



## HOW TO BOOK RESERVATIONS ONLINE

We've put together four easy steps to help you when booking your reservations online.

## READY TO 'BOOK IT'

Once you have decided on the perfect vacation, you will be ready to begin booking your reservation. You can take your time as your selection will be held for up to 20 minutes while you complete your details to confirm your reservation. To start, choose the reservation you would like to confirm and click the 'BOOK IT!' button.

Location	Resort		Room Type ( Occupancy )	Check-in	Check-out	Points	Book it
Canada	<a href="#">Embarc Resorts - Blue Mountain</a>	?	<a href="#">1 Bedroom Ground Floor (4)</a>	22-Apr-2016	26-Apr-2016	45	<a href="#">BOOK IT!</a>
Canada	<a href="#">Embarc Resorts - Blue Mountain</a>	?	<a href="#">1 Bedroom Upper Floor (4)</a>	22-Apr-2016	26-Apr-2016	51	<a href="#">BOOK IT!</a>
Canada	<a href="#">Embarc Resorts - Blue Mountain</a>	?	<a href="#">2 Bedroom Ground Floor (6)</a>	22-Apr-2016	26-Apr-2016	55	<a href="#">BOOK IT!</a>
Canada	<a href="#">Embarc Resorts - Blue Mountain</a>	?	<a href="#">Lodge Studio (2)</a>	22-Apr-2016	26-Apr-2016	34	<a href="#">BOOK IT!</a>
Canada	<a href="#">Embarc Resorts - Blue Mountain</a>	?	<a href="#">1 Bedroom Ground Floor (4)</a>	23-Apr-2016	27-Apr-2016	37	<a href="#">BOOK IT!</a>
Canada	<a href="#">Embarc Resorts - Blue Mountain</a>	?	<a href="#">1 Bedroom Upper Floor (4)</a>	23-Apr-2016	27-Apr-2016	42	<a href="#">BOOK IT!</a>

## STEP 2: RESORT AND GUEST DETAILS

### REVIEW YOUR RESERVATION

There are three (3) screens for Step 2 that allow you to review the reservation, add any special requests, and confirm the details for check-in. Review all details regarding location, dates, and points value. Note the summary of your reservation on the right side of the screen will appear throughout the booking steps.

Member Area Online Reservations > Book It! [Contact Us](#)

**Step 1** Book Online **Step 2** Resort And Guest Details **Step 3** Additional Offers **Step 4** Payment **Final** Confirmation

**Review Your** Reservation **Requests and** Accessibility **Guest Information**

Please be advised that pressing your browser's 'Back' button or letting the page time out during the reservation process may impact your ability to continue and you will have to start again.


Please review the following request:

**Resort:** Embarc Resorts - Blue Mountain  
**Room Type:** 1 Bedroom Ground Floor (4)  
**Arrival Date:** 22-Apr-2016  
**Departure Date:** 26-Apr-2016  
**Points Required:** 45  
**Usage Year:** 2016

**A Managed Resort – Special Resort Notice**  
This reservation is for A Managed Resort destination where the resort front desk, housekeeping, maintenance, etc. are directly managed .

[CANCEL RESERVATION](#) [NEXT](#)

**About Resort**



[Map](#)  
[Directions](#)  
[Photo Gallery](#)

**Embarc Resorts - Blue Mountain**  
Blue Mountain is Ontario's largest mountain resort – just ninety minutes outside of Toronto. A magical wonderland in the winter and a recreational haven in the summer, Blue Moun... [\(more\)](#)

**Reservation Summary**

Resort:	Embarc Resorts - Blue Mountain
Room Type:	1 Bedroom Ground Floor (4)
Arrival Date:	22-Apr-2016
Departure Date:	26-Apr-2016
Points Required:	45
Usage Year:	2016

**Total Payments**

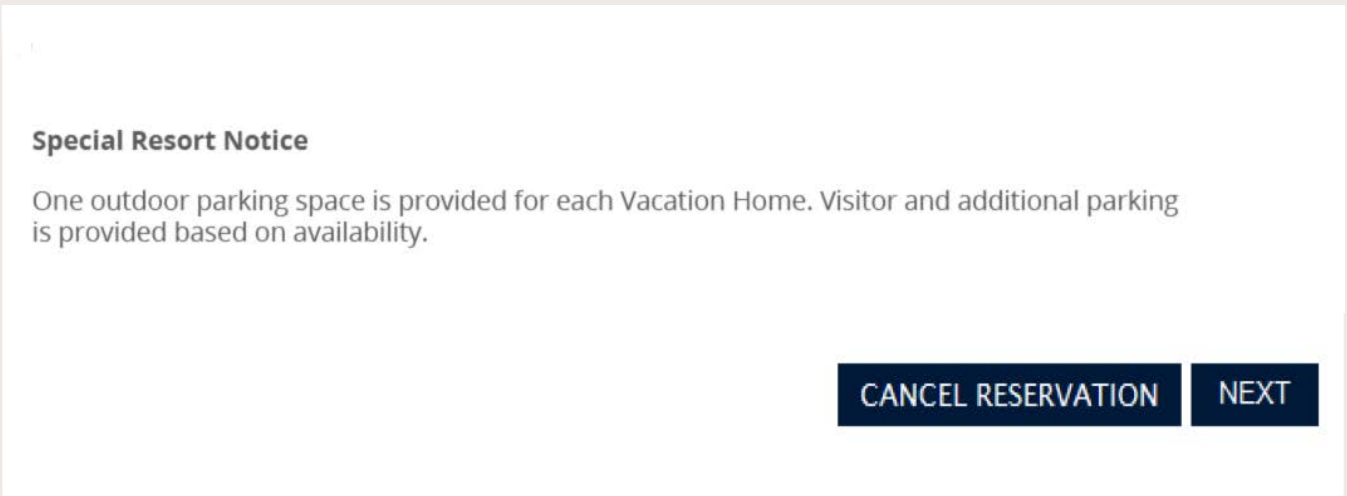
Total**	\$0.00
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\*\*Resort may charge additional fees

## STEP 2: RESORT AND GUEST DETAILS

### REVIEW YOUR RESERVATION

Below the reservation details, you will be reminded of any important notices such as pool closures, maintenance, or area events scheduled during your stay. Once you have reviewed the reservation details and the Special Resort Notice, you can click “Next” to continue booking your stay.



## STEP 2: RESORT AND GUEST DETAILS

### REQUESTS AND ACCESSIBILITY

If there are any special amenity requests you would like the Member Reception team to be aware of, you can indicate them in the first box on this screen. The Club Managers will do their best to accommodate your requests.

Member Area > Online Reservations > Book It!

**Step 1**  
Book Online

**Step 2**  
Resort And Guest Details

**Step 3**  
Additional Offers

**Step 4**  
Payment

**Final**  
Confirmation

Review Your Reservation

Requests and Accessibility

Guest Information

If you have any requests you would like the resort to be aware of prior to your arrival, such as where your accommodation is located, (specific view, near elevator etc.) or amenities requested like extra pillows, please ENTER YOUR REQUEST BELOW. They cannot be guaranteed, but we will make every effort to fulfill your requests.

Enter your reservation requests here.






## STEP 2: RESORT AND GUEST DETAILS

### REQUESTS AND ACCESSIBILITY

If there are any disability and accessibility requirements that may be required for you or someone in your traveling party, we would prefer to have this information prior to check-in at the front desk reception, in respect of your privacy. Advance notice will also allow us to time to make any arrangements or contact you if we have questions. We encourage you to check all that apply.

In respect of your privacy, we would prefer to have this information prior to check-in at the front desk reception. Please take a moment to check any of the items below that apply:

#### Disability and Access Requirements

-  **Hearing Impairment** or hearing loss that constitutes a full or partial decrease in the ability to detect or understand sounds.
-  **Partial Mobility Impairment** (either permanent or temporary) ranging from lower body impairments, requiring the use of canes, or walkers, to upper body impairments which may include limited or no use of the upper extremities and hands.
-  **Visual Impairment** or vision impairment that constitutes a significant limitation of visual capacity, ranging from partially sighted to total blindness.
-  **Wheelchair user** due to partial or full mobility impairment.
-  **Pre-Existing Medical Condition** that may require emergency medical attention.
-  **Uses Service Dog** due to partial or full mobility impairment.

If you have a disability or require accessibility assistance (including specific equipment or accommodation) please provide further information in the box below:

BACK

CANCEL RESERVATION

NEXT

## STEP 2: RESORT AND GUEST DETAILS

### GUEST INFORMATION

Please enter the number of people traveling in your party. The option button is automatically checked next to "Member". If you are going to be the person checking in, please review and confirm that all of your information is correct, or edit if needed.

Member Area Online Reservations > Book It!

Step 1 Book Online Step 2 Resort And Guest Details Step 3 Additional Offers Step 4 Payment Final Confirmation

Review Your Reservation Requests and Accessibility Guest Information

Please enter the number of adults and children traveling: (4 Maximum)

Adults  Children

Let us know how many adults and children will be travelling on the reservation.

**Making this booking for family or friends?**  
You can allow a guest to travel on your reservation. Simply select from a guest that has previously traveled on your behalf, or submit the name(s) of a new traveling party. Bear in mind that if you are going to check-in, it is not necessary to supply the names of accompanying guests.

Member (Myself)  Guest

First Name SAMPLE E-mail Email@email.com  
Last Name LOGIN Home Phone 6041234567  
Address 123 WHISTLER ST Work Phone 6041234567 Ext  
Cell/Mobile Phone  
Passport Num  
Country Canada Nationality  
Postal Code V3H 4T1 Language English  
City/Town PORT MOODY Date Of Birth  
Province British Columbia

Click here to edit your contact information on the reservation. [Edit Information](#)

BACK CANCEL RESERVATION NEXT

## STEP 2: RESORT AND GUEST DETAILS

### GUEST INFORMATION

If your guest will be checking in instead of you, please change the option button to Guest and enter details for the Guest. Once entered, this Guest's name and details will be remembered. On future Guest reservations, you will be offered the opportunity to choose this Guest (Saved Guests), or enter a new Guest.

When selecting the 'New Guest' option, please enter the Guest's full name, home address, e-mail address, and phone numbers. Additional details, including passport number, nationality and birthdate, are helpful when traveling internationally.

Member Area Online Reservations > Book It!

Step 1 Book Online Step 2 Resort And Guest Details Step 3 Additional Offers Step 4 Payment Final Confirmation

Review Your Reservation Requests and Accessibility Guest Information

Please enter the number of adults and children traveling: (4 Maximum)

Adults  Children

**Making this booking for family or friends?**

You can allow a guest to travel on your reservation. Simply select from a guest that has previously traveled on your behalf, or submit the name(s) of a new traveling party. Bear in mind that if you are going to check-in, it is not necessary to supply the names of accompanying guests.

Member (Myself)  Guest

Select a previous guest, or select "New Guest" to enter a new guest's details

New Guest  Saved Guests

As a Owner you will be charged: \$0.00

First Name	<input type="text"/>	E-mail	<input type="text"/>
Last Name	<input type="text"/>	Verify E-mail	<input type="text"/>
Address	<input type="text"/>	Home Phone	<input type="text"/>
	<input type="text"/>	Work Phone	<input type="text"/> Ext <input type="text"/>
	<input type="text"/>	Cell/Mobile Phone	<input type="text"/>
Country	<input type="text" value="Canada"/>	Passport Num	<input type="text"/>
Postal Code	<input type="text"/>	Nationality	<input type="text" value="Canadian"/>
City/Town	<input type="text"/>	Language	<input type="text" value="English"/>
Province	<input type="text"/>	Date Of Birth	<input type="text"/>



## STEP 3: ADDITIONAL OFFERS

### RESERVATION PROTECTION PLAN


On this page you will be presented with any products that you might want to add to your reservation, such as Reservation Protection Plan . 'RPP' is an optional protection that guarantees full return of your Resort Points if you have to cancel for any reason up to 24 hours prior to your stay, with no cancellation fee. **You will receive more details soon on this exciting program, offered on most points reservations.**

You will be asked to choose if you want to add this protection to your reservation, and click to acknowledge that you have reviewed the cancellation policy, then click "Next".

Member Area Online Reservations > Book It!

Step 1 Book Online Step 2 Resort And Guest Details **Step 3 Additional Offers** Step 4 Payment Final Confirmation

Travel Protection Miscellaneous



### Reservation Protection Plan

- ✔ You can cancel for ANY reason

Receive 100% reimbursement of the points charged for this stay, when cancelled up to 24 hours in advance of the arrival date.

Ideal for members who travel once a year.

[View cancellation policy and terms](#)

\* Please select a travel protection option.

**Yes, I want to protect my reservation.**  
\$95.00\*

No, I'm willing to take the risk and understand that point penalties may apply.

\* I have read and understand the terms described above

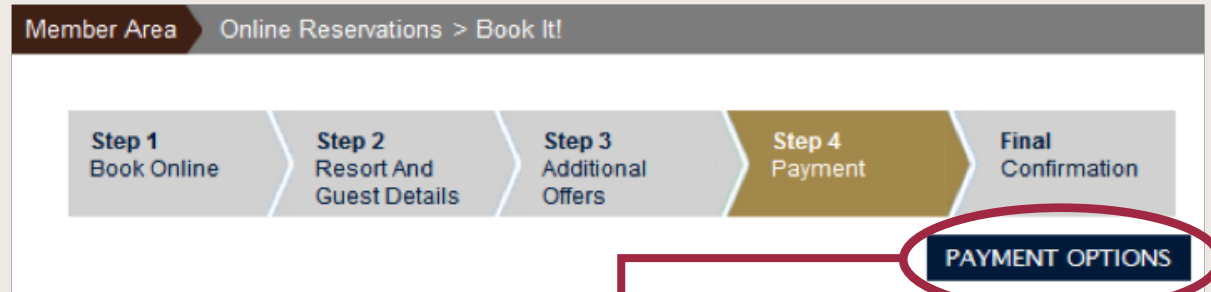
BACK CANCEL RESERVATION NEXT

## STEP 4: PAYMENT

### PAYMENT OPTIONS

Click on 'Payment Options' to display a screen which displays the number of Resort Points that will be used for this reservation. The system will automatically borrow points from the next Use Year if required to complete the reservation. That will be indicated. Please note that prepayment of the borrowed points will apply.

**Remember:** Excluding borrowing transactions, Resort Points are taken from the same Use Year as your arrival date.



Member Area Online Reservations > Book It!

Step 1 Book Online Step 2 Resort And Guest Details Step 3 Additional Offers Step 4 Payment Final Confirmation

Payment Options Payment Summary

How would you like to pay for this reservation?

	Number of Points	Cost (\$)
Total Reservation Point Cost	23	
Use my membership points		
Choose which points you wish to use:		
Points Bucket	Available	Points Expiration Date
Allotment	48	31-Dec-2016
		<input type="text" value="23"/>
Total Points to Apply / Total Cost:		23 \$ 0.00
Remainder:		0

BACK RESET NEXT

Step 1  
Book Online

Step 2  
Resort And  
Guest Details

Step 3  
Additional Offers

Step 4  
Payment

Final  
Confirmation

PAYMENT OPTIONS

## STEP 4: PAYMENT


Any additional cash payments needed to complete this reservation will be completed on the 'Payment' page. This could be ExtraOrdinary Escapes nightly reservation fees, or products you have chosen such as the Reservation Protection Plan. Indicate whether you want to use a credit card on file for your account, or add a new card, and click 'Process'.

### SUMMARY OF RESERVATIONS FEES

Reservation Fees	Amount	
Reservation Protection	\$95.00	<a href="#">REMOVE</a>
<b>Total</b>	<b>\$95.00</b>	

### CREDIT CARD INFORMATION

**i** Select a payment card. To enter a new card, click 'Add Card' below:

	Credit Card on File	Name on Card	Expires on	
<input type="radio"/>	 VISA - *****1119	John Smith	2/2018	<a href="#">DELETE</a>

[Add Card](#)

### Card Verification Number

**i** Please enter the Card Verification number for the selected card.

What is a Card Verification Number? The card verification number is a 3 or 4 digit number found on the front of American Express

\*I authorize payment as specified above, and understand and acknowledge payment of the Fee(s) is non-transferable and non-refundable.

[BACK](#)

[CANCEL RESERVATION](#)

[NEXT](#)

## FINAL CONFIRMATION

Your confirmation details for this stay including your reservation number, destination, dates of travel, points used, and guest check in information, will now display. You will then receive your confirmation e-mail, sent to the primary e-mail address we have on file for your account. In addition, you can enter other e-mail addresses if you want to share your travel plans.

Member Area Online Reservations > Book It! [Contact Us](#)

Step 1 Book Online Step 2 Resort And Guest Details Step 3 Additional Offers Step 4 Payment Final Confirmation

### Reservation Confirmation

Thank you for your reservation . if you have any questions about your upcoming reservation, contact us at 1.800.767.2166  
Please have your reservation number ready so that we may assist you with any questions you may have.

If you or your party do not intend to check-in at the resort on the Check-In Date reflected below, contact must be made to the resort front desk reception 24 hours prior to the arrival date to advise of the late arrival. Failure to notify resort reception may result in the cancellation of the booking and the possibility that there may be no availability upon arrival.

A confirmation e-mail has been sent to  
Email@email.com

If you would like to send your reservation confirmation to an alternative e-mail address, please enter the e-mail address below and click 'Send E-mail'.  [SEND E-MAIL](#)

[RETURN TO BOOK ONLINE](#) [RETURN TO MEMBER AREA](#)