



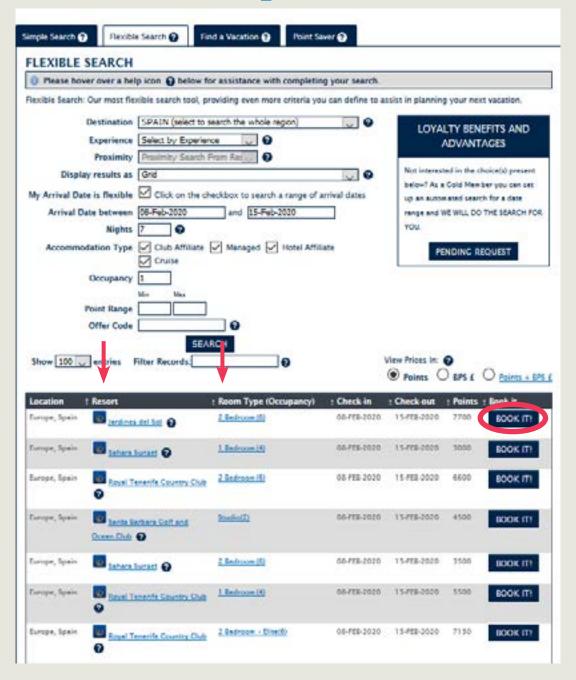


How to Book Reservations Online

Here are four easy steps to help you when booking your reservations online.



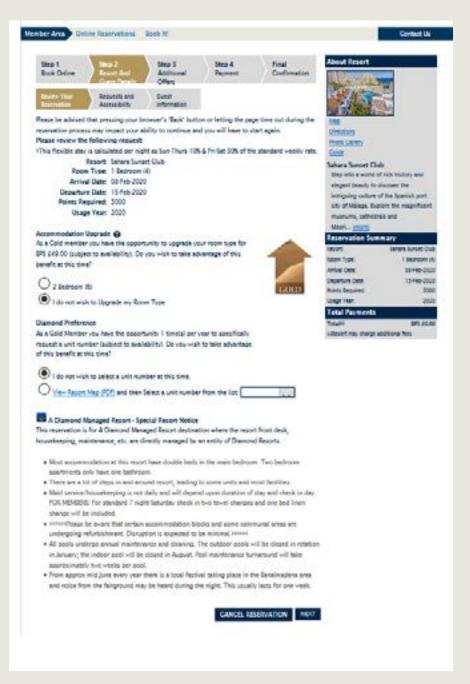
Step 1: Book Online



Once logged in, you will be taken to the Member Area home page. Under My Reservations, select how you want to search for a vacation using either Simple Search, Flexible Search, Point Saver or Find a Vacation.

Once you have completed your search and decided on the perfect vacation, you can click on Resort and Room
Type for more information. Select the **BOOK IT** button to make your reservation.

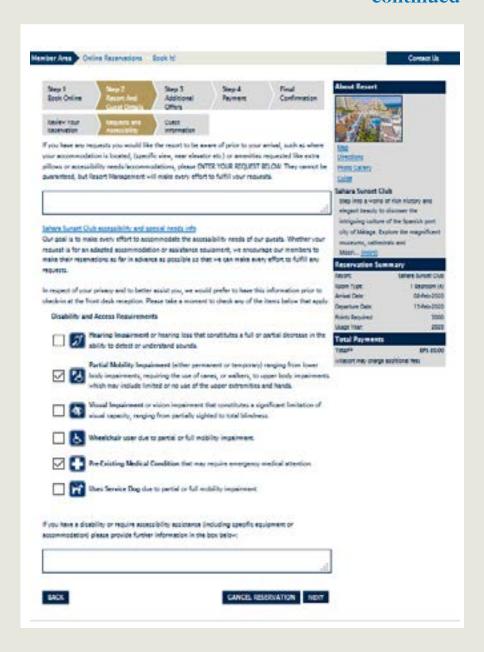
Step 2: Resort and Guest Details



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 checkin. First, review all details regarding location, dates, and points value for your reservation. The summary of your reservation on the right side of the screen will appear throughout the booking steps. You may be able to upgrade your reservation by one accommodation type at a Diamond managed resort depending on your Diamond Loyalty level. If an accommodation upgrade is available, you can select that option, if desired during the booking process. Gold and Platinum Members may also be provided with the option to select a unit type for Diamond Preference at this time if one is available. Below the reservation details, any important notices regarding the resort such as pool closures or scheduled maintenance works during your stay are communicated here.

Step 2: Resort and Guest Details

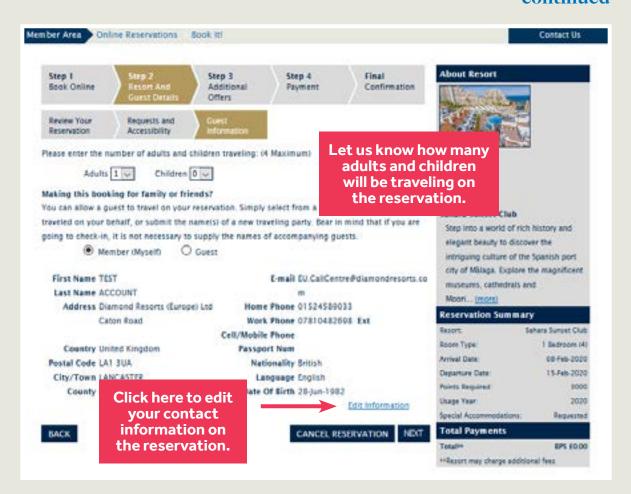


Requests and Accessibility

If there are any disability and accessibility requirements that may be required for you or someone in your traveling party, please provide them by ticking the appropriate boxes and provide any details in the lower box. Advance notice allows us to make any arrangements or contact you if we have questions. Please note that all requests are subject to availability. Once reviewed, you can click NEXT to continue booking your reservation.

We encourage you to tick all that apply.

Step 2: Resort and Guest Details



Guest Information When You are Traveling

Please enter the number of people traveling in your party. The option button on the reservation is automatically ticked next to Member. If you are going to be traveling on this reservation, please review and confirm that all of your information is correct. You can edit your contact information here if you need to update it, but please note this will change the contact details on your membership account. Please note that nationality and date of birth are required when booking a cruise.

Step 2: Resort and Guest Details continued

Please enter the number of adults and children	traveling: (6 Maximum)
Adults 1 • Children 0 •	
Making this booking for family or friends?	
You can allow a guest to travel on your reservat	ion. Simply select from a guest that has previously
traveled on your behalf, or submit the name(s) of	of a new traveling party. Bear in mind that if you are
going to check-in, it is not necessary to supply t	the names of accompanying guests.
Member (Myself) Guest	
	0.000
Select a previous guest, or select "New Guest" to	o enter a new guest's details
New Guest Saved Guests	
As a Platinum Member you will be charge	d: BPS £0.00
First Name	E-mail
Last Name	Verify E-mail
Address	Home Phone
	Work Phone Ext
	Cell/Mobile Phone
Country	Passport Num
Postal Code	Nationality
City/Town	Language
181 - EX	Date Of Birth
Please contact my guest with future Diamond	d Resorts offers
OPTIONAL	
Please disclose the confirmation/reservation nu	mber from your reservation system as a cross
reference.	
Third Party Num	1

Guest Information if you are providing this Reservation to a Family Member or Friend

If you are booking this reservation for a guest, please change the option button to Guest and choose whether this is a new guest or someone you have booked a reservation for previously.

When selecting Saved Guest, you can choose from a list of previous guests on your account and pre-populate their contact details.

When selecting New Guest, please enter the guest's full name, home address, e-mail address, and phone numbers.

Additional details including passport number are only required for Club Events when traveling internationally.

Step 3: Additional Offers

CANCELLATION POLICY

If you must cancel a confirmed reservation, please contact us as soon as possible.

Cancellation rules are:

Notification of Cancellation	
(prior to the arrival date)	Points Lost
91-999 Days	0%
61-90 Days	25%
31-60 Days	50%
0-30 Days	100%

We encourage you to purchase reservation protection at the time of booking. Purchasing the Reservation Protection Plan will ensure a 100% reimbursement of the points charged for the original reservation should you need to cancel up to 30 days prior arrival date.

For a list of exclusions, please visit My Benefits > Money Matters > Reservation Protection Plan located in the Member Area.

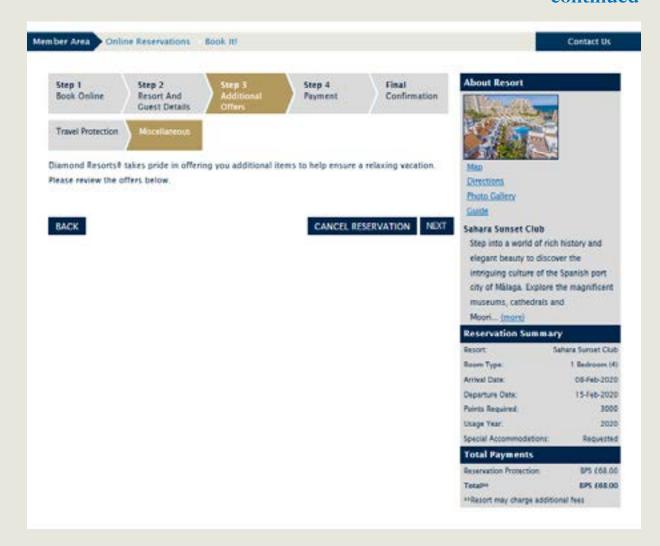
*I have read and understand the terms described above.

Travel Protection

On this page you will be presented with the option to purchase a **Reservation Protection Plan (RPP).**

RPP is an optional protection that guarantees full return of your points used for the reservation if you have to cancel for any reason up to 31 days prior to your arrival date, with no cancellation fee. You will be offered the option to add Annual or Single Stay protection or decline both.

Step 3: Additional Offers continued

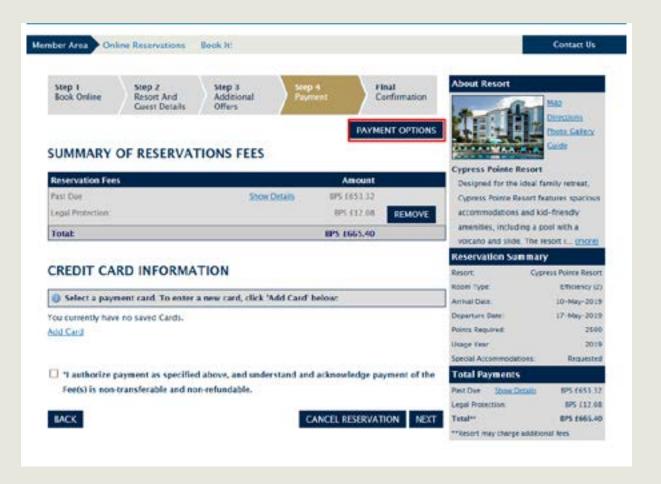


Miscellaneous

On this page you will be presented with any products that are available for the destination you have chosen that you might want to add to your reservation.

For example **Legal Protection Plan** covers a network attorney services while vacationing in the US for the duration of the reservation.

Step 4: Payment

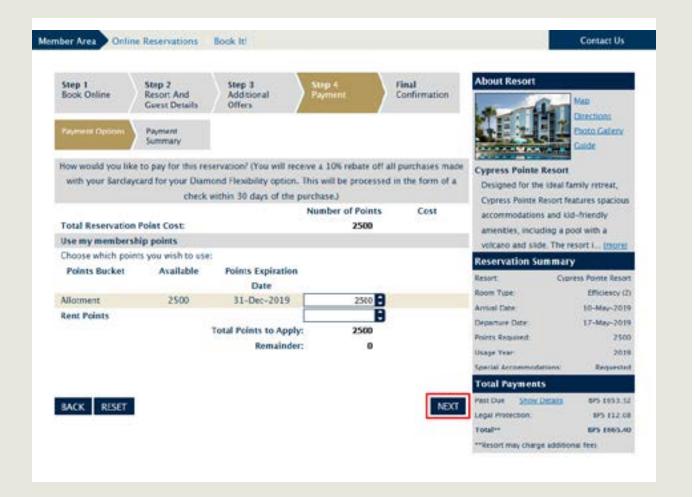


Payment Options

Click **Payment Options** to display the number of points that will be used for this reservation. If required, the system will automatically borrow points from the next use year to complete the reservation but this is subject to the prepayment of the management charges on the borrowed points. Click **Next.**

Remember: Excluding borrowing transactions, points are taken from the same use year as your arrival date.

Step 4: Payment



Payment Summary

Any additional cash payments needed to complete this reservation will be added here.

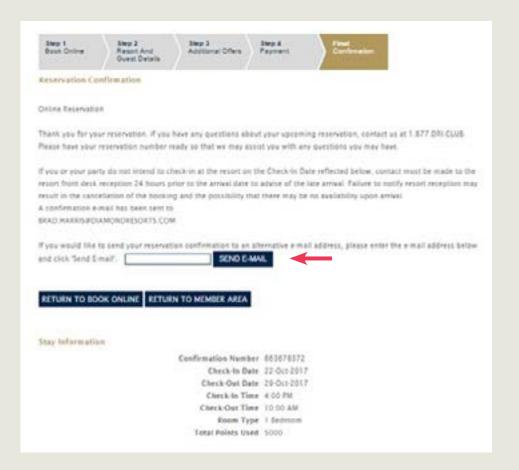
This could be products you have chosen such as the Reservation Protection Plan, upgrade fees, or prepayment on borrowed points.

You can indicate that you want to use a credit card already on file for your account, or add a new card.

For your security, you will need to enter your Card Verification.

Tick the authorization box and click Next.

Final Confirmation



Reservation confirmation details for this stay will appear here and will be emailed to you. If you would like your reservation confirmation emailed to a travelling companion, enter the e-mail address in the box indicated.

If you click the Return to Book Online, it will take you to the Featured Destinations tab of the Online Reservation page in the Member Area. There, you can explore more destinations to book your next vacation.

If you click **RETURN TO MEMBER AREA**, it will take you to the home page of the Member Area.

The guest information will display if this is a Guest reservation.

The reservation process is now completed.

