Welcome to the online Reservation System. This site is a quick and easy method of reserving a room, selecting your meals or simply checking who else is coming up for the weekend.

The Reservationist this season is Jean McInerney; she will be using the Admin system to generate the chore and room list. These will be posted at the house each weekend.

How to Make an Online Reservation

1. Go the Web Site: http://www.skimos.com/reserve
2. Login with user name and password
   • User name = FIRST INITIAL + LAST NAME
   • The password is initially the same as user name: e.g John Smith would be able to login by typing: JSmith in both Username and Password boxes. (it is suggested that you change the password to a word known only to you.)
   • User Name and Password are NOT case sensitive
3. Follow the simple steps outlined in the screen shots that follow

Details

• You will be able to change your passwords in the member's only section. (My Info)
• Deadline for making a reservation is Thursday at 12:00 pm prior to the weekend
• Once you have made a reservation you can alter or delete it up to the deadline
• Reservation System was first implemented on 12/1/2002.
• You must hit the Confirm Button to commit to the reservation
• Permanent Reservations automatically place you in the system for 15 weeks From mid December to the end of March. Email the Reservationist if you want a permanent reservation. You must be an A member and your work requirement needs to be met prior to making a permanent reservation.
Did You Know?

- The Online reservation system took two man weeks to build
- The chore list is generated every week using the system
- The Scoff List is kept online and the Reservationist can disallow a booking if you have not paid!
- The Cooks have their own web site where they put in the menus and see the food counts

STEP ONE - Login

![Image of reservation system login page]

STEP TWO Pick a room and night(s) staying
STEP THREE Select your meals

Thanks, Elizabeth. You have made a reservation for Thorne Mountain
Now tell me what meals you want and guests you want to bring.

Meals and Guests

<table>
<thead>
<tr>
<th>Which Meals?</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>□ $0</td>
<td>□ $0</td>
</tr>
<tr>
<td>Dinner</td>
<td>□ $0 dinner only</td>
<td>□ $0</td>
</tr>
</tbody>
</table>

Note: If you are requesting meals only, select the —Meals Only— option as the room choice
STEP FOUR  Confirm your reservation

THANKS everything has been confirmed

Thank You

Your reservation is now complete.

Please logon again after Wed 7 pm to find out if your reservation has been accepted.

- View who has made reservations
- Back to Main Site

Your reservation will be time stamped: 10/21/2002 5:29:31 PM

How to Alter or Delete a Reservation

Should you need to cancel the upcoming weekend for whatever reason, you can DELETE your reservation up until the deadline. After that it is your responsibility to pay for your weekend stay, including meals if they were
If you already have a reservation for the weekend you will notice the following page when you login. This page allows you to:

- Delete a reservation
- Edit a reservation
- View who is coming

---Already Made a Reservation“ Screen

### Reservation Menu

<table>
<thead>
<tr>
<th>You already have a reservation for week 48 (Sat is 10/26/2002)</th>
<th>Select from the following menu:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Edit</strong></td>
</tr>
<tr>
<td></td>
<td>Amend details of this week's reservation.</td>
</tr>
<tr>
<td></td>
<td><strong>Delete Week of 48</strong></td>
</tr>
<tr>
<td></td>
<td>Cancel your reservation.</td>
</tr>
<tr>
<td><strong>Guest Information</strong></td>
<td><strong>Add guests.</strong></td>
</tr>
<tr>
<td></td>
<td>How many</td>
</tr>
<tr>
<td></td>
<td>Edit the guest information.</td>
</tr>
</tbody>
</table>

*View List*
- See who else has made reservations this weekend

<table>
<thead>
<tr>
<th>Chore History</th>
<th>Saturday Menu</th>
<th>My Chores</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- What's on the menu for Saturday dinner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- View which chores I have done this season</td>
<td></td>
</tr>
</tbody>
</table>

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### Amending a Reservation

Say you wish to change your meals or nights you wish to stay. Simply click on the **Edit** link and a new screen will appear:
Deleting a Reservation

Say you wish to Delete your entire reservation you must click on the Delete button. You will be asked to confirm that you really want to delete the reservation.

Problems /Comments
Please send any questions or issues with the system to me so that we can fine-
tune the system. webmaster@skimos.com. Happy reservations!