



## Step By Step Instructions On How To Book Ski Rentals Online:

1. **Select your pickup & return dates from the calendar.** Be sure to click the check mark next to the date calendar in order to apply these dates.
2. **Fill in the "special request" field** this asks what time you plan to pickup your equipment so we can be better prepared to serve you.
3. **Select your rental gear.** Rental equipment is sorted by category: kids, ski or snowboard. Each rental has a description and image associated with it to make it easier to understand what you are booking.
4. **At this point you will select a rental package for each renter in your group.** For example let's say that you are booking rentals for a group of 4. You decide that 1 person would like the demo ski rental, 2 people would like the performance ski rental & 1 child will be renting the kids snowboard rental. You would enter "1" in the quantity box next to the demo ski rental package, enter "2" in the quantity box next to the performance ski package & enter "1" in the quantity box next to the kids snowboard package. This means you are renting a total of 4 packages, 1 for each person.
5. Once you have selected your rental gear **click "add to cart"**.
6. **Click either the cart icon or "create quote"** to continue booking.
7. You will see a **"Review Cart"** page, this is where you may add damage insurance or rental helmets. This is also where you will enter your online booking coupon code.
8. **Enter the coupon code ISKIEPIC** in the coupon code box & you will receive 20% off your rentals! You will see your total savings calculated.
9. **Click "get estimate"**
10. You will now see your total estimate based on the number of rental days & rental packages that you have selected. If you are ready to proceed with your reservation you will **enter your contact info** (name, number, email,etc). Any existing renters (people that have rented with us in the past) have the option to login using your email – the system will recognize you & pull up your information.

11. Once you have entered your name & contact information **click request reservation.**
12. Now you will **enter information for each renter** including: name, height, weight, age, skier type etc. If you are unsure on something that's ok – we'll figure it out when you get here.
13. After entering information for each renter **click save & continue.**
14. **You will see a final overview of your rental before you pay.** You will also see your online booking discount applied.
15. **Click "Pay Now & Hold Reservation".** Reservations that are not paid are not confirmed – if you would like to pay on arrival just give us a call & we will make a note on your reservation.
16. The final page is a secure payment page which will **process your credit card.**
17. After you complete your reservation **you will receive a confirmation email** with your reservation details & pickup instructions