





## HOW TO BOOK RESERVATIONS ONLINE

We've put together four easy steps to help you when booking your reservations online.

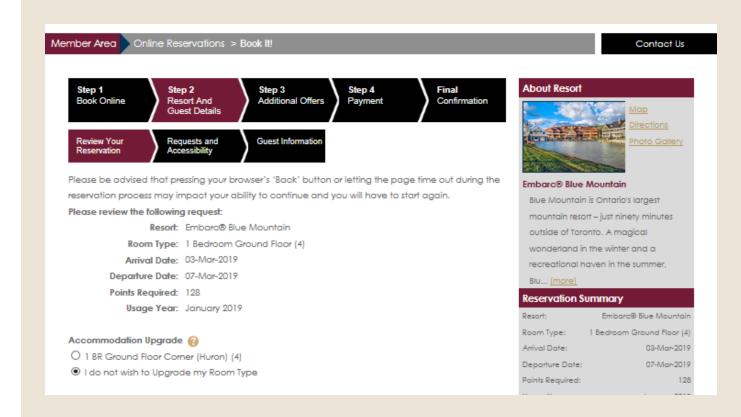
#### **READY TO 'BOOK IT'**

Once you have decided on the perfect vacation, you will be ready to begin booking your reservation. To start, choose the reservation you would like to confirm and click the 'BOOK IT!' button.

Location	↑ Resort	‡ Room Type (Occupancy)	‡ Check-in	‡ Check-out	Points 1	Book it
Canada	Embarc® Blue Mountain ?	1 BR Upper Floor (Harvest) (4)	03-MAR-2019	07-MAR-2019	144	BOOK IT!
Canada	Embarc® Blue Mountain	<u>Lodge Studio(2)</u>	03-MAR-2019	07-MAR-2019	100	BOOK IT!
Canada	Embarc® Blue Mountain	1 Bedroom Ground Floor(4)	03-MAR-2019	07-MAR-2019	128	BOOK IT!
Canada	Embarc® Blue Mountain	1 BR Upper Floor (Harvest) (4)	04-MAR-2019	08-MAR-2019	144	BOOK IT!
Canada	Embarc® Blue Mountain	2 BR Upper Floor (Harvest) (6)	04-MAR-2019	08-MAR-2019	172	BOOK IT!
Canada	Embarc® Blue Mountain	Lodge Studio(2)	04-MAR-2019	08-MAR-2019	100	BOOK IT!
Canada	Embarc® Blue Mountain ?	1 Bedroom Ground Floor(4)	04-MAR-2019	08-MAR-2019	128	BOOK IT!

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



#### Review Your Reservation

Below the reservation details, you will be reminded of any important notices such as pool closures, maintenance, or area events scheduled during your stay. Once you have reviewed the reservation details and the Special Resort Notice, you can click "Next" to continue booking your stay.

## 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.

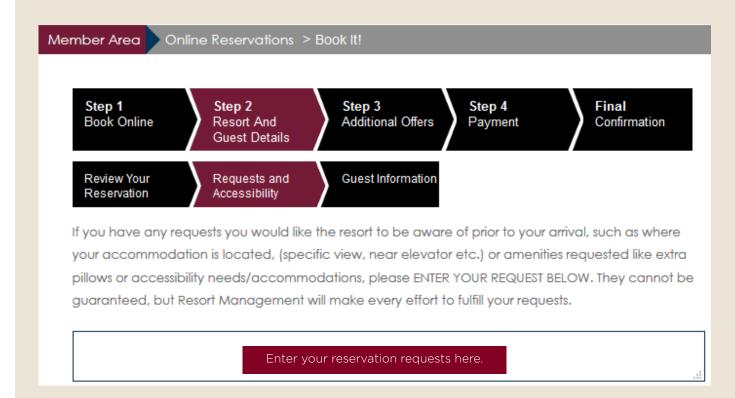
- Please note that each building contains only one accommodation size. If you book two different accommodation sizes, your accommodations will be in separate buildings.
- There are a number of stairs involved when navigating to the 1 and 2 bedroom upper floor (Harvest)
  accommodations.
- Construction will be taking place in the Village at Blue Mountain and in close proximity to or adjacent to the Embarc Resort in Blue Mountain. Work is taking place from Monday to Friday from 7am-7pm and Saturdays from 8am to 4pm. Typically there has been limited work taking place on Sundays or holidays but this is also subject to change without notice. Disturbance to the Club has been minimal up to this point, however please be advised that noise and dust may suddenly become a significant factor in the execution of these neighboring construction projects. Dates and times subject to change.

CANCEL RESERVATION

NEXT

#### Requests and Accessibility

If there are any special amenity requests you would like the Member Reception team to be aware of, you can indicate them in the first box on this screen. The Club Managers will do their best to accommodate your requests.



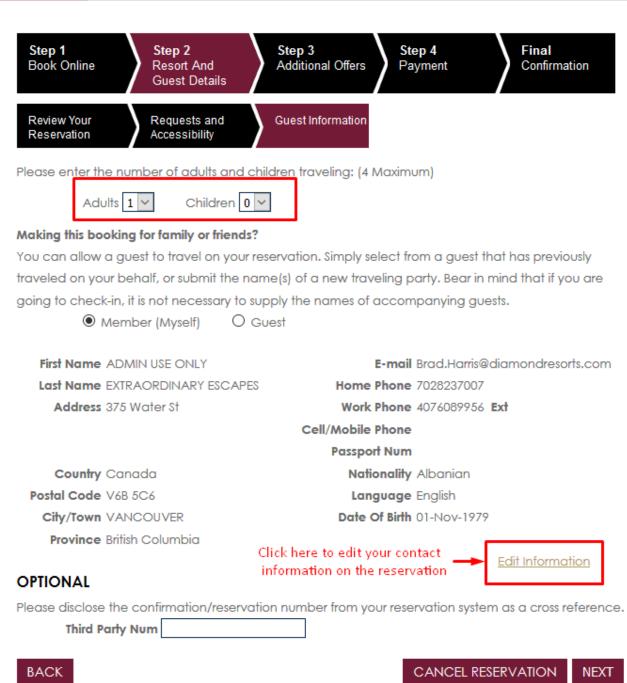
#### Requests and Accessibility

If there are any disability and accessibility requirements that may be required for you or someone in your traveling party, we would prefer to have this information prior to check-in at the front desk reception, in respect of your privacy. Advance notice will also allow us to time to make any arrangements or contact you if we have questions. We encourage you to check all that apply.

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: **CANCEL RESERVATION** BACK

#### Guest Information

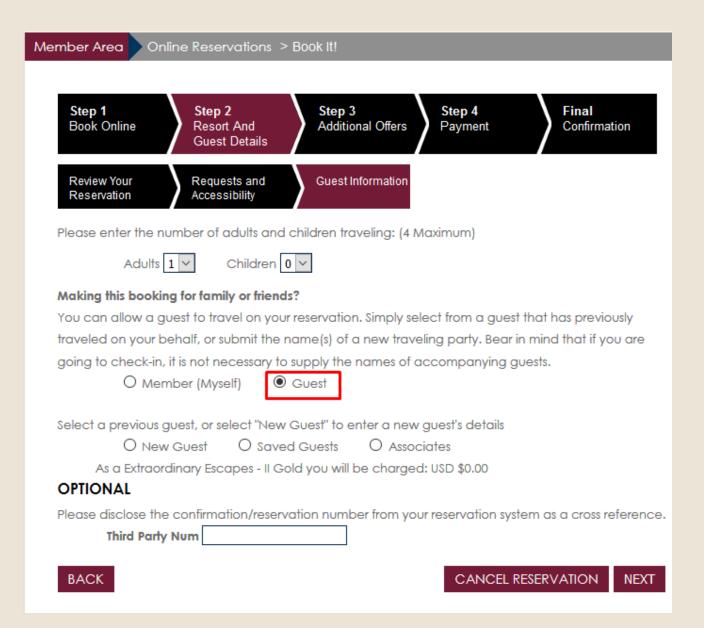
Please enter the number of people traveling in your party. The option button is automatically checked next to "Member". If you are going to be the person checking in, please review and confirm that all of your information is correct, or edit if needed.



#### **Guest Information**

If your guest will be checking in instead of you, please change the option button to Guest and enter details for the Guest. Once entered, this Guest's name and details will be remembered. On future Guest reservations, you will be offered the opportunity to choose this Guest (Saved Guests), or enter a new Guest.

When selecting the 'New Guest' option, please enter the Guest's full name, home address, e-mail address, and phone numbers. Additional details, including passport number, nationality and birthdate, are helpful when traveling internationally.



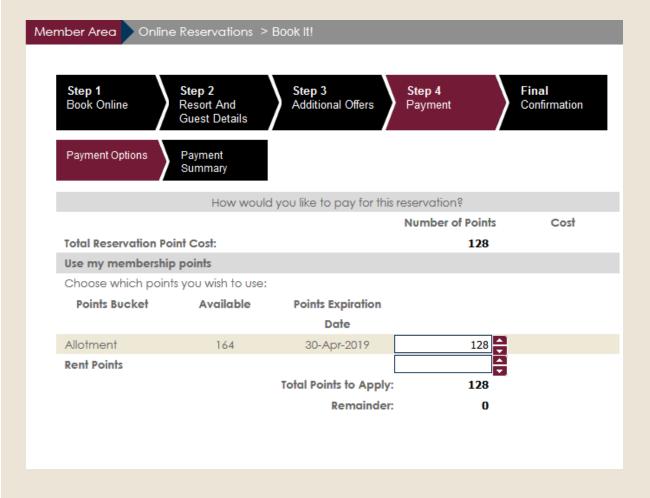
## STEP 4: PAYMENT

#### Payment Options

Click on 'Payment Options' to display a screen which displays the number of Resort Points that will be used for this reservation. The system will automatically borrow points from the next Use Year if required to complete the reservation. That will be indicated. Please note that prepayment of the borrowed points will apply.

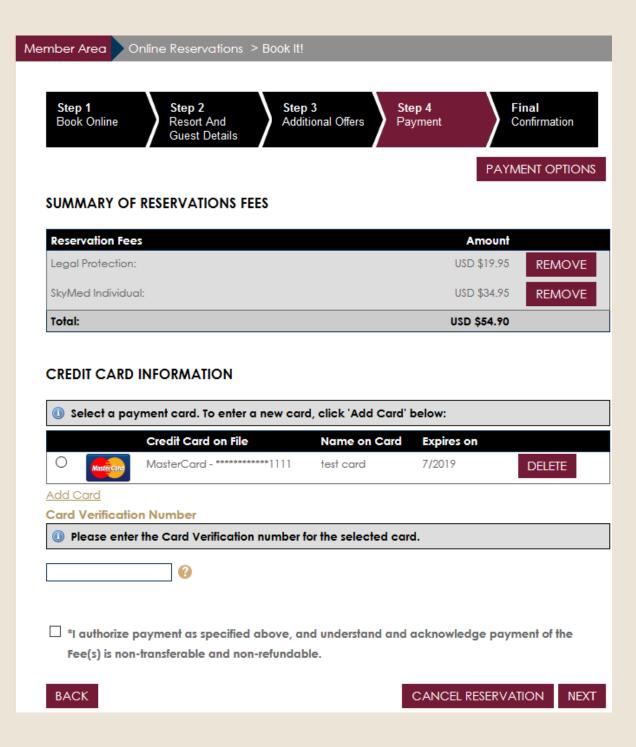
**Remember:** Excluding borrowing transactions, Resort Points are taken from the same Use Year as your arrival date.





# STEP 4: PAYMENT

Any additional cash payments needed to complete this reservation will be completed on the 'Payment' page. This could be ExtraOrdinary Escapes nightly reservation fees, or products you have chosen such as SkyMed. Indicate whether you want to use a credit card on file for your account, or add a new card, and click 'Process'.



## FINAL CONFIRMATION

Your confirmation details for this stay including your reservation number, destination, dates of travel, points used, and guest check in information, will now display. You will then receive your confirmation e-mail, sent to the primary e-mail address we have on file for your account. In addition, you can enter other e-mail addresses if you want to share your travel plans.

