Online Reservation System

http://www.skimos.com/reserve

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 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
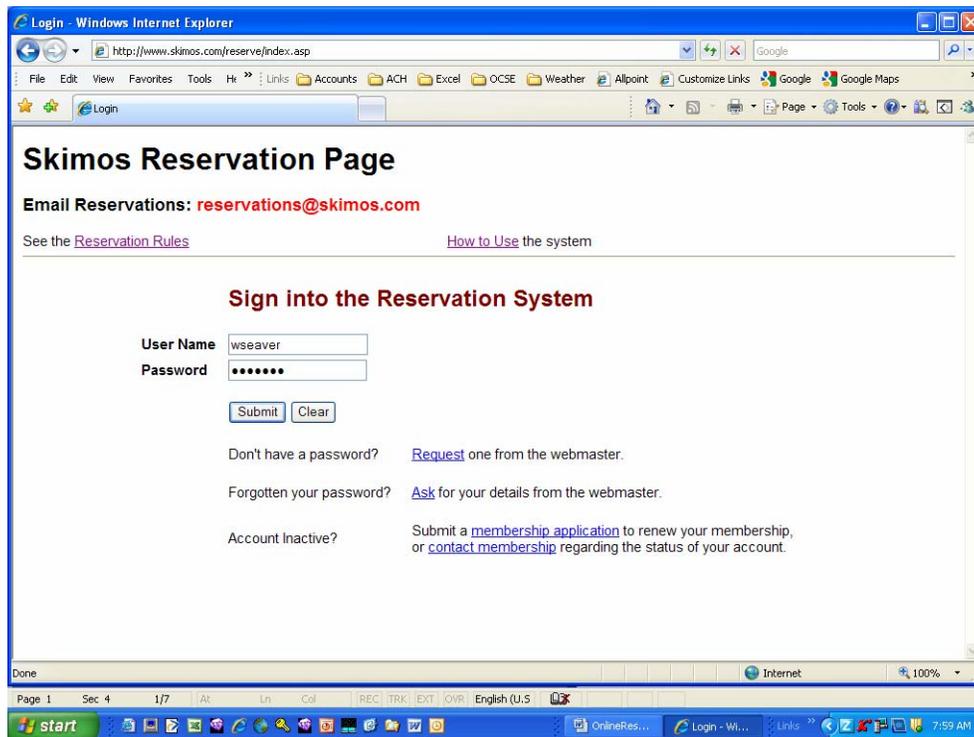3. Follow the simple steps outlined in the screen shots that follow

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

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 0 ▾

Go to next step Next

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 Next

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**	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 you reservation has been accepted.

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

- **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

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!