



Cruising Club Booking System User Guide

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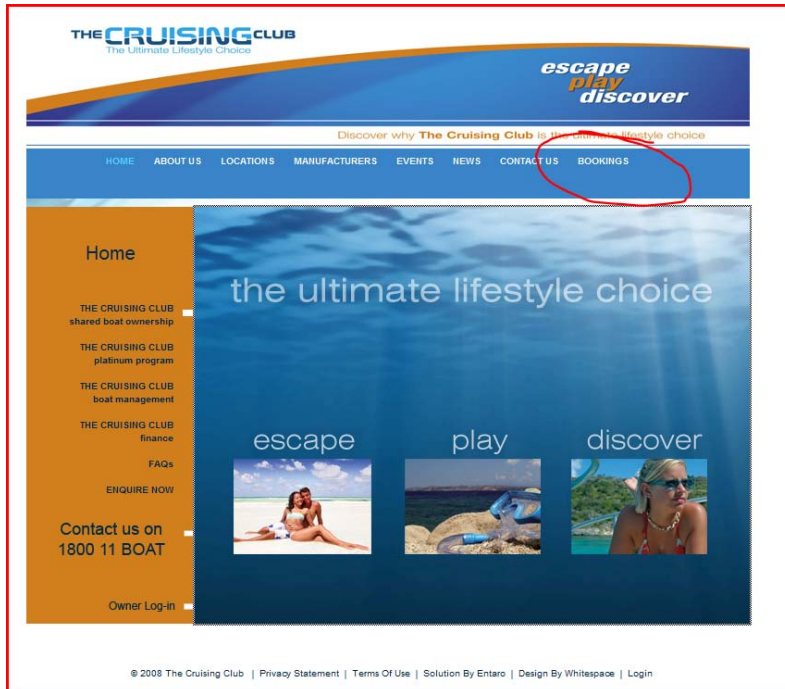
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1. How to find Booking System

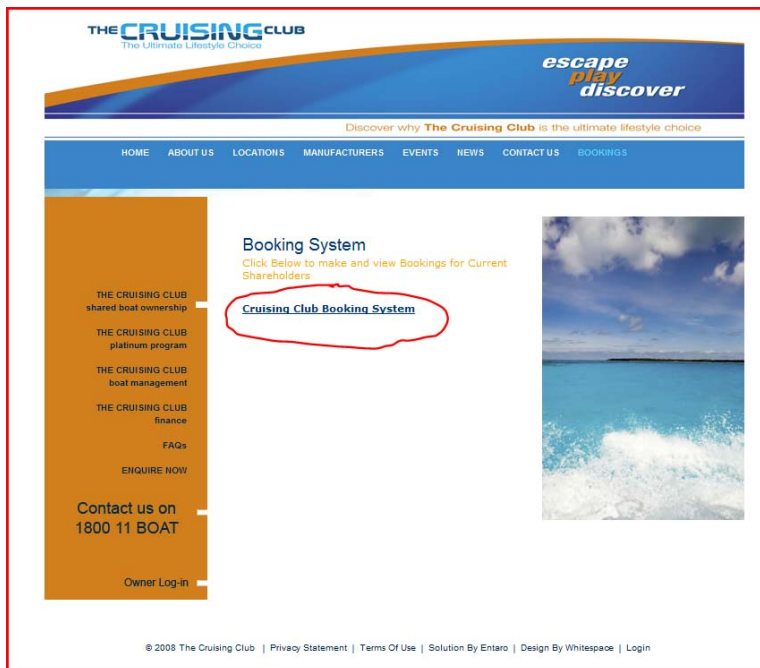
Type into your Internet Browser www.cruisingclub.com.au and you will see the following page:



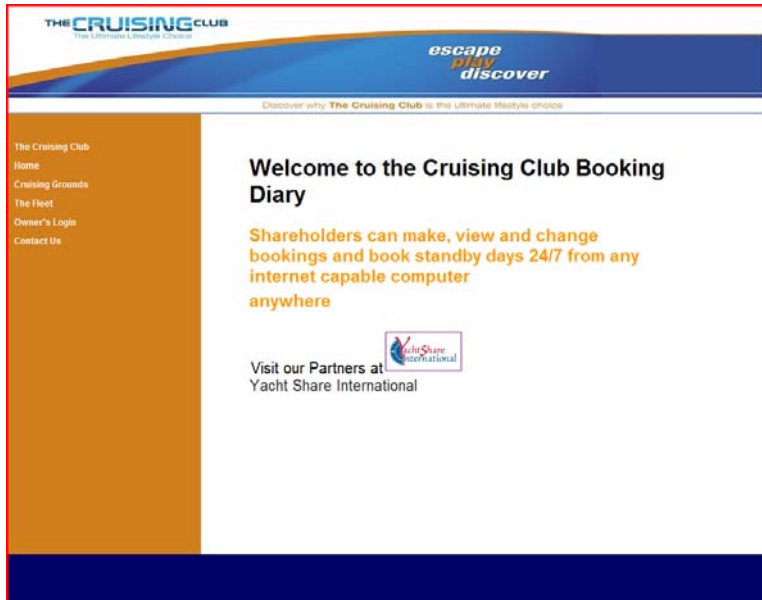
Click on **Bookings**



Click on **Cruising Club Booking System:**



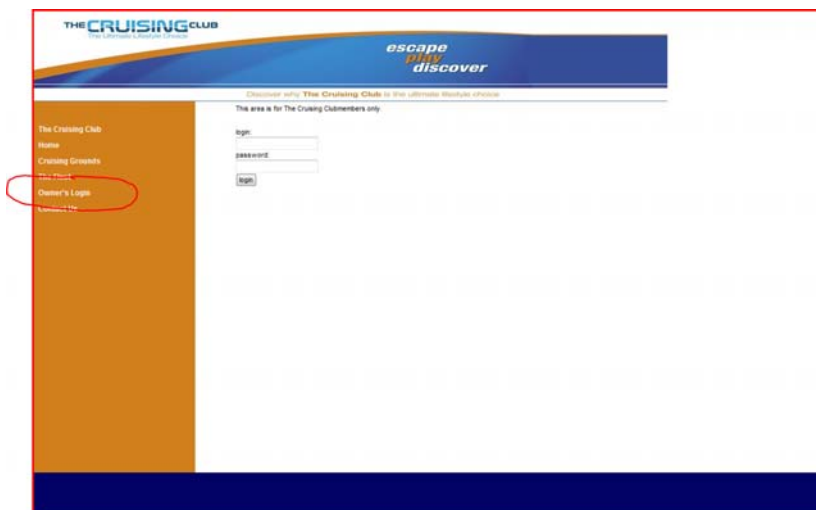
You will be greeted with the following page:



2. Logging into The Booking Diary

The only link that is relevant in the system at the moment is the **Owners Login**. Each time you visit the **Booking Diary** you will only need to use this link until notified otherwise.

To login to the Booking Diary simply click on **Owners Login**:



Enter your username and password (This is supplied separately) and click the **login** button. Hover over the **Owners Menu** and select **Booking Diary** and the diary will open for your particular boat. (Using an example boat TEST in this case)

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Autumn 2008

Shares	WC	WK	Special
1	2	4	0
Maintenance			
n/a	0	0	0

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Mar	2 Mar
3 Mar	4 Mar	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar
10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar
17 Mar	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar
24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar
31 Mar	1 Apr	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr
7 Apr	8 Apr	9 Apr	10 Apr	11 Apr	12 Apr	13 Apr
14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr
21 Apr	22 Apr	23 Apr	24 Apr	25 Apr	26 Apr	27 Apr
28 Apr	29 Apr	30 Apr	1 May	2 May	3 May	4 May
5 May	6 May	7 May	8 May	9 May	10 May	11 May
12 May	13 May	14 May	15 May	16 May	17 May	18 May

3. Making a Booking

Rules

The Booking Diary consists of 4 “Seasons” of 3 months duration for each year. Bookings can be made for the current booking season and each forthcoming season will become available one month prior to the season. There are 21 guaranteed days allowable to be booked across the year with a breakup of **weekend** and **weekdays** as follows:

Summer	Dec 1 st – Feb 29 th	6 days	2 Weekend days	4 Weekdays
Autumn	Mar 1 st – May 31 st	5 days	2 Weekend days	3 Weekdays
Winter	Jun 1 st – Aug 31 st	5 days	2 Weekend days	3 Weekdays
Spring	Sep 1 st – Nov 30 th	5 days	2 Weekend days	3 Weekdays

Shareholders will only be able to make bookings on a per day basis and can only book guaranteed days corresponding to the amount of days available in either Weekend or Weekday allocation i.e. Shareholders will not be able to book a Weekend Day if they only have Weekdays available in their allocation.

Changes to bookings may be made at anytime up to one full day (24hrs) prior to the booked date. An example would be that if a shareholder had a booking for a Sunday, they would need to change or cancel the booking on the previous Friday prior to midnight. If the booking is not changed prior to this time then the booking would still be counted as a guaranteed day due to the fact that it does not provide enough prior opportunity for other shareholders to use the day.

Shareholders may book standby days in the diary between 7 days and 24 hours prior to the intended date. An example would be that if a shareholder would want to book a standby day for a Saturday they would have an opportunity to from the Saturday prior to the Thursday prior.

Booking a Guaranteed Day

Select the Season and year of the current period. Click on the **go** button. You will only be able to book the current period and the next booking season from one month prior to the new season.

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Mar	2 Mar
3 Mar	4 Mar	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar
10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar
17 Mar	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar
24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar
31 Mar	1 Apr	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr
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14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr
21 Apr	22 Apr	23 Apr	24 Apr	25 Apr	26 Apr	27 Apr
28 Apr	29 Apr	30 Apr	1 May	2 May	3 May	4 May
5 May	6 May	7 May	8 May	9 May	10 May	11 May
12 May	13 May	14 May	15 May	16 May	17 May	18 May

Autumn, 2008				
Shares	WE	WK	Special	
			Test	
1	2	3	0	
Maintenance				
n/a	0	0	0	

Click on the Book button

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Autumn 2008 go!

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Mar	2 Mar
3 Mar	4 Mar	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar
10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar
17 Mar	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar
24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar
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5 May	6 May	7 May	8 May	9 May	10 May	11 May
12 May	13 May	14 May	15 May	16 May	17 May	18 May

Autumn, 2008			
Shares	WE	WK	Special
test			
1	2	3	0
Maintenance			
n/a	0	0	0

Select your desired date and any notes and click the add button

PLACE BOOKING

Autumn, 2008	Days Remaining
Weekend Days	2
Week Days	3
Special Days	0

booking date: March 1 for 1 days

notes:
ETD 10am

add!

You will then be able to see your booking and 1 day will be debited from the appropriate Weekend or Weekday account

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The Cruising Club Autumn 2008

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Autumn, 2008			
Shares	WE	WK	Special
1	1	3	0
Maintenance			
n/a	0	0	0

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Mar test	2 Mar
3 Mar	4 Mar	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar
10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar
17 Mar	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar
24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar
31 Mar	1 Apr	2 Apr	3 Apr	4 Apr	5 Apr	6 Apr
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14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr	20 Apr
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12 May	13 May	14 May	15 May	16 May	17 May	18 May
19 May	20 May	21 May	22 May	23 May	24 May	25 May
26 May	27 May	28 May	29 May	30 May	31 May	

Snipping Tool

4. Changing or Cancelling a Booking

To change a booked day the booking needs to be cancelled first and then the new date needs to be booked as per the above process. To cancel a booking click on the **book** button and a list of previous bookings will be listed. Click the red cross next to the applicable date that is being cancelled.


PLACE BOOKING

Autumn , 2008	Days Remaining
Weekend Days	1
Week Days	3
Special Days	0

booking date: for days

notes:

01 March 2008 for 1 days
ETD 10am



The day will be removed from the booking diary and the day re-credited to the applicable Weekend or Weekday account

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Mar	2 Mar
3 Mar	4 Mar	5 Mar	6 Mar	7 Mar	8 Mar	9 Mar
10 Mar	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar	16 Mar
17 Mar	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar	23 Mar
24 Mar	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar	30 Mar
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5 May	6 May	7 May	8 May	9 May	10 May	11 May
12 May	13 May	14 May	15 May	16 May	17 May	18 May

Autumn, 2008			
Shares	WE	WK	Special
1	2	3	0
Maintenance			
n/a	0	0	0

To book a new booking please refer to the make a Booking process.

5. Making a Standby Booking

To make a standby booking simply click on the desired standby button in the diary. If you do not see the day you would like the day is either already booked by a shareholder, a maintenance day or not yet available for standby.

The screenshot shows a web interface for 'The Cruising Club' with a navigation menu on the left and a calendar diary on the right. The diary is a grid with columns for days of the week and rows for dates. A 'standby' button is visible on the date 23 February 2008, which is circled in red. Other dates in the diary include 3 Dec, 4 Dec, 5 Dec, 6 Dec, 7 Dec, 8 Dec, 9 Dec, 10 Dec, 11 Dec, 12 Dec, 13 Dec, 14 Dec, 15 Dec, 16 Dec, 17 Dec, 18 Dec, 19 Dec, 20 Dec, 21 Dec, 22 Dec, 23 Dec, 24 Dec, 25 Dec, 26 Dec (labeled '26 Dec Booking Day'), 27 Dec, 28 Dec, 29 Dec, 30 Dec, 31 Dec (labeled 'New Years Eve'), 1 Jan, 2 Jan, 3 Jan, 4 Jan, 5 Jan, 6 Jan, 7 Jan, 8 Jan, 9 Jan, 10 Jan, 11 Jan, 12 Jan, 13 Jan, 14 Jan, 15 Jan, 16 Jan, 17 Jan, 18 Jan, 19 Jan, 20 Jan, 21 Jan, 22 Jan, 23 Jan, 24 Jan, 25 Jan, 26 Jan (labeled '26 Jan Australia Day'), 27 Jan, 28 Jan, 29 Jan, 30 Jan, 31 Jan, 1 Feb, 2 Feb, 3 Feb, 4 Feb, 5 Feb, 6 Feb, 7 Feb, 8 Feb, 9 Feb, 10 Feb, 11 Feb, 12 Feb, 13 Feb, 14 Feb, 15 Feb, 16 Feb, 17 Feb, 18 Feb, 19 Feb, 20 Feb, 21 Feb, 22 Feb, 23 Feb, 24 Feb, 25 Feb, 26 Feb, 27 Feb, 28 Feb, 29 Feb.

You will then have a new page open which shows the date and provides an opportunity to provide notes such as Estimated Departure Time etc. Click the add button and the Standby Day will be added to the booking diary.

The screenshot shows a form titled 'PLACE STANDBY BOOKING'. It has two main input fields: 'booking date: 23-February-2008' and 'notes: ETD 10am'. Both fields are circled in red. Below the notes field is an 'add!' button, also circled in red.

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The Cruising Club Summer 2007 go!

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					1 Dec	2 Dec
3 Dec	4 Dec	5 Dec	6 Dec	7 Dec	8 Dec	9 Dec
10 Dec	11 Dec	12 Dec	13 Dec	14 Dec	15 Dec	16 Dec
17 Dec	18 Dec	19 Dec	20 Dec	21 Dec	22 Dec	23 Dec
24 Dec	25 Dec	26 Dec Boxing Day	27 Dec	28 Dec	29 Dec	30 Dec
31 Dec New Years Eve	1 Jan	2 Jan	3 Jan	4 Jan	5 Jan	6 Jan
7 Jan	8 Jan	9 Jan	10 Jan	11 Jan	12 Jan	13 Jan
14 Jan	15 Jan	16 Jan	17 Jan	18 Jan	19 Jan	20 Jan
21 Jan	22 Jan	23 Jan	24 Jan	25 Jan	26 Jan Australia Day	27 Jan
28 Jan	29 Jan	30 Jan	31 Jan	1 Feb	2 Feb	3 Feb
4 Feb	5 Feb	6 Feb	7 Feb	8 Feb	9 Feb	10 Feb
11 Feb	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb
18 Feb	19 Feb	20 Feb	21 Feb	22 Feb	23 Feb Standby	24 Feb standby
25 Feb standby	26 Feb standby	27 Feb	28 Feb	29 Feb		

6. Cancelling a Standby Booking

A standby booking can only be cancelled by The Cruising Club. If you need to cancel a standby day please contact your local Cruising Club office.