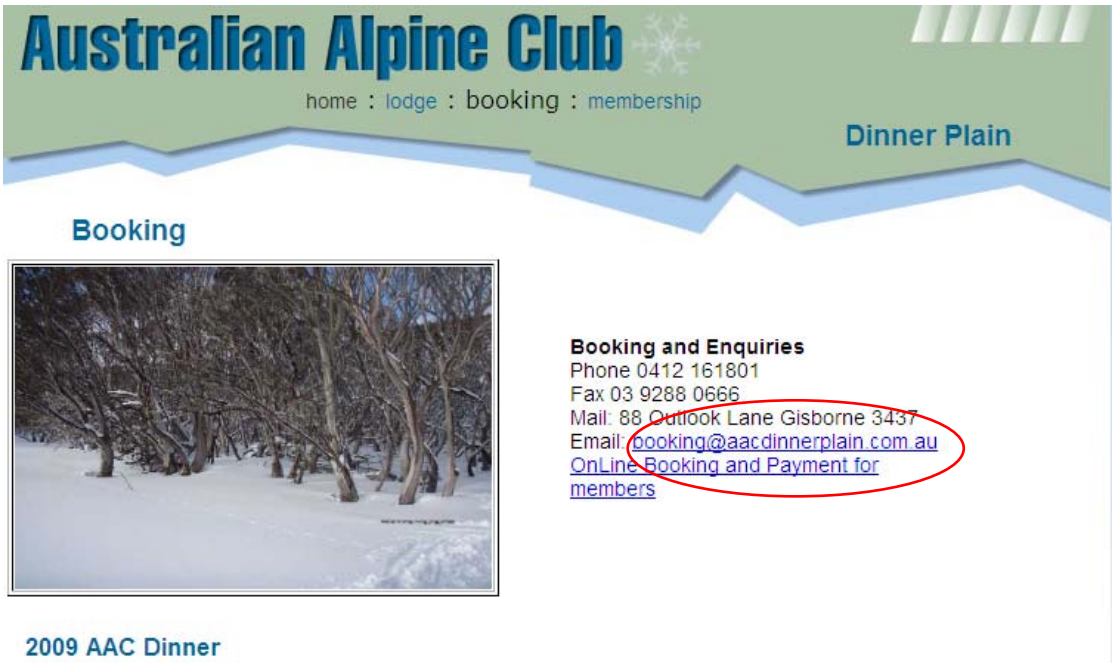
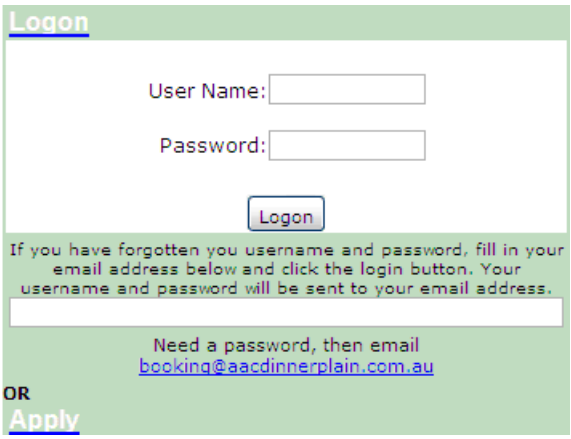
The ACC Dinner Plain web site is now up and running and available to take bookings. The Website is http://www.aacdinnerplain.com.au/

Select “Booking” option. (NOTE Please always go through the link on the this page do not bookmark the actual booking logon page as this may change from time to time)

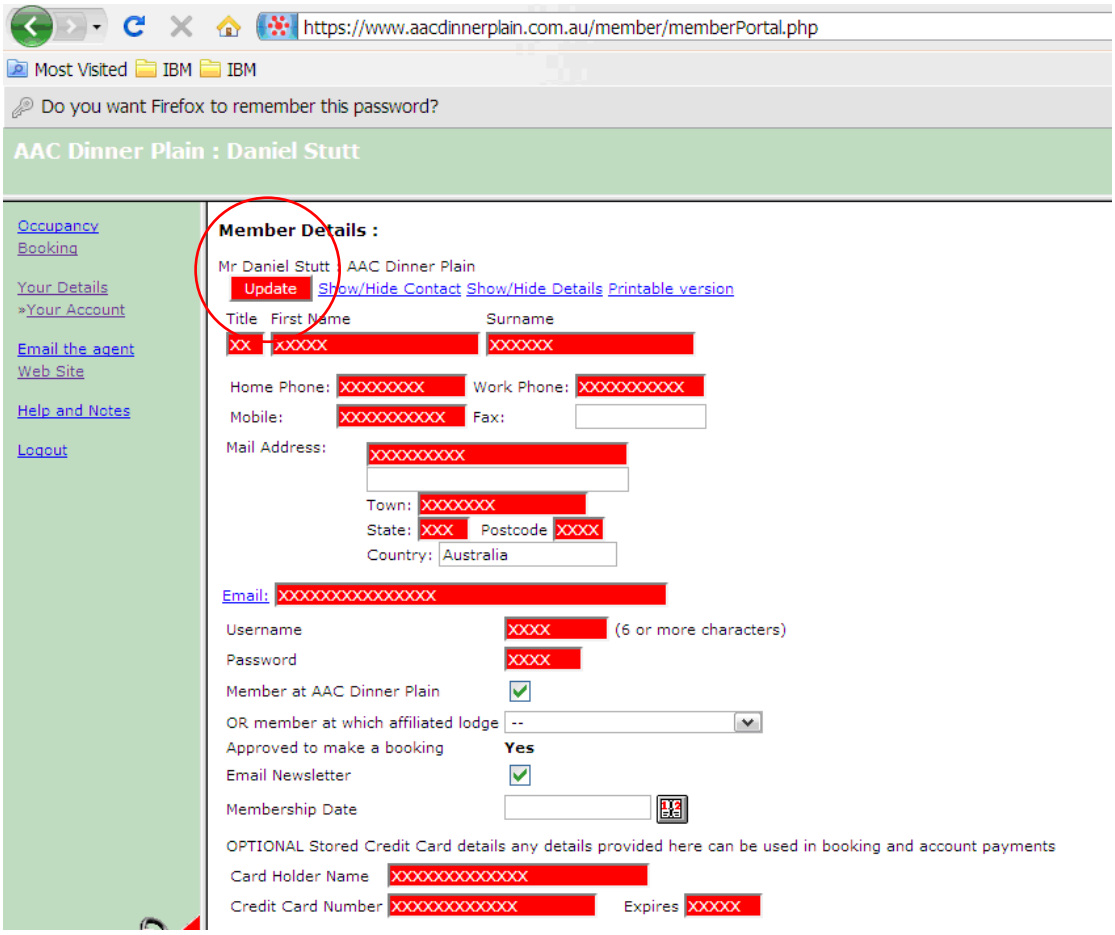
Select “OnLine Booking and Payment for members”



Put in your User name and Password. If you unsure what this is put in your e-mail address at the **bottom** and press “logon” and your username and password will be e-mailed to you at the address in your Members Details on the website.

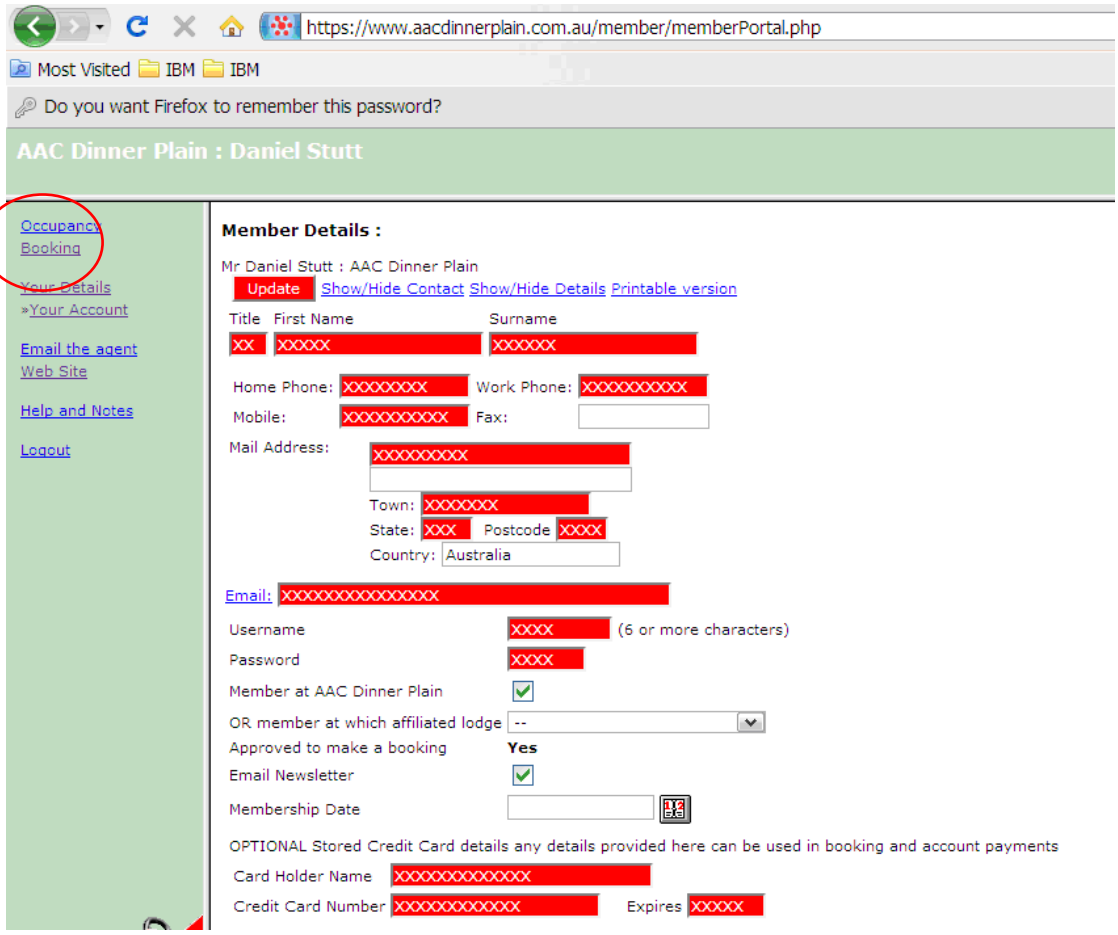


Once you have logged in you will see “Members Details”.



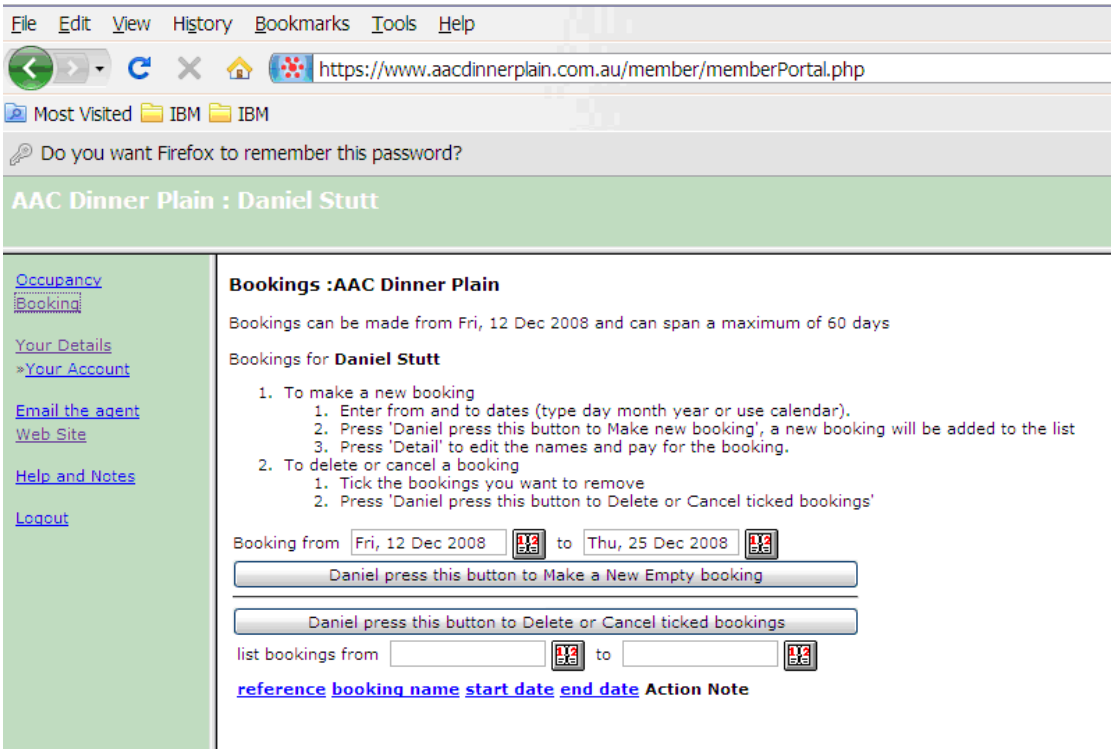
Make sure these details are correct and up to date. The sections in RED are the parts that you need to update. If not, update the details and press the “Update” button under your name near the top left hand corner. In an endeavour to save paper we plan to send newsletters, renewals etc via e-mails where possible, so please ensure your e-mail address is correct.

To make a booking select “Booking” top left hand side.

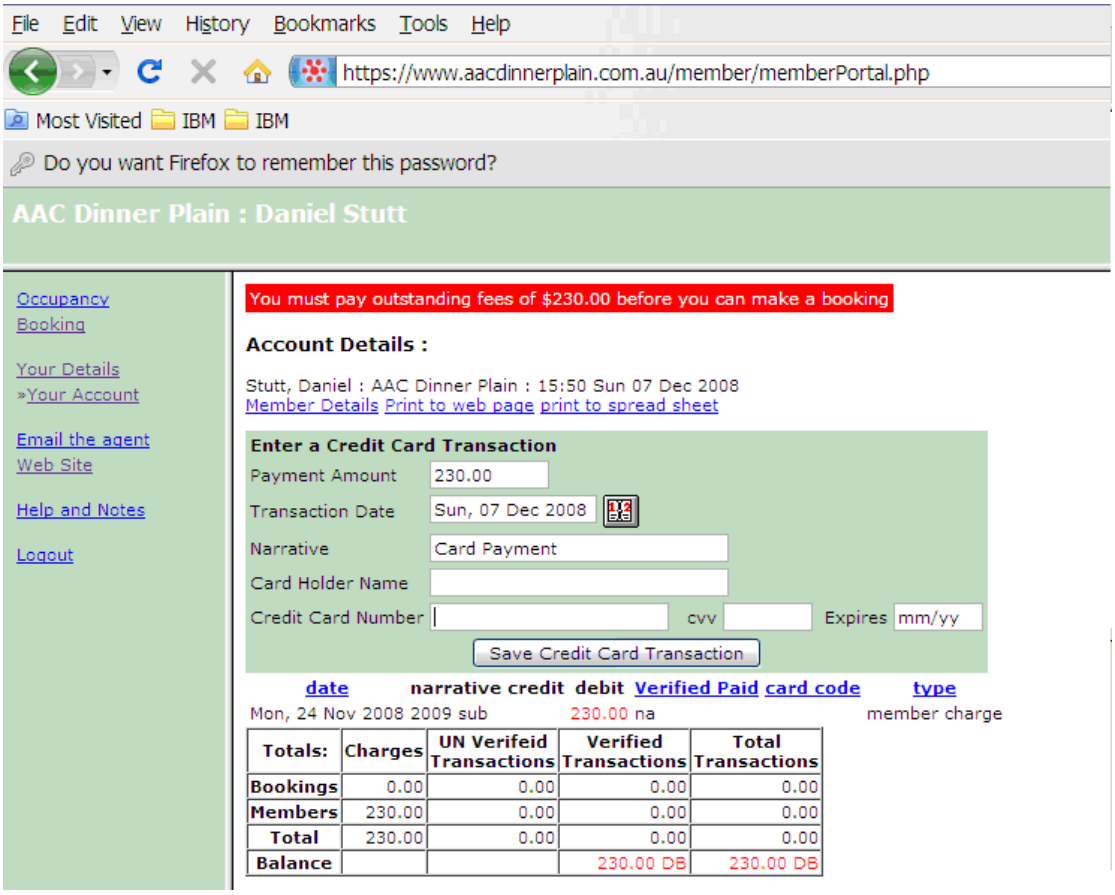


Follow the instructions on the booking Page.
To make a new booking

1. Enter from and to dates (type day month year or use calendar).
2. Press “(Your name will appear here) press this button to Make new booking', a new booking will be added to the list
3. Press “Detail” to edit the names and pay for the booking.



If you have any outstanding fees you will need to pay these before you can proceed any further your booking.

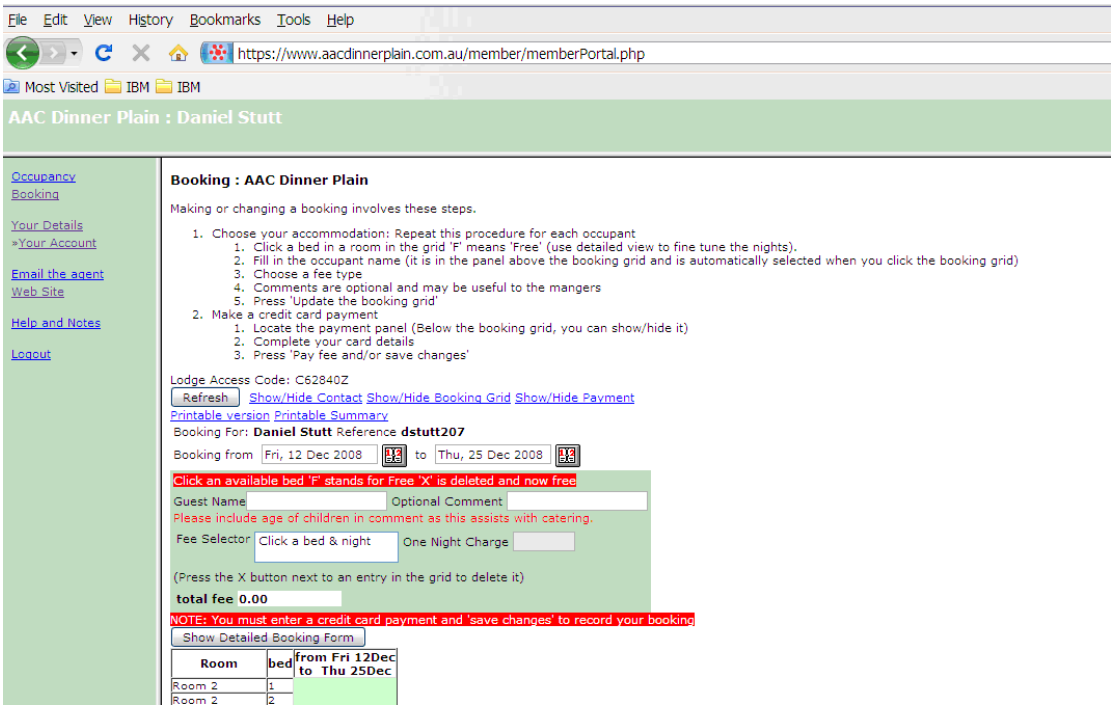


Once you have paid any outstanding amounts you can continue with your booking.

With ACC Dinner Plain new website you book a bed in a room.

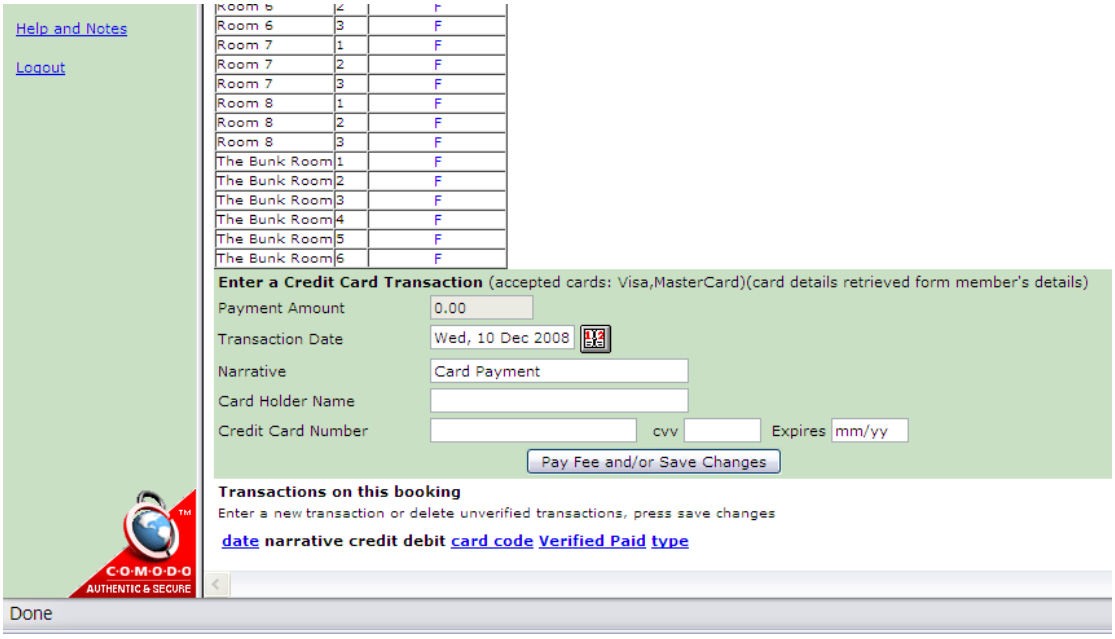
Choose your accommodation: **Repeat this procedure for each occupant**. Once complete all bookings, make your credit card payment to pay for your accommodation.

1. Click a bed in a room in the grid “F” means “Free” (use detailed view to fine tune the nights).
2. Fill in the occupant name (it is in the panel above the booking grid and is automatically selected when you click the booking grid)
3. Choose a fee type
4. Comments are optional and may be useful to the mangers i.e Child age or any dietary requirements.
5. Press “Update the booking grid”



Make a credit card payment

1. Locate the payment panel which is located at the bottom of the booking page
2. Complete your card details
3. Press “Pay fee and/or save changes”



If your booking was successful a red rectangle will appear telling you that an e-mail has been sent to your e-mail address in “Your Details” confirming your booking. Your booking has been completed you log out via the option on the left hand side.