# How To Book

The following step-by-step guide will show you how to book a lesson using our online reservation system.

# Build Your Trip - Register email and name

- 1. If you are a first time customer, please insert your name and email address here.
  - We will send a verification link to the email address to complete the set-up process.
  - You can complete the process after you book your lesson.
  - Please click "*Continue as Guest*" and process to next step.
- 2. If you are a return customer / you have already set up an account.
  - Please insert your login email and password here.
  - Click "*Login*" to process to next step.
- If you forgot your password, please click *"Forgot password?"* and insert your login email. We will send you an email to reset your password.

	RUSUTSU RESORT	Book Now
	Build Your Trip	
Your	Checkout as Guest     First Name   Last Name	1
	Email Why is this needed? Continue as Guest	
	Registered Customers         John@domain.com         ••••••••	2
Forgot Password Email * Send Reset Password Email Already have an account?	Forgot Password?	3

### **Terms of Service**

- 1. Please be sure to read the terms of service.
- 2. Tick box to certify that you are at least 18 years old or you are under 18 and have secured parent or legal guardian approval and accept the terms of this agreement.
- 3. Accept and continue.



### **Choose Your Dates**

- Select the desired lesson date by clicking one or multiple days.
- After you clicked on the desired lesson date, click "Next" and proceed.



# **Make Your Group**

- 1. Fill out the details for the First Person in your group
- 2. Click "+ Add Guest " to add information to the system
- 3. And repeat for additional member
- Mandatory fields\* must be filled in.
- **Email:** We will be contacting you using this email.
- Details:
  - Please fill in the **ability level**. If you do not know your ability level please check the list above.
  - If you have any special requirements please also fill in here.

First Name *	Last Name *	
John	Doe	
Birthday *	Gender	
1970 - 01 - 01	Female	
Contact Email *		
exmple@domain.com	m	
Our fri. Details*		reat
Resort Ability: Level 1 your w		it of
+Add Guest	2	-
🥒 🛉 John Doe		t your isson

# Your itinerary - Add lesson to your booking

At the Itinerary Page, please click "*Plan your day*" button to see our different lesson types. You will have 5 minutes to complete your booking.

- 1. Revised lesson date
- 2. Add/ Remove Member for your booking
- 3. A list of all members in your Group
- 4. Click on "Plan Your Day " and assign lesson to particular member on the selected date.

r itinerary e will time out in:	05:00		(m)
🛉 John Doe	🐐 Jane Doe	🐈 Johnny Doe	✤ Janie Doe
December 26 2017	Scheduled!		Plan Your Day
December 27 2017 Nothing	Scheduled!		Pian Your Day
December 28 2017	Scheduled!		Plan Your Day
Subt	otal: ¥0.00	📜 Pro	ceed to Checkout

Plan Your Day - Select discipline Please select *SKI, SNOWBOARD or DAY OFF* for particular member and click Next to continues.

Your itinerary	Plan Your Day		
🛉 John Doe	🛉 John Doe	Ski 🔻	🐈 Janie Doe
December	🛉 Jane Doe	Ski 🔻	
26	🖞 Janie Doe	Snowboard 🔻	S Pan tour bay
December Not	🛉 Johnny Doe	Day Off 🔹	Plan Your Day
2017		Day Off Ski	
December		Snowboard	R. Disk Very Day
28		Next	- Han Your Cay
Si			a to Checkout

### Plan Your Day - Select lesson type, time and duration

Choose your <u>desired lesson type</u> and time. You can select multiple lessons on the same day.

- 1. Name of your group member
- 2. Total amount of the day
- 3. Scroll down for more lesson options
- 4. Click on the swipe button to select the desired lesson and lesson time.
- 5. Select multiple lessons on the same day, if the lesson time does not overlap.
- 6. If you would like to submit an instructor request or any special requirements, please fill in here\*. (Requests are <u>not guaranteed</u> and <u>subject to availability</u>.)
- 7. Click "*Next*" and repeat the process for all members. Once you done with all members on the selected day please click "*Save*".

**Note\***, All lessons will be taught by a native level English speaking instructors who hold an internationally recognized instructor license.



\*If you don't need to resize your group, please go to step "Your itinerary - Add lessons to your booking." \*

Amend group size - 1 - Our system will automatically group all members into one group. If you need to amend the group size, please take the follow these steps.

- 1. Click "more details and options" to extent the detail column. Please make sure you select the desired lesson date.
- 2. To split your group into multiple lessons; please select any member in current group and click "Edit Group member".



Amend Group Size 2 – Separate member from current group. Select "*Make Guest Single*" from the drop-down list, and click "*Confirm Move*", to separate this member from the current group.

E Menu			🛗 Book Now
Your i <sup></sup> Page w	Confirm Guest Move		× *
Ť	Select Group		3
Dec	Make Guest Single		-
	Make Guest Single		
	Cancel	Confirm Move	- 88
	Jaine Doe    more details and options		_
	Edit Guest Group LV1 Age 8 Gender: Female Individual Price: ¥26250 Remove Guest		
	Subtotal: ¥52,500	🐂 Proceed to Cher	skout

# Amend Group Size 3 – Move members into different groups

- 1. Now you separated one family private into two private lessons.
  - In this case, the John Doe family would like to have one adult group (John & Jane) and one kids group (Johnny & Jaine).
- 2. Please select any member you would like to move to a different group (Jaine) and click "Edit Group member".

Your itinerar Page will time of	<b>y</b> out in: 04:00		<b>*</b>
🛉 John Doe	a 🛉 Jane Doe	🐈 Johnny Doe	🐈 Janie Doe
December 26 2017	Ski Premium Full Day Private (6 Hours) The longest and most flexible private lesson	09:00 16:00	¥52,500
	▲ Jane Doe		
	Y Johnny Doe		
	Ski Premium Full Day Private (6 Hours) The longest and most flexible private lesson	09:00 16:00	¥42,000
	★ Janie Doe     ★ more details and options		
December			
	Subtotal: ¥94,500	E Proc	eed to Checkout

### Amend Group Size 4 – Move members into different groups

- The John Doe family would like to regroup Johnny into the kids group with Janie. In this case, we will select "Join Janie" so both Johnny and Jaine will be in the same group.
- If you would prefer a single private lesson, please select "Make Guest Single".



Your itinerary - Add more lesson to your booking. Now you have completed day one. If you required lessons for multiple days, please repeat the steps above.

- 1. Click on "*Plan Your Day*" and assign a lesson to a particular member on the selected date.
- 2. Once you done with booking your lessons please click "*Proceed to Checkout*" and continue to the payment process.

🗮 Menu			Book	Now
Your itinerary Page will time o	<b>/</b> ut in: 03:00			4
🛉 John Doe	🛉 Jane Doe	🐈 Johnny Doe	🐈 Janie Doe	
December 26 2017	Ski Premium Full Day Private (6 Hours) The longest and most flexible private lesson allows y	09:30 - 15:30 you to maximise your time and get the most out	of your day. ¥52,500 ×	
December <b>27</b> 2017	Ski Premium Full Day Private (6 Hours) The longest and most flexible private lesson allows y	09:30 - 15:30 you to maximise your time and get the most out	of your day. ¥52,500 ×	
December 28 2017	Nothing Scheduled!		Plan Your Da	y
	Subtotal: ¥105,000	Proce	ed to Checkout	

Review Your Order - Please review your reservation before process to check out. You will have another 5 minutes to review your order.

- 1. You can find all lesson detail here
  - Lesson Type
  - Lesson Time
  - Lesson Price
  - Participants
  - Detail of participants
- 2. The total reservation amount
- 3. If you would like to amend your order, please select *"Edit Order"*
- 4. Select "*Checkout*" and continue to the payment process.
- 5. Select "*Checkout*" and continue to the payment process.



Payment –Please fill in your credit card or debit card to complete your order.

- 1. Please find the total amount including, lesson fee and additional transaction fees.
- 2. Please insert your credit card/debit card details here.
  - Card number
  - Card expiry date
  - CVC number (the 3 digit number located on the back of your card)
- 3. For repeat customers who have previously saved card details. Please select your card here.
- 4. Click "submit payment" to complete the payment process.

		Transact T	ion fee's: ¥5,250
Credit Card		1	
Credit or debit ca	ard save card?	Use saved card	
Card number	er MM/YY CVC	Saved Card	
		Sub	mit Payment