



Online Reservation System

<http://www.skimos.com/reserve>

The Web Master is pleased provide 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 **Elizabeth Gilman**; she will be using the Admin system to generate the chore and room list. These will be faxed up to the house each weekend.

You can *either* make an online reservation *or* use the telephone reservation system by calling: **(781) 551-6626**

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 the same as user name: e.g John Smith would able to login by typing: **JSmith** in both Username and Password boxes
 - 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 WEDNESDAY at 7 pm prior to the weekend
- Once you have made a reservation you can alter or delete it up to the deadline
- Reservation System goes live December 1st 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
- The Telephone Reservation System is also available: **(781) 551-6626**

Did You Know?

- The Online reservation system took two man weeks to build
- The chore list is generated every week using the system
- You should not have to repeat any chore in any season, unless we have under- occupied house
- 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



Skimos Reservation Page

Live!

Reservation Phone Number is **(781) 551-6626**

See the [Reservation Rules](#) [How to Use](#) the system (Word doc)

Sign into the Reservation System

User Name

Password

Don't have a password? [Request](#) one from the webmaster.

Forgotten your password? [Ask](#) for your details from the webmaster.

STEP TWO – Pick a room and night(s) staying

Hello, **Elizabeth**

Make a new Reservation

for weekend 48
(Sat 10/26/2002)

Which Nights do you want
to stay?

- Friday
- Saturday
- Sunday

Check those that apply

Select which room

Carter Dome	available:5
Iron Mountain	available:6
Wildcat	available:6
Middle Mountain	available:4
Thorne Mountain	available:8

Enter Number of Guests

Go to next step

[View](#) who else is coming this weekend

STEP THREE – Select you 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

Which Meals?

Saturday

Sunday

Saturday Menu: *No menu yet specified*

Breakfast \$0

\$0

Dinner \$0 dinner only

\$0

Go to confirmation page

Note: If you are requesting meals only, select the “Meals Only” option as the room choice

Select which room	Iron Mountain	available:6
	Wildcat	available:6
	Middle Mountain	available:4
	Thorne Mountain	available:8
	* Meals Only	available:25

STEP FOUR – Confirm your reservation

Weekend #48	Summary for Elizabeth	
Names	Elizabeth	
Room Preferences	Thorne Mountain	
Staying	Fri Night Sat Night	
Meals		
Costs	\$0.00	
If there are any incorrect details Hit the back button and resubmit		You must now confirm <input type="button" value="Confirm Booking"/>

PRINT THIS:
You may find it useful to print this page for your records.
Right Click on this page and choose **Print**.
OR - click the Print button on the toolbar.

THANKS – everything has been confirmed

Thank You	
Your reservation is now complete.	
Please logon again after Wed 7 pm to find whether your reservation has been accepted.	
Your reservation will be time stamped: 10/21/2002 5:29:31 PM	
<ul style="list-style-type: none">• View who has made reservations• Back to Main Site	

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 booked.

If you already have a reservation for the weekend you will notice the following page when you login. This pages allows you to:

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

“Already Made a Reservation” Screen

Reservation Menu

You already have a reservation for week 48 (Sat is 10/26/2002)

Select from the following menu:

	Edit	-Amend details of this weeks reservation.
	<input type="button" value="Delete Week of 48"/>	-Cancels your reservation.

	• Add guests.	
Guest Information	How many <input type="text" value="1"/> <input type="button" value="Add"/>	-Edit the guest information.

	View List	-See who else has made reservations this weekend
	Saturday Menu	-What's on the menu for Saturday dinner
Chore History	My Chores	-View which chores I have done this season

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:



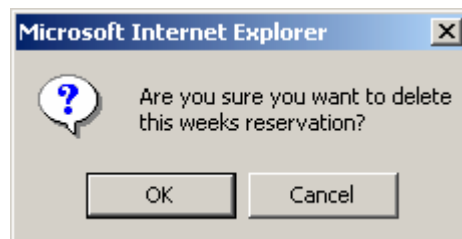
Administration System Release 2.0
• 26-Nov-01

Editing Member Reservation

Member Name	Elizabeth Gilman	Membership Level 1
weekNum	<input type="text" value="48"/>	
Room Choice	<input type="text" value="Thorne Mountain"/>	
Overnight Stay		
Friday night	<input checked="" type="checkbox"/> Overnight fee \$0	
Saturday Night	<input checked="" type="checkbox"/> Overnight fee \$0	
Sunday Night	<input type="checkbox"/> Overnight fee \$0	
Meals Booked		
Sat Breakfast	<input type="checkbox"/> \$0	
Sat Dinner	<input type="checkbox"/> \$0 What's for Dinner	
Sun Breakfast	<input type="checkbox"/> \$0	
Sunday Dinner	<input type="checkbox"/> \$0	
• Add guests.		
Guest Information	How many <input type="text" value="1"/> <input type="button" value="Add"/>	-Edit the guest information.
Fees	<input type="text" value="\$ 0"/> <i>This will be calculated.</i>	
<input type="button" value="Update"/>		Back

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!