



HOW TO OPEN AND FILL OUT THE SUMMIT QUEST INFORMATION FORM

If at *any* point you have difficulty, please call **972-618-4613** for technical assistance.
We will be glad to talk you through this.

- ◀ Insert CD into CD drive. Some programs will open the CD automatically. Others will not. If yours does not, click on Start. Click on My Computer. Choose the D drive to open the CD.
- ◀ To open the CD, double click on "Ski Notebook-CD."
- ◀ Double click on "AA START HERE - Summit Quest Information" folder.
- ◀ Double click on "summit quest info form."
- ◀ Once it is open, you will see an Excel spreadsheet where you will enter information for all participants on your trip. **Before you enter any information**, complete the following steps.
- ◀ Choose "File."
- ◀ Choose "Save as."
- ◀ Select your own destination on your computer where you will save this information. (example: Ski trip 2005 folder) Your form will NOT save back onto the CD.
- ◀ Change the File name to "Your group name Information Form." (example: Friendly Church Information Form)
- ◀ Click "Save."

**PLEASE DO NOT CHANGE THE FORMAT OF THIS FORM FOR ANY REASON.
ENTER THE INFORMATION IN THE YELLOW AREAS ONLY.**

- ◀ Type in the following information:

Group Name:	<u>Your group name</u>
Group Leader:	<u>First and Last</u>
Lodging Facility:	<u>Name of lodging facility</u>
Exact Lodging Dates:	<u>Exact dates of lodging</u> (example: December 19, 20, 21)
Ski Area:	<u>Name of Ski Area</u>
Exact Ski Dates:	<u>Exact ski dates</u> (example: December 20, 21, 22)

- ◀ Click "Save."

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ENTER ALL PARTICIPANT INFORMATION IN THE SPREADSHEET

Every person who is going on the trip must be included on this form, even if s/he is not skiing. If you have someone going on the trip who is NOT skiing, it is necessary to enter his/her room assignment, first and last name, and airline (if necessary).

For skiing participants who are NOT renting skis or snowboards in the ski area, type "HAVE OWN EQUIPMENT" in the Height column and type in "OWN" Skis or SB column.

Type information as follows:

- ◀ Last Name and First Name: For all those who are traveling by air, enter full legal name as it appears on identification. Do not use familiar names or nicknames.
 - ◀ Room Assignment: Each room that you are holding should be assigned a number beginning with 1. Actual room numbers are not assigned until your group checks in at the lodging facility.
 - ◀ Age: Enter whole numbers.
 - ◀ Height: Enter feet decimal inches. (example: Rod is 6 feet 0 inches= 6.0)
 - ◀ Weight: Enter pounds as a whole number.
 - ◀ Shoe Size: Enter whole size (10) or half size (7.5).
 - ◀ Sex: Enter M or F
 - ◀ Skier Ability: Enter Roman numerals, i.e. I for beginner, II for intermediate, III for expert. (See next pg for ability levels)
 - ◀ Skis or Snowboard: Enter skis or SB.
 - ◀ SB Foot: Enter R or L. (For snowboarders only, and only if they really know which foot.)
 - ◀ Beginner Lessons: Enter "NO" for those NOT taking lessons.
Enter "1F" for a first time skier with a full day lesson OR "1H" for first time skier with a half day lesson.
Enter "XF" for a full day lesson at another ability level OR "XH" for half day lesson at another ability level.
 - ◀ Airline: Enter Yes or No
- SAVE, SAVE, SAVE!!!**
- ◀ Double check that all information is correct, including spelling of names.
 - ◀ Make corrections if necessary.

SAVE, SAVE, SAVE!!!

- ◀ Print one copy for you to keep and take with you to the ski area.
- ◀ Print one copy to mail with your packet to Summit Quest as backup.
- ◀ Save and close the document.





HOW TO SEND THE SUMMIT QUEST INFORMATION FORM AND TRIP PAYMENT SHEET BACK TO SUMMIT QUEST

If at *any* point you have difficulty, please call 972-618-4613 for technical assistance.
We will be glad to talk you through this.

- ◀ Open your email program. Create a new mail message to send to cheryl@skisummitquest.com . (FYI – next year it will all be online!!!!)
- ◀ In the Subject line, enter “Your group Information.”
(example: Friendly Church Information)
- ◀ Attach the files (**Your group Information Form and Trip Payment Sheet**) that you just completed and saved on your own computer. Most email programs have an area below the subject line that will help you attach a file. Some programs allow you to choose “Insert” and then select the file to attach. Once you have selected Attach, you will need to browse your files and select the files Your Group Information and Trip Payment Sheet.
- ◀ Then choose “Send.” Congratulations! You did it!!!
- ◀ We will email you back to let you know that received the forms correctly.
- ◀ Mail the hard copies of these documents with your final payment by the due date listed on your Reservation Agreement.





HOW TO OPEN AND FILL OUT THE TRIP PAYMENT SHEET

If at *any* point you have difficulty, please call **972-618-4613** for technical assistance.
We will be glad to talk you through this.

- ◀ Insert CD into CD drive. Some programs will open the CD automatically. Others will not. If yours does not, click on Start. Click on My Computer. Choose the D drive to open the CD.
- ◀ To open the CD, double click on "Ski Notebook-CD 2005."
- ◀ Double click on "AA START HERE - Summit Quest Information" folder.
- ◀ Double click on "Trip Payment sheet."
- ◀ Once it is open, you will see an Excel spreadsheet where you will enter information for your trip. **Before you enter any information**, complete the following steps.
- ◀ Choose "File."
- ◀ Choose "Save as."
- ◀ Select your own destination on your computer where you will save this information. (example: Ski trip 2005 folder) Your form will NOT save back onto the CD.
- ◀ Change the File name to "Your group name Payment Sheet."
(example: Friendly Church Payment Sheet)
- ◀ Click "Save."
- ◀ FILL OUT THE TRIP PAYMENT SHEET based upon your Reservation Agreement and the info you have communicated regarding your group's numbers and order.

**PLEASE DO NOT CHANGE THE FORMAT OF THIS FORM FOR ANY REASON.
ENTER THE INFORMATION IN THE YELLOW AREAS ONLY.
ALTERATION OF THE FORMAT WILL RESULT IN DISRUPTION OF PRESET FORMULAS.**

SAVE, SAVE, SAVE!!!

*****PRINT A HARD COPY AND MAIL IT TO SUMMIT QUEST WITH YOUR FINAL PAYMENT CHECK*****

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