

# Schools & Groups Online Booking Instructions



To make a booking, click on this link <u><<here>></u> or copy this URL into your browser <u>https://ruapehua</u> <u>lpinelifts.checkfront.com/reser</u> <u>ve/</u>

If you have not yet created an account on this booking system please select 'create an account' otherwise if you have previously set up an account use your login details to continue.



Input the first and last name of the school teacher or coordinator.

Ensure you use a shared email address that other coordinators from your school will use to avoid having multiple accounts. You can only set up one account per school.

The password should contain letters, numbers and a symbol.

Once you have created an account, the box on the right will pop up indicating that your account has been created successfully.

G	Sign in with Google
First Name ★	Last Name ★
Email ★	
New Password	*
Confirm Passwo	ord *

# New Customer Account G Sign in with Google Account created successfully. Please follow the instructions in the verification email that has been sent to you. lauraj2491@gmail.com Close

Once you have verified your email and logged in you will see the screen as shown.

From the calendar, select the date of your visit. In this example, we'll be making a booking for the 19th of June.

### Ruapehu Alpine Lifts

Book and secure your 'BEST DAY EVER' on the mountain today.

Please note:

- Ensure you are selecting the right ski area for your trip
- We offer 1 free adult package for every 6 student package purchased, please note that this will be deducted on the final invoice send to you after your visit
- This booking page is for New Zealand schools \*only\*. All International schools & educational groups need to contact the Schools and Groups coordinator directly at groups.whakapapa@mtruapehu.com (Whakapapa enquires only) groupsturoa@mtruapehu.com (Turoa enquires only)
- Happy Valley is open from 01 June 2019
- Whakapapa is open from 22 June 2019
- Turoa is open from 29 June 2019

Mon 18 Feb 19							
<		FEBRUARY 2019			•	>	
Mon	Tue	Wed	Thu	Fri	Sat	Sur	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	1	2	3	
Monday February 18							

New Booking: Mon	Feb 18, 2019		
Whakapapa - Learn to Ski	Turoa - Learn to Ski	Whakapapa - Learn to Race	Turoa - Learn to Race
🛗 Nothing available for the	a dates selected.		

 Once you have selected your date, please select the appropriate ski area and programme you would like to book for.

2. The packages available will be shown once you have selected the ski area.

3. Click on 'Book Now' for the package you require.

### Book and secure your 'BEST DAY EVER' on the mountain today.

Please note:

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- Whakapapa is open from 22 June 2019
- Turoa is open from 29 June 2019

#### Date:

	Wed 19 Jun 19								
<		JUNE 2019 🔹				>			
Mon	Tue Wed Thu Fri			Sat	Sun				
27	28	29	30	31	1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	₁ <b>2</b> .			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
	Wednesday June 19								

### New Booking: Wed Jun 19, 2019

≯ sum	Whakapapa - Learn to SI	ki Turoa - Learn to Ski Whakapapa - Learn to Race Turoa - Learn to Race
9	100 AVAILABLE	Ski Package
11 <b>2</b> .	Book Now	This package includes an All Mountain Lift Pass, Recreational Ski/Snowboard rental equipr
30	🗋 Details	
	🛱 Availability	
	100 AVAILABLE	Snowboard Package
3.	Book Now	This package includes an All Mountain Lift Pass, Recreational showboard and boots with h
	🗋 Details	
	🛱 Availability	

 Confirm selected date is per previous date selection.
 However, you can change it if needed by clicking on the calendar icon.

2. Select desired time slot for lesson. Please note that lessons run for 1hr50mins.

 Input amount of adults/students requiring the package.

Click 'Continue' to confirm or click 'Close' to go back to the previous screen.

🗅 Details 📋	Availability	✓ Book Now
Ski Package	9	
✓ 100 Available		
1.	Date	Wed 19 Jun 19
2	Time	09:00 AM - 11:00 AM 11:00 AM - 01:00 PM
2.		01:00 PM - 03:00 PM
	Adult	0 x \$75.00
3.	Student	0 x \$75.00
		Wed Jun 19, 2019
Apply Promo	or Voucher	Close Continue

You will be taken to a "Create Booking" page that shows the current summary of your cart.

To add another package, or another day (for multi-day booking), select "Add to Booking" and this will take redirect you to the previous screen.

To modify the time, date or number of adults/students for each package, click the pencil icon next to the item.

Under each package, you can select add-ons by clicking the '+' button. You can specify how many adults/students you'd like the add on for by clicking on the 'book now' button.

### Create Booking

When you are ready to proceed please fill out your details below to confirm your booking.

Item	Rate	Amount
✓ Ski Package Wed Jun 19, 2019 09:00 AM - 11:00 AM	Adult: 1 @ \$75.00 Student: 6 @ \$75.00	\$525.00
thr Sledding Pass Click to select an option.		Not Selected
Clothing Combo Click to select an option.		Not Selected
Lunch Click to select an option.		Not Selected
Extra Lesson     Click to select an option.		Not Selected
		Sub-Total: \$525.00
		Total (NZD): \$525.00

Proceed to fill in your school's information by scrolling down. Please ensure that 'School Name' is accurate. The School Coordinator Name and Mobile Number should be of the person who will be present onmountain and reachable during your trip.

The terms of service need to be checked before you can proceed with your booking.

Click 'Continue'

#### School Name \*

Whakapapa Groups

### School Type \*

Please Select

#### School Postal Address \*

School Region \*

#### School Coordinator Name \*

School Coordinator Mobile Number \*

**२२२** ु

#### School Coordinator Email \*

groups.whakapapa@mtruapehu.com

### Terms & Conditions

Program Dates

 School pricing will not apply on weekends or school holidays during the season.
 For safety reasons and due to high operational demand there will be a black out period during the July School holidays (05/07/2019 to 22/07/2019).

#### Booking Process

Continue >

Availability is limited and is on a first come first served basis. To avoid disappointment, we recommend booking well in advance with the Schools & Groups Coordinator. Please note that once we have confirmation of discipline (Ski or Snowboard) choices, this second during the trip.

#### I have read and agreed to the Terms of Service \*



Your booking confirmation will be shown on the page and a copy will be sent to the email address registered for this account.

In the booking confirmation email you will find the 'Complete Guest Details' button if details were not provided at time of booking.

### Thank you! Your booking has been created.

A copy of this receipt has been e-mailed to groups.whakapapa@mtruapehu.com.



To make changes to your booking, go back to the link provided on page 1 and log in to your account. Do not create a new account - you only need to do this once.

Click on the top right corner with your school name on it, and select 'Profile'

#### **Ruapehu Alpine Lifts** Whakapapa Groups 👻 🔒 Secure Online Bool Profile New Booking: Tue Dec 11, 2018 iii) Tue 11 Dec 18 Log out > DECEMBER 2018 V Whakapapa - Learn to Ski Turoa - Learn to Ski Whakapapa - Learn to Race Turoa - Learn to Race Sun Sat Eri Wed Thu 28 29 30 2 6 7 9 Ski Package 100 AVAILABLE 10 11 12 13 14 15 16 This package includes an All Mountain Lift Pass, Recreational Ski/Snowboard rental equipment with helmet, Sightseeing Pass and 1 x Book Now 17 19 22 23 1hr50min lesson. 18 20 21 24 25 26 27 28 29 30 🗅 Details 31 1 2 3 4 5 6 Tuesday December 11 🛱 Availability Snowboard Package 100 AVAILABLE This package includes an All Mountain Lift Pass, Recreational snowboard and boots with helmet, Sightseeing Pass and 1 x 1hr50min lesson. Book Now 🗅 Details 🛱 Availability 1hr Sledding Pass AVAILABLE This pass is valid for 1 hour of sledding in Happy Valley per person. Book Now 🗅 Details 🛱 Availability

### 10

You will see a list of bookings made by your school. Click on the booking code for the booking you wish to edit to view the booking confirmation.

Note: If you would like to cancel your booking, click 'cancel booking' under the booking status. Please confirm with the Schools and Groups Coordinator before cancelling any bookings as a cancellation fee may apply.

### My Account

### ← Back to Booking Page

Bookings Account Saved Information										
Bookings										
Booking Code	Created Date ↓	Booking Date	Item Summary	Booking Total	Total Paid	Booking Status				
TRSB-271118	27/11/18	Tue Dec 11, 2018	Ski Package	\$750.00	\$0.00	Reserved Cancel Booking				
QDFC-261118	26/11/18	Wed Dec 5, 2018	Ski Package, Lunch, Extra Lesson	\$100.00	\$0.00	Void Cancel Booking				
ANRQ-261118	26/11/18	Mon Dec 10, 2018	Ski Package	\$1,500.00	\$0.00	Void Cancel Booking				
VZAJ-261118	26/11/18	Mon Dec 10, 2018	Ski Package, Snowboard Package	\$2,025.00	\$0.00	Cancelled				

In the booking confirmation screen, you will see the option on the top right hand corner to 'Edit this booking'

## Invoice



On the 'Edit Booking' screen you will see the full list of products that have been booked.

Select 'edit item' to start make any changes.

### Edit Booking

### ← Back to the invoice

Booking Items Booking Form

+ Add Item

Status	Item	Qty Date		Тах	Total	
Reserved	Ski Package Student: 10 @ \$75.00		Tue Dec 11, 2018 09:00 AM - 11:00 AM	\$0.00	\$750.00	🖋 Edit Item
				Sub-total	\$750.00	
				\$0.00	\$750.00	

Under 'Edit item' you will be able to change the date, lesson time and quantity of student/adults in the booking.

Click 'Save' to confirm the changes.



You will be required to complete the guest details if you have changed the number of adults/students.

# Invoice

### ← Back to my account

Edit this booking

Booking Confirmation			
RESERVED		Ruap	ehu Alpine Lifts
Hogwarts PO Box 123456 55555 ॼ groups.whakapapa@mtruapehu.com		Booking ID: Created: Booking Date: Total (NZD):	TR SB-271118 November 27, 2018 December 11, 2018 \$1,125.00
Item Ski Package (15)	Rate Student: 15 @	) \$75.00	Amoun \$1,125.00
Tue Dec 11, 2018 (3) 09:00 AM - 11:00 AM School Type: Primary School Region: Mt Ruapehu School Coordinator Name: Chelsea		Amo	Total: \$1,125.00
Guest Details	C	Bala complete Guest Det	nce Due: \$1,125.00 PDF (Print)
	<b>→</b>		

### To save your school's information to save time resubmitting details for future bookings, click on 'Profile' after you sign in.

Ruape	hu A	lpine	Lifts						Whakapapa Groups 👻	A Secure Online Bookin
Date:								►	Profile	
		Tue 11	Dec 18				New Booking: Tu	e Dec 11, 2018	Lon out	
<		DECE	MBER 2	018 🔻		>			Log our	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Whakapapa - Learn to Sk	d Turoa - Learn to Ski Whakapapa - Learn to Race Turoa - Learn to Race		
26	27	28	29	30	1	2				
3	4	5	6	7	8	9	100 AVAILABLE	Ski Package		
10	11	12	13	14	15	16	R Darah Marri	This package includes an All Mountain Lift Pass, Recreational Ski/Snowboard rental equipment with helmet, Sightsee	ing Pass and 1 x	
17	18	19	20	21	22	23	BOOK NOW	1hr50min lesson.		
24	25	26	27	28	29	30	Details			
31	1	2 Tuesda	3 v Decen	4 aber 11	5	6	🛱 Availability			
							100 AVAILABLE ■ Book Now Details Availability	SnowDoard Package This package includes an All Mountain Lift Pass, Recreational snowboard and boots with helmet, Sightseeing Pass an	nd 1 x 1hr50min lesson.	
							AVAILABLE	This pass is valid for 1 hour of sledding in Happy Valley per person.		
							Book Now			
							Details			
							🛱 Availability			

Click on the 'Saved Information' tab to enter your school details. And then click 'Save'. This information will be auto-populated the next time you make a booking for your school with the same account.

## My Account

### ← Back to Booking Page

Bookings	Account	Saved Information	

### Autofill information

The Autofill information can be used to automatically fill the booking form when you make a booking.

### School Name 🖈

School Type 🖈

Please Select

### School Postal Address 🖈

School Coordinator Mobile Number \*

-

### School Coordinator Email \*

chelseaoon@gmail.com

# Need more help? Contact us

Whakapapa Groups P: 07 892 4000 ext 7894 e: groups.whakapapa@mtruapehu.com Whakapapa Ski Area Private Bag 71902, Mt Ruapehu Turoa Groups P: 06 385 8456 ext 5664 e: groupsturoa@mtruapehu.com Turoa Ski Area PO Box 46, Ohakune