



# How to Book Reservations Online

Here are four easy steps to help you  
when booking your reservations online.

# Step 1: Book Online

Once logged in, you will be taken to the Member Area home page. Under My Reservations, select how you want to book a vacation using Book with Simple Search, Book with Flexible Search, Book with Point Saver or Find a Vacation.

Once you have completed your search and decided on the perfect vacation, you can click on Resort and Room Type for more information. Select **BOOK IT** button to make your reservation.

Simple Search ? Flexible Search ? Find a Vacation ? Featured Destinations Point Saver ?

### FLEXIBLE SEARCH

Please hover over a help icon ? below for assistance with completing your search.

Flexible Search: Our most flexible search tool, providing even more criteria you can define to assist in planning your next vacation.

Destination: Bell Rock Inn - Sedona ?

Experience: Select by Experience ?

Proximity: Proximity Search From Resort ?

Display results as: Grid ?

My Arrival Date is flexible  Click on the checkbox to search a range of arrival dates

Arrival Date between: 06-Oct-2017 and 13-Oct-2017

Nights: 7 ?

Accommodation Type:  Club Affiliate  Managed  Hotel Affiliate  Cruise

Occupancy: 1

Point Range: Min Max

**SEARCH**

View Prices In: ?

Points  USD \$  Points + USD \$

Location	Resort	Room Type (Occupancy)	Check-in	Check-out	Points	USD ()	Book it
ARIZONA, US	Bell Rock Inn ?	1 Bedroom (4)	06-Oct-2017	13-Oct-2017	1000	1,080.00	<b>BOOK IT!</b>
ARIZONA, US	Bell Rock Inn ?	2 Bedroom (6)	06-Oct-2017	13-Oct-2017	1000	1,620.00	<b>BOOK IT!</b>
ARIZONA, US	Bell Rock Inn ?	Studio (4)	06-Oct-2017	13-Oct-2017	1000	675.00	<b>BOOK IT!</b>

# Step 2: Resort and Guest Details

**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:**

\*This flexible stay is calculated per night as Sun-Thurs 10% & Fri-Sat 30% of the standard weekly rate.

**Resort:** Polo Towers Suites  
**Room Type:** 1 Bedroom Suite (4)  
**Arrival Date:** 31-Jul-2019  
**Departure Date:** 07-Aug-2019  
**Points Required:** 9900  
**Usage Year:** 2019

**Points Usage:** 

The following reservation request requires the usage of 9900 points which exceeds the points available in your 2019 Usage Year. In order to proceed with making this reservation 9701 points will be borrowed from your 2020 Usage Year point balance.

**Accommodation Upgrade** 

As a Platinum member you have the opportunity to upgrade your room type for USD \$49.00 (subject to availability). Do you wish to take advantage of this benefit at this time?

2 Bedroom Suite (6)  
 I do not wish to Upgrade my Room Type



**Diamond Preference**

As a Platinum Member you have the opportunity 3 time(s) per year to specifically request a unit number (subject to availability). Do you wish to take advantage of this benefit at this time?

I do not wish to select a unit number at this time.  
 [View Resort Map \(PDF\)](#) and then Select a unit number from the list:

 **A Diamond Managed Resort - Special Resort Notice**

This reservation is for A Diamond Managed Resort destination where the resort front desk, housekeeping, maintenance, etc. are directly managed by an entity of Diamond Resorts.

Be sure to visit the resort's Concierge to receive your Diamond Greenback everyday savings program while on vacation.

**CANCEL RESERVATION**   **NEXT**

## About Resort



[Map](#)  
[Directions](#)  
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### Polo Towers Suites

At Polo Towers, you will find yourself in the center of the world-famous Las Vegas Strip. Designed to provide you comfort without sacrificing convenience, Polo Towers offers a r... [\(more\)](#)

### Reservation Summary

Resort: Polo Towers Suites  
Room Type: 1 Bedroom Suite (4)  
Arrival Date: 31-Jul-2019  
Departure Date: 07-Aug-2019  
Points Required: 9900  
Usage Year: 2019

### Total Payments

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

## 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. The summary of your reservation on the right side of the screen will appear throughout the booking steps.

You may be able to upgrade your reservation by one accommodation type at a Diamond Resorts managed property depending on your Diamond Loyalty level. If an accommodation upgrade is available, you can select that option, if desired.

Below the reservation details, any important notices such as pool closures or scheduled maintenance during your stay are communicated here.

Once you have reviewed the reservation details and notices, you can click **Next** to continue booking your stay.

# Step 2: Resort and Guest Details

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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 Resort Management will make every effort to fulfill your requests.

[Bell Book Inn accessibility and special needs info](#)

Our goal is to make every effort to accommodate the accessibility needs of our guests. Whether your request is for an adapted accommodation or assistance equipment, we encourage our members to make their reservations as far in advance as possible so that we can make every effort to fulfill any requests.

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:

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## Requests and Accessibility

If there are any special requests you would like the resort team to be aware of, you can indicate them in the first box on this screen.

If there are any disability and accessibility requirements that may be required for you or someone in your traveling party, please provide them by checking the appropriate boxes and provide any details in the lower box.

Advance notice allows us to make any arrangements or contact you if we have questions.

We encourage you to check all that apply.

# Step 2: Resort and Guest Details

## Guest Information When You are Traveling

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 traveling on this reservation, please review and confirm that all of your information is correct.

You can edit your contact information here if you need to update, but please note this will change the contact details on your account.

Nationality and birthdate are required when booking a cruise.

Member Area Online Reservations > Book It!

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Review Your Reservation Requests and Accessibility Guest Information

Please enter the number of adults and children

Adults  Children

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

Making this booking for family or friends?  
You can allow a guest to travel on your reservation 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](#)

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# Step 2: Resort and Guest Details

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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"/>

## Guest Information if you are providing this Reservation to a Family Member or Friend

If you are booking this reservation for a guest, please change the option button to Guest and choose whether this is a new guest or someone you have booked a reservation for previously.

When selecting Saved Guest, you can choose from a list of previous guests on your account and pre-populate their contact details.

When selecting New Guest, please enter the guest's full name, home address, e-mail address, and phone numbers.

Additional details, including passport number, are helpful when traveling internationally.

Nationality and birthdate are required if this is a cruise booking.

# Step 3: Additional Offers


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

Travel Protection   Miscellaneous

### CANCELLATION POLICY

If you must cancel a confirmed reservation, please contact us as soon as possible.  
Cancellation rules are:

Notification of Cancellation (prior to the arrival date)	Points Lost
91-395 Days	0%
61-90 Days	25%
31-60 Days	50%
0-30 Days	100%



RESERVATION PROTECTION PLAN  
BY DIAMOND RESORTS INTERNATIONAL

You can cancel for ANY reason and receive 100% reimbursement of the 9900 points charged for this stay, when cancelled anytime up to 31 days prior to the arrival date.

- Recommended Option:** The annual protection plan protects 100% of your points when booking club stays for the next year (between now and 26-March-2020), ensuring if you cancel for any reason you receive 100% reimbursement of points for USD \$450.00.
- The single stay protection plan protects the 9900 points invested in this stay, ensuring if you cancel for ANY reason you receive 100% reimbursement of points for USD \$120.00.
- No thanks, I decline the opportunity to purchase a Reservation Protection Plan.

Protect the points that you've invested in, and secure the protection plan today!

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#### Polo Towers Suites

At Polo Towers, you will find yourself in the center of the world-famous Las Vegas Strip. Designed to provide you comfort without sacrificing convenience, Polo Towers offers a r... [\(more\)](#)

#### Reservation Summary

Resort:	Polo Towers Suites
Room Type:	1 Bedroom Suite (4)
Arrival Date:	31-Jul-2019
Departure Date:	07-Aug-2019
Points Required:	9900
Usage Year:	2019

#### Total Payments

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

## Travel Protection

On this page you will be presented with the **Reservation Protection Plan (RPP)**.

RPP is an optional protection that allows for the full return of your points if you have to cancel for any reason up to your arrival date, with no cancellation fee.

You will be offered the option to add Annual or Single Stay protection or decline both.

Click to acknowledge that you have reviewed the cancellation policy terms, then click **Next**.

# Step 3: Additional Offers

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

Travel Protection | **Miscellaneous**

Diamond Resorts® takes pride in offering you additional items to help ensure a relaxing vacation. Please review the offers below.

**1 VACATIONGUARD® TRAVEL CLUB PLAN**

We try to make life a little easier, offering you travel protection that is simple, affordable, and works, including a money back guarantee within a 21-day review period. VacationGuard® covers primary travelers and up to 7 companions for trip cancellation, trip interruption, trip delay, emergency medical, car rental collision and Lost Baggage and Baggage Delay plus more. Products and services are provided by Berkshire Hathaway Travel Protection, one of the most trusted names in insurance.

[Full Plan Details \(pdf\)](#)

I authorize the payment of USD \$89.00 for this reservation and understand the purchase of the Travel Insurance is non-refundable.

I do not wish to purchase the Travel Insurance and understand that it cannot be purchased at a later date for this reservation

**2 LEGAL PROTECTION PLAN - A TRAVEL BENEFIT**

Club Members pay only USD \$19.95 for coverage the length of your reservations (up to 10 days) Or USD \$29.95 for coverage the length of your reservation (over 10 days). The Legal Protection Plan fully covers network attorney services for traffic tickets, identity theft defense, advice and consultation on an unlimited number of personal legal matters while vacationing with Diamond Resorts. Network attorneys are available in all 50 states and U.S. Territories. Enroll today and enjoy your stay.

[Full Plan Details \(pdf\)](#)

I authorize the payment of USD \$19.95 for a reservation of up to 10 days and understand the purchase of the Legal Protection Plan is non-refundable.

I do not wish to purchase the Legal Protection Plan and understand that it cannot be purchased at a later date for this reservation

**3 SKYMED**

SkyMed, is a per reservation travel benefit that will guarantee to transport you home should you experience a sudden and unforeseen condition due to a critical illness or injury. This will cover any reservation up to 20 days. You can click on title below for Full plan detail prior to purchase.

[SkyMed North American Short Term](#) - Provide coverage when traveling anywhere in U.S., Canada, Mexico, Bahamas, Bermuda and the Caribbean destinations.

Individual USD \$34.95

Family USD \$49.95

For all additional information and to learn about the annual membership please visit the SkyMed landing page.

I authorize the payment of USD \$34.95 for a reservation of up to 20 days.

I do not wish to purchase the SkyMed and understand that it cannot be purchased at a later date for this reservation.

**4 DIALCARE - A TRAVEL BENEFIT**

Club Members pay only USD \$19.95 for coverage the length of your reservation (up to 20 days) Or USD \$29.95 for coverage the length of your reservation (over 20 days). DialCare is a telemedicine service offering phone consultation with a board certified, licensed physicians, providing immediate non-emergency medical service, including prescribing non-narcotic medications as deemed appropriate. For one low price, this service is available to your entire traveling party for the length of your reservation at any U.S. destination.

[Full Plan Details](#)

I authorize the payment of USD \$19.95 for a reservation of up to 20 days.

I do not wish to purchase DialCare and understand that it cannot be purchased at a later date for this reservation.

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**Polo Towers Suites**

At Polo Towers, you will find yourself in the center of the world-famous Las Vegas Strip. Designed to provide you comfort without sacrificing convenience, Polo Towers offers a r... [\(more\)](#)

**Reservation Summary**

Resort:	Polo Towers Suites
Room Type:	1 Bedroom Suite (4)
Arrival Date:	31-Jul-2019
Departure Date:	07-Aug-2019
Points Required:	0000
Usage Year:	2019

**Total Payments**

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

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## Miscellaneous

On this page you will be presented with any products that you might want to add to your reservation. They will only appear if they are offered for your destination.

**Legal Protection Plan** fully covers network attorney services while vacationing for the duration of the reservation.

**SkyMed** provides transportation to your home should you experience a sudden and unforeseen condition due to illness or injury for the duration of the reservation.



# Step 4: Payment



Member Area Online Reservations > Book It!

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Payment Options Payment Summary

How would you like to pay for this reservation?

	Number of Points
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	23

Total Points to Apply / Total Cost: 23  
Remainder: 0

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## Payment Options

Click **Payment Options** to display the number of points that will be used for this reservation. If required, the system will automatically borrow points from the next use year to complete the reservation, and that will be indicated. Prepayment of the borrowed points will apply. Click **Next**.

Remember: Excluding borrowing transactions, points are taken from the same use year as your arrival date.

# Step 4: Payment

Member Area Online Reservations > Book It!

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PAYMENT OPTIONS

**CREDIT CARD INFORMATION**

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

You currently have no saved Cards.

[Add Card](#)

**Card Verification Number**

Please enter the Card Verification number for the selected card.

?

To simplify and expedite my resort check-in experience, I authorize the credit card specified above to be utilized for room deposit upon arrival.

No reservation fees are applicable at this time. Please click on "Confirm Reservation" to continue, or "Cancel Reservation" to stop this booking and return to the availability search.

BACK CANCEL RESERVATION CONFIRM RESERVATION

## Payment Summary

Any additional cash payments needed to complete this reservation will be added here.

This could be products you have chosen such as the Reservation Protection Plan, upgrade fees, or prepayment of borrowed points.

You can indicate that you want to use a credit card already on file for your account, or add a new card.

For your security, you will need to enter your Card Verification.

Check the authorization box and click **Confirm Reservation.**

# Final Confirmation

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


### Reservation Confirmation

Online Reservation

Thank you for your reservation. If you have any questions about your upcoming reservation, contact us at 1.877.DRI.CLUB. 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  
BRAD.HARRIS@DIAMONDRESORTS.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](#)

### Stay Information

Confirmation Number	663678372
Check-In Date	22-Oct-2017
Check-Out Date	29-Oct-2017
Check-In Time	4:00 PM
Check-Out Time	10:00 AM
Room Type	1 Bedroom
Total Points Used	5000

Reservation confirmation details for this stay will appear here and will be emailed to you. If you would like your reservation confirmation emailed to a traveling companion, enter the e-mail address in the box indicated.

If you click the Return to Book Online, it will take you to the Featured Destinations tab of the Online Reservation page in the Member Area. There, you can explore more destinations to book your next vacation.

If you click **RETURN TO MEMBER AREA**, it will take you to the home page of the Member Area.

The guest information will display if this is a Guest reservation.

You will also see any resort notifications and directions from the airport. This information is also included in your confirmation email.