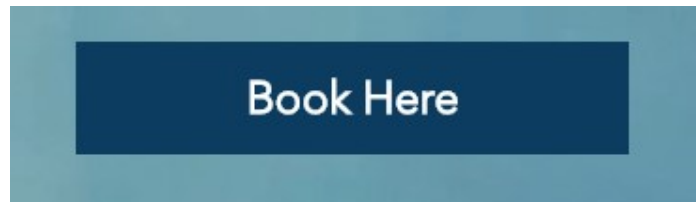


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Getting Started - Member Booking online with Tate Ski Club

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:

Retrieve your membership number

then enter your email address that is registered with Tate. Your member number will then be emailed to you

Tate Ski Club

Member Login

* Membership Number:

* Password:

Login

Get a new password

Retrieve your membership number

View Availability

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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

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

* Email

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:

* Password:

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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**.

Tate Ski Club Booking System interface. The 'Members' dropdown menu is open, showing options: View My Bookings, View My Transactions, View My Details, Pay Outstanding Balance, and Change Password. The 'Change Password' option is highlighted with a red circle. Below the menu is a calendar for December 2018 and January, with a 'Beds available' row. Further down are input fields for 'Enter number of beds required', 'Number of beds', 'Optionally enter first and last nights booked', 'First night', 'Last night', and a 'Refresh Dates' button.

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

Tate Ski Club
Create new password
* New password N3wP4ssw!rd
* Retype password N3wP4ssw!rd
Submit

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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).

Click on a date to start booking.
N.B. Numbers in the table equal beds available for your booking.

Key to colours: Clear Dates, next step →

Click for earlier dates: Y M D Click for later dates: D M Y

Jun							Jul 2017																							
We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
28	29	30	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
Beds available							22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22

Enter number of beds required
Number of beds:

Optionally enter first and last nights booked
First night: Last night: Refresh Dates

N.B. Numbers in the table equal beds available for your booking.

Step 1 of 4 Step: 1 3 4 Booked

1) Click once on date of 1st night
2) Click once on date of last night

To begin:

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

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Welcome: Cameron MITCHELL
Type: Member [Log Out](#)

[Tate Home](#) [Booking Home](#) [Login v](#) [Ski Lodge Details v](#) [Members v](#)

Drag the ends of the date range to extend or shorten your booking.
N.B. Numbers in the table equal beds available for your booking.

[Key to colours](#)

[Clear Dates](#)

[next step →](#)

<div>← Y ← M ← D ← Click for earlier dates</div> <div>Click for later dates → D → M → Y →</div>																																																																																																																								
Jun							Jul 2017																																																																																																																	
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We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr																																																																																										
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Beds available		22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	0	0	22	22	22	22	22	22	22	22	22	22	22	22																																																																																										

Enter number of beds required

Number of beds:

Optionally enter first and last nights booked

First night: Last night: [Refresh Dates](#)

N.B. Numbers in the table equal beds available for your booking.

Step 1 of 4

Step: [1](#) [2](#) [3](#) [4](#) [Booked](#)

[Key to colours:](#)

← Your booking ← beds available ← denotes Fri & Sat ← Lodge unavailable

c) When happy with the dates you have selected,

Click

[next step →](#)

Step 2 – Assign Member Types to numbers booked

- Choose **Guest** Member type from the drop down menus for the allotted guest entered on the previous step.
- 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

[next step →](#)

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Welcome: Cameron MITCHELL
Type: Member [Log Out](#)

[Tate Home](#) [Booking Home](#) [Login v](#) [Ski Lodge Details v](#) [Members v](#)

Your bed(s) have been reserved for 30 minutes to allow you to complete your booking.

Your check in is on: Friday 5th May 2017
Your check out is on: Sunday 7th May 2017

[← Previous Step](#) [Next step →](#)

- Please enter all the required information about the guests for this booking below.

Your membership is unfinancial, therefore only Guest rates are available.

Guest details:

Guest's Name: Please provide in format 'Surname, Given Name'

* Guest 1:

* Guest 2:

[Add infants not needing bed](#)

* Guest: [Remove](#)

Step 2 of 4

Step: [1](#) [2](#) [3](#) [4](#) [Booked](#)

Step 3 – Pricing details

- 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.
- Add **Your Contact Details** and any additional **comments** if required

Click [next step →](#)

Step 4 – Summary & Confirm Booking

- Review the booking information for correctness and correct amounts displayed.
- 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.

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N.B. [Booking Rules](#)

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