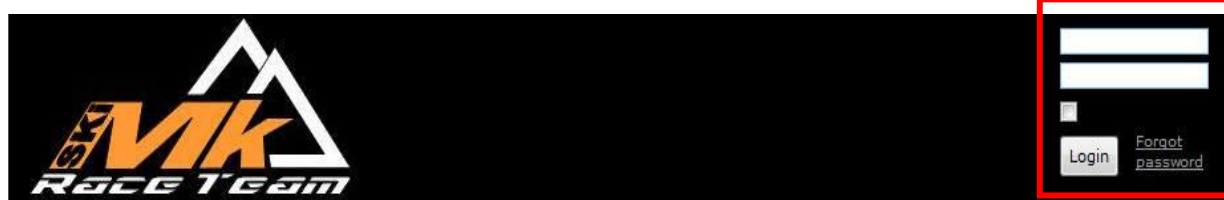


Ski MK Race Team Booking Process

This document is designed to explain the process of booking for trial sessions and training sessions. From 21st July 2010 (sessions 31/08/2010 onwards) the booking process will be via this online booking procedure.

Booking a session is only available to registered members. If you are not a current member then please see the document on membership application.

1. From the Home Page sign in to the system using the user name and password for the member you wish to book sessions for.



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Welcome to the home of Ski MK Race Team


Join Today

You have found the website for Ski MK Race Team in Milton Keynes. If you have a passion for skiing and are interested in becoming a ski racer or wish to join the club then your in the right place.

We welcome new members of all ages and abilities so whether you're yet to race but eager to learn, or a member of a National team we've got something to suit your needs. Our focus is always on excellent value for money coaching, and keeping a smile on your face.

If you would like to book a trial, learn more about us or have any questions please use the menu to the left.

Would you like to Ski like this? Join Today



Above - Ross Green our Director of Coaching

Upcoming events

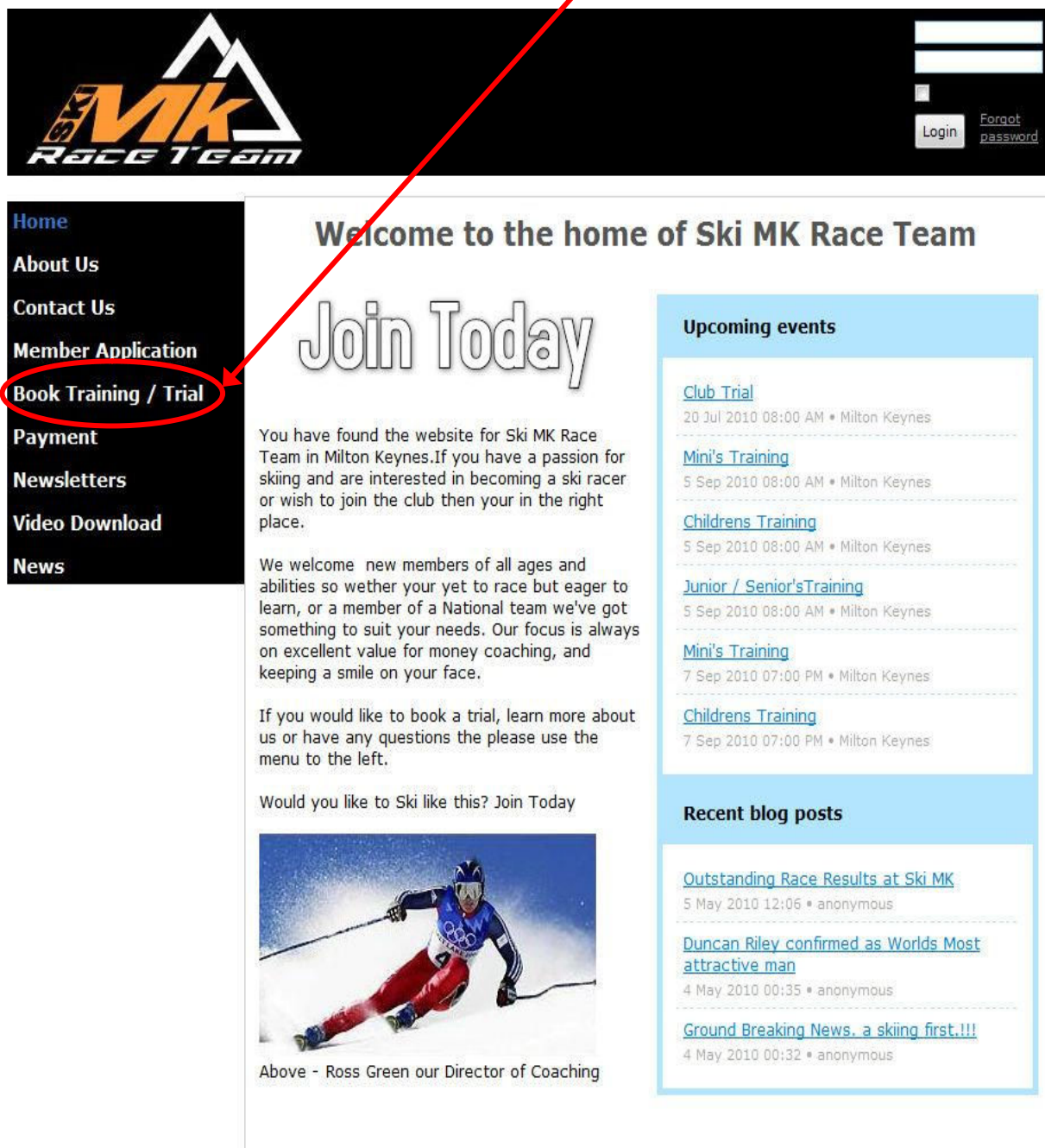
- [Club Trial](#)
20 Jul 2010 08:00 AM • Milton Keynes
- [Mini's Training](#)
5 Sep 2010 08:00 AM • Milton Keynes
- [Childrens Training](#)
5 Sep 2010 08:00 AM • Milton Keynes
- [Junior / Senior's Training](#)
5 Sep 2010 08:00 AM • Milton Keynes
- [Mini's Training](#)
7 Sep 2010 07:00 PM • Milton Keynes
- [Childrens Training](#)
7 Sep 2010 07:00 PM • Milton Keynes

Recent blog posts

- [Outstanding Race Results at Ski MK](#)
5 May 2010 12:06 • anonymous
- [Duncan Riley confirmed as Worlds Most attractive man](#)
4 May 2010 00:35 • anonymous
- [Ground Breaking News. a skiing first.!!!](#)
4 May 2010 00:32 • anonymous

Ski MK Race Team Booking Process

1. From the Home page click “Book Training / Trial”



The screenshot shows the website's header with the logo and a login/register area. A left-hand navigation menu lists various options, with 'Book Training / Trial' circled in red. The main content area features a 'Join Today' call to action, a list of upcoming events, and a section for recent blog posts. A photo of a skier is also present.

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Ski MK Race Team Booking Process

2. Click a session from the calendar.



- Home
- About Us
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[View profile](#)
[Change password](#)

[Switch to List View](#)

Book Training / Trial RSS

All Ski Mk training, trials and social events ar listed here under events.

To Book an event click on it and select register. Please leave the "show in list" tick box ticked. If not your event will be reserved but your name will not be visible in the event list.

Your booking will be confirmed and added to the event attendance list only once payment has been received. Online payment is carried out on the link to the left. Should an event be booked and payment not be received within 2 days the booking will be declined and have to be made again. As always book early to avoid dissapointment and going on the waiting list.

Month: September 2010

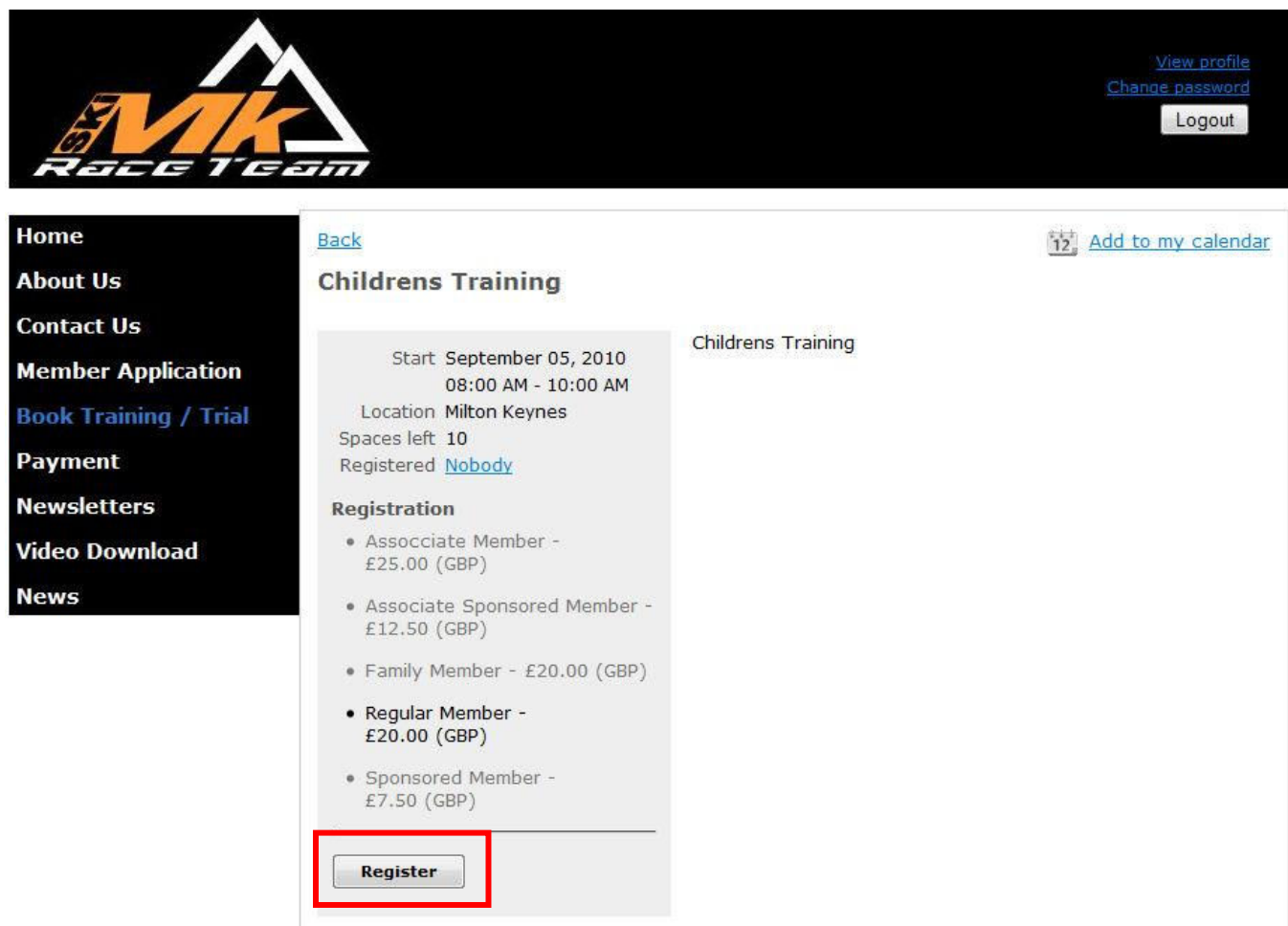
[Week](#) [Month](#) [Year](#) [< Previous Month](#) [Today](#) [Next Month >](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Sep 1	2	3	4
5 Childrens Training Junior / Senior's Training Mini's Training Trial Session	6	7 Childrens Training Junior / Senior's Training Mini's Training Trial Session	8	9	10	11
12 Childrens Training Junior / Senior's Training Mini's Training	13	14 Childrens Training Junior / Senior's Training Mini's Training	15	16	17	18
19 Childrens Training Junior / Senior's Training Mini's Training	20	21 Childrens Training Junior / Senior's Training Mini's Training	22	23	24	25
26 Childrens Training Junior / Senior's Training Mini's Training	27	28 Childrens Training Junior / Senior's Training Mini's Training	29	30	Oct 1	2
3	4	5	6	7	8	9

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Ski MK Race Team Booking Process

The session details are displayed and the price is displayed for your membership level.



The screenshot shows the Ski MK Race Team website interface. At the top left is the logo for Ski MK Race Team. At the top right, there are links for "View profile", "Change password", and a "Logout" button. On the left side, there is a navigation menu with the following items: Home, About Us, Contact Us, Member Application, Book Training / Trial, Payment, Newsletters, Video Download, and News. The main content area is titled "Childrens Training" and includes a "Back" link and an "Add to my calendar" button. The session details are as follows:

- Start: September 05, 2010
- Time: 08:00 AM - 10:00 AM
- Location: Milton Keynes
- Spaces left: 10
- Registered: Nobody

The "Registration" section lists the following membership options:

- Associate Member - £25.00 (GBP)
- Associate Sponsored Member - £12.50 (GBP)
- Family Member - £20.00 (GBP)
- Regular Member - £20.00 (GBP)
- Sponsored Member - £7.50 (GBP)

A red box highlights the "Register" button at the bottom of the registration list.

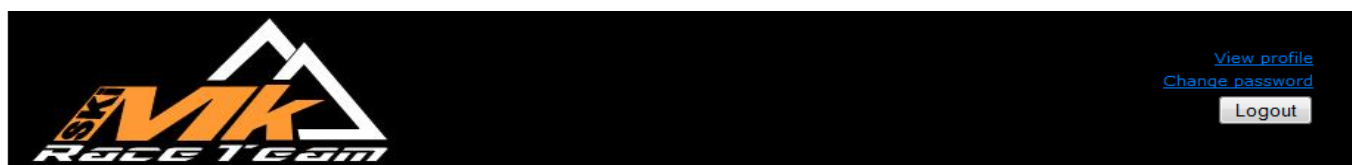
3. To register the session click "Register"

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Ski MK Race Team Booking Process

The member detail boxes are automatically populated on the next two screens.

Pease Do not change these or your booking will not be recognised.



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Childrens Training

[Add to my calendar](#)

Start **September 05, 2010**
Location **Milton Keynes**
Spaces left **10**

Enter registrant e-mail

Identify yourself * Mandatory fields

Please enter e-mail of the person being registered.

e-Mail

[Cancel](#)

Click "Next"



Home
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Childrens Training

[Add to my calendar](#)

Start **September 05, 2010**
Location **Milton Keynes**
Spaces left **10**

Event registration: Enter registration information

Registration form * Mandatory fields

Email
Email 2

Racer First name
Racer Last name

* Home Phone 1
* Mobile Phone 1
Mobile Phone 2
* Work Phone 1
Work phone 2
Additional Info

Attendees list Include name in list of event attendees

[Cancel](#) [Back](#)

DO NOT TOUCH PLEASE.
Leave this box checked or your
name will not appear in the event list

Click Next

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Ski MK Race Team Booking Process

A summary of the session to be booked will now be displayed

The screenshot shows the 'Childrens Training' booking confirmation page. At the top left is the 'Ski MK Race Team' logo. At the top right are links for 'View profile', 'Change password', and a 'Logout' button. A left-hand navigation menu includes 'Home', 'About Us', 'Contact Us', 'Member Application', 'Book Training / Trial', 'Payment', 'Newsletters', 'Video Download', and 'News'. The main content area is titled 'Childrens Training' and includes a calendar icon and an 'Add to my calendar' link. It displays event details: Start (September 05, 2010), Location (Milton Keynes), and Spaces left (9). A message states 'Event registration: Please review and confirm your registration' and 'Please press Confirm to proceed.' Below this is a 'Payment' section showing 'Regular Member - £20.00 (GBP)', 'Total registration price £20.00 (GBP)', and 'Payment method Manual'. An 'Event registration data' section lists contact information for Joseph Batten, including two email addresses and several phone numbers. At the bottom, there is a 'Confirm' button highlighted with a red box and a red arrow pointing to it, along with 'Cancel' and 'Back' links.

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Childrens Training 12 [Add to my calendar](#)

Start **September 05, 2010**
Location **Milton Keynes**
Spaces left **9**

Event registration: Please review and confirm your registration

Please press **Confirm** to proceed.

[Back](#) **Confirm**

Payment

Registration type Regular Member - £20.00 (GBP)
Total registration price **£20.00 (GBP)**
Payment method **Manual**

Event registration data

Email josephbattenski@hotmail.co.uk
Email 2 suziebatten@tiscali.co.uk
Racer First name Joseph
Racer Last name. Batten
Home Phone 1 1
Mobile Phone 1 1
Mobile Phone 2
Work Phone 1 1
Work phone 2
Additional Info
Attendees list Include name in list of event attendees.

[Cancel](#) [Back](#) **Confirm**

Confirm booking if details are correct

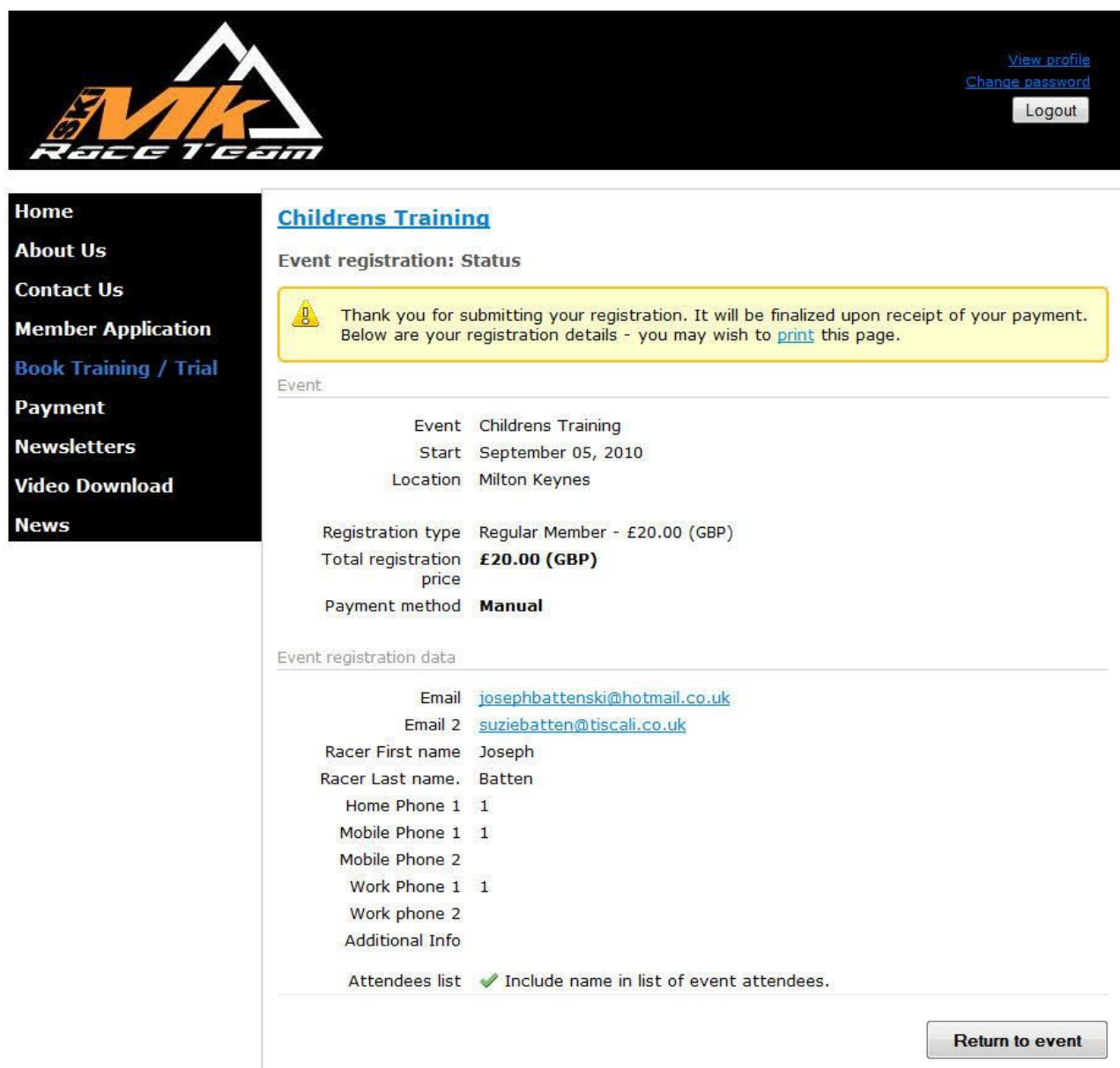
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Ski MK Race Team Booking Process

Confirmation of the booking will be displayed. Please book additional sessions as required for the current booking period for this member.



The screenshot shows the user interface for the Ski MK Race Team booking process. At the top left is the team logo, and at the top right are links for 'View profile', 'Change password', and a 'Logout' button. A left-hand navigation menu includes links for Home, About Us, Contact Us, Member Application, Book Training / Trial, Payment, Newsletters, Video Download, and News. The main content area is titled 'Childrens Training' and shows 'Event registration: Status'. A yellow warning box contains a message: 'Thank you for submitting your registration. It will be finalized upon receipt of your payment. Below are your registration details - you may wish to print this page.' Below this, the event details are listed: Event: Childrens Training, Start: September 05, 2010, Location: Milton Keynes. Registration type: Regular Member - £20.00 (GBP), Total registration price: £20.00 (GBP), Payment method: Manual. Under 'Event registration data', the user's email is josephbattenski@hotmail.co.uk, Email 2 is suziebatten@tiscali.co.uk, Racer First name is Joseph, Racer Last name is Batten, and various phone numbers are listed as 1. An 'Attendees list' checkbox is checked with the label 'Include name in list of event attendees.' A 'Return to event' button is located at the bottom right of the main content area.

Should there be more than one family member please log out and start the procedure once more from step 1.

Once all family members sessions have been booked please pay via Paypal. Please consult the "Making Payment " document. Please pay within 24 hours of registration. Sessions not paid for within this time may be cancelled and require re registration.

The site admin will be alerted once payment has been made and sessions will be confirmed periodically. Once a session has been confirmed the members name will show in the "Registered Attendees" list within the booking calendar.

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Ski MK Race Team Booking Process

The waiting list

There are registration limits as to the number of members who are allowed to book for any one age group in a training session. Whilst these are not rigid they act as a basis for the allocation of coaches. Where possible the club aims for a maximum of 8 racers per coach.

When booking for a session the number of spaces left is shown within the registration page. Should the registration limit be met, an age group waiting list will be placed on that particular date. The waiting list will not have a registration limit. Please book onto the session waiting list and pay as normal. When another coach becomes financially viable the member will be taken from the waiting list and placed onto the training session "Attendee List". Should another coach not be available or viable the training payment will be refunded via Paypal.

Training Cancellation

Cancellation by Ski MK Race Team will be announced on the website and the forum as soon as it is known. Whilst every effort will be made to advise racers of the cancellation, Ski MK Race Team cannot be held responsible for any costs incurred by racers or anyone associated with them as a result of cancellation. Where possible, coaching and slope fees will be carried forward to subsequent sessions.

If race training is cancelled on the day of actual training through actions beyond the control of Ski MK Race Team, Xscape or SNO!zone then refunds of coaching fees may not be available. Cancellation by the Racer should be e-mailed to membership@skimkraceteam.co.uk at the earliest opportunity but before the deadlines listed below

Tuesday training –deadline is 6.00.p.m. (1800) on previous Sunday

Sunday training –deadline is 6.00 p.m. (1800) on previous Thursday

Failure to cancel within the allotted time will unfortunately incur the loss of the whole training fee.

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