

CAC Online System

Making a Booking



Login

In order to access the functions of the CAC Online System, it is first necessary to login to the system.

- Open a new browser window and enter cac.cbdweb.net into the address bar (note: you may wish to bookmark this page for easy future access).

Canberra Alpine Club

[Please Login](#)

[View Availability](#)

Member

* Membership Number:

* Surname:

If you have forgotten your login details please email the [booking officer](#).
[Click here to retrieve your membership number](#)

- Enter your *Membership Number* and *Surname*, and select *Login*.
- If you don't know your *Membership Number*, then follow the instructions on the screen.

Step 1 – Booking Details

The first step of a booking provides an overview of the current demand (i.e. number of CONFIRMED and WAITLISTED bed nights) across the different lodges.

Note that the Perisher Lodge has been split into Perisher Standard (PS) and Perisher Ensuite (PE) so that demand for the different types of rooms can be managed separately.

Canberra Alpine Club

Welcome: CAC Demo
Type: Member

[CAC Home](#) | [Booking Home](#) | [Login v](#) | [Ski Lodge Details v](#) | [Manage a Booking v](#) | [Manage Account v](#)

Drag the ends of the date range to extend or shorten your booking.
 N.B. numbers in the body of the table show demand including waitlisted bookings.

Key to colours

Lodge	Jul 2016														Aug													
	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo				
Jindabyne	1	4	4	4	4	4	4	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Perisher Ensuite	17	16	16	16	16	16	12	4	4	0	0	0	0	0	2	2	2	2	2	2	2	2	18	18				
Perisher Standard	15	23	23	24	28	24	15	5	1	0	0	0	2	15	6	6	7	7	7	8	7	15	15	15				

Enter number of beds required

Number of beds:

Optionally enter first and last nights booked

First night: Last night:

Please also note that within a single booking, everyone must be staying in the same lodge (i.e. Jindabyne, Perisher Standard or Perisher Ensuite) and have the same arrival and departure dates. If you wish to stay in different lodges, or have people with different arrival and departure dates, it will be necessary to enter multiple bookings.

- To change the dates displayed in the demand grid, select the (Y)ear, (M)onth or (D)ay arrows
- Enter the lodge and first night of the booking by selecting the appropriate cell in the grid (note: a green highlight will show the selection)
- If the booking is for more than one day, enter the last night of the booking (note: that this is the day before departure) by selecting the appropriate cell
- Enter the *Number or beds* required for the booking
- Select *Next Step* -> to move to Step 2

Step 2 – Guest Details

The second step of the booking is used to enter names of the people included in the booking, and the requested number of rooms.

Note that in the Online System the term “guest” refers to everyone staying as part of the booking, including Members.

Booking waitlisted for review and approval

Perisher Ensuite

Your check in is on: Friday 22nd July 2016
Your check out is on: Sunday 24th July 2016

← Previous Step Next step →

• Please enter all the required information about the guests for this booking below.

Guest details: * Indicates required field

Guest's Name: Please provide in format 'Surname, Given Name' Gender Age

* Guest 1:	Demo, CAC	Adult Member	Male	46
* Guest 2:	Guest, CAC	Junior Guest (aged 5-16)	Male	10

Add infants not needing bed

Optional Extras

Options	Quantity	Description
<input checked="" type="checkbox"/> Number of Ensuite Rooms	1	Please enter the required number of ensuite rooms.

- For Members, start typing their surname, and select their name from the list provided (additional details for the member will be automatically populated)
- For Guests, type their names (in the format *Surname, Given Name*), and select the appropriate *Guest Type* (i.e. Adult, Junior, Preschool)
- For Junior and Preschool Guests, please provide *Gender* and *Age*
- Enter the requested *Number of Rooms*
- Select *Next Step* -> to move to Step 3

Step 3 – Contact Details

The third step of the booking displays booking details, pricing and allows update of contact details.

Please note that per night pricing is calculated automatically for Members, and Guests, and includes charges for Ensuite Rooms, Peak Saturday Guest Surcharges, Club Dinners and Family / Youth Week Catering Deposits where appropriate.

Contact details for the booking are copied from your member details, but can be updated, if required. If you would like your member details to be permanently updated with these contact details, select the *Update your member details with this information* option, before moving to the next step.

Pricing Details

Duration for this booking is: 2 nights
The total cost for this booking is: \$ 382.00

Your Contact Details * Indicates required field

* Contact Name: CAC Demo * Email Address: demo@cac.org.au

* Address Line 1: 1 Demo St * Phone Number:

Address Line 2: Mobile Number: 0400 000 000

* City / Town: Canberra Update your member details with this information

* State: ACT

* Postcode: 2600

Please enter any comments or notes about the booking below:

← Previous Step Next step →

- Update contact details (if required)
- Select *Update your member details with this information* (if required)
- Enter any comments (if required)
- Select *Next Step* -> to move to Step 4

Step 4a – Waitlist

If your booking is not able to be confirmed immediately (as it needs to be reviewed by the Admin Officer) then it will be placed into a WAITLISTED status. A message indicating this will be displayed in Step 4.

Your booking is WAITLISTED for review and approval, or awaiting available beds.

Review Date:
Your booking number is PE000025
[Make another booking](#)

Once the booking has been reviewed, and is able to be confirmed, the Admin Officer will change the status to TENTATIVE. When this happens you will receive an email requesting payment to confirm the booking. Please note that bookings can only be CONFIRMED after payment is received. If confirmed bookings are received from other members before your payment is received, it may no longer be possible to confirm your booking. For this reason, it is recommended always to complete payment via the Online System (see Step 4b).

Step 4b – Payment

If your booking is able to be confirmed immediately, the payment instructions screen will be displayed.

Instructions

All transactions are processed on behalf of Canberra Alpine Club Inc.
ABN: 45 605 031 860, GPO Box 27, Canberra, ACT 2601, Australia.

For enquiries related to any transaction, please contact the club's Admin.
Officer - Stella McLaughlin:

Tel: 02 6242 8568
Email: cac.office@cac.org.au

All transactions are processed in Australian Dollars (AUD), and quoted prices include all relevant taxes.

Please refer to the Booking Rules and Cancellation Policy (under the Ski Lodge Details menu) for terms and conditions.



← Previous Step

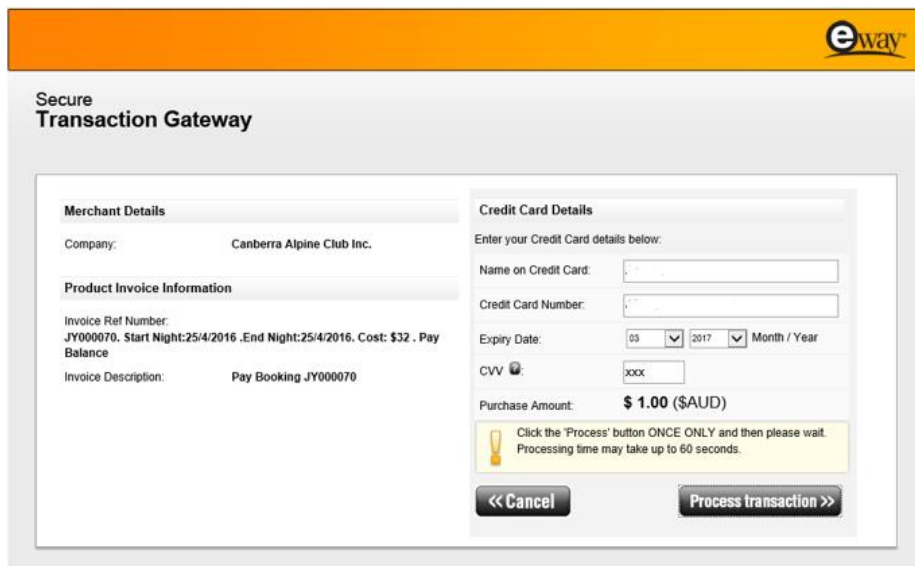
Pay now by Credit or Debit Card

N.B. after completing payment, be sure to allow eWay to return you to this page, otherwise your payment will not be recorded.

Pay your Outstanding Balance

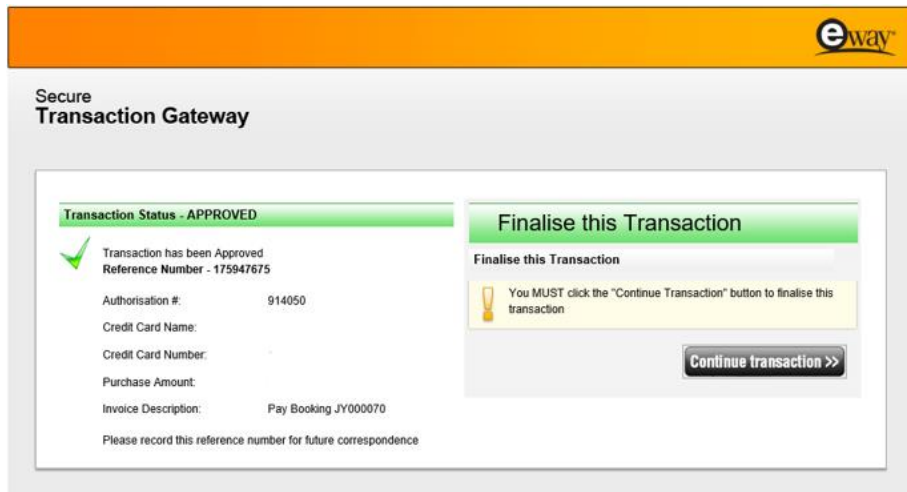
Pay for this booking

- If you wish to pay only your balance (which may be less than the cost of the booking if your account has a credit balance), choose the *Pay your Outstanding Balance* option
- If you prefer to pay the cost of this booking (and retain any existing credit balance), choose the *Pay for this booking* option



The screenshot shows the eWay Secure Transaction Gateway interface. It features a header with the eWay logo and the text 'Secure Transaction Gateway'. The main content area is divided into two columns. The left column contains 'Merchant Details' (Company: Canberra Alpine Club Inc.) and 'Product Invoice Information' (Invoice Ref Number: JY000070, Start Night: 25/4/2016, End Night: 25/4/2016, Cost: \$32, Pay Balance, Invoice Description: Pay Booking JY000070). The right column contains 'Credit Card Details' with fields for Name on Credit Card, Credit Card Number, Expiry Date (Month/Year), and CVV. The Purchase Amount is displayed as \$ 1.00 (\$AUD). A yellow warning box states: 'Click the "Process" button ONCE ONLY and then please wait. Processing time may take up to 60 seconds.' At the bottom, there are two buttons: '<< Cancel' and 'Process transaction >>'.

- Enter your Credit Card Details (note: only VISA and MASTERCARD are accepted) into the eWay *Secure Transaction Gateway* and select *Process transaction >>*



- After confirming that the Transaction Status is APPROVED, select *Continue transaction >>* to return to the CAC Online System

A confirmation message will be displayed showing that payment is completed. Your booking is now completed and CONFIRMED.