



Vacation
Your Lifestyle, Your Choice
Club

How-to-Guide

GETTING STARTED

- ... Step 1: Go to www.lifestylevacationclub.co.za
- ... Step 2: Click [Online Bookings](#) from the menu options
- ... Step 3: Use your current login details to [login](#)

FORGOT PASSWORD

Please contact our Member Services Department on 012 492 1230 or send an email to correspondence@rhservices.co.za. The Call Centre is open on weekdays from 08:00 to 16:00.

MEMBER LOGIN


REGISTER

WOULD YOU LIKE TO

**BROWSE
THROUGH THE
RESORT
PORTFOLIO?**



RESORT PORTFOLIO

- ... Step 1:  Select 'Resorts'
- ... Step 2: Choose your preferred Province from the List or Map
- ... Step 3: Click on your preferred Resort
- ... Step 4: For additional information about the resort, use the Menu on the left

WOULD YOU LIKE TO

**MAKE A
BOOKING?**

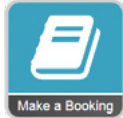


MAKE A BOOKING

Step 1: Select 'Bookings'



Step 2: Select 'Make a Booking'



Step 3: Search availability by entering your preferred Province, Check-In and Check-Out dates, Interval and Platform. (You are able to include Rentals if you would like)

Step 4: Click 'Search'



You will now see the available resort/s per your search

Click on the Resort Name for more information about the resort

Click 'View' on your preferred resort to view the units available to book

Click on 'Details' to read more about the Unit you are interested in

Step 5: Click on 'Book' after accepting the Terms and Conditions

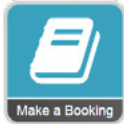
- 
- Your confirmed booking will display on your portfolio under 'View Bookings'
 - From the 'View Bookings' page you may print or email your Booking Confirmation Letter to your registered email address

RENTAL BOOKING

Step 1: Select 'Bookings'



Step 2: Select 'Make a Booking'



Step 3: Search availability by entering your preferred Province, Check-In and Check-Out dates, Interval and Platform. Select 'Include Rental'

Step 4: Click 'Search'



You will now see the available resort/s per your search

Click on the Resort Name for more information about the resort

Click 'View' on your preferred resort to view the units available to book

Click on 'Details' to read more about the Unit you are interested in

You will see a Price in the 'Price' column

Step 5: Click on 'Make Payment' after accepting the Terms and Conditions to proceed to



the payment gateway

..... You will be redirected to the VCS screen to fill in payment details

..... Step 6: Tick to accept the Terms and Conditions

..... Step 7: Click 'Pay'

..... Your confirmed booking will display on your portfolio under 'View Bookings'

..... From the 'View Bookings' page you may print or email your Booking Confirmation Letter to your registered email address

BOOKING HISTORY

... Step 1:  Select 'Bookings'



... Step 2: Select 'View Bookings'

... Step 3: Click on the dropdown tab to view bookings under each platform

... Step 4: Your bookings will display under each tab

VIEW DOCUMENTS

... Step 1: Select 'Docs'

... Step 2: Select one of the categories on the left to view the relevant documentation

WOULD YOU LIKE TO

**VIEW YOUR
ACCOUNT?**



VIEW MY ACCOUNT

Step 1:  Select 'Account'



Step 2: Choose between:

Statement or Management Fee

To make a payment, click Make Payment

Enter the payment amount

Click Pay Now

You will be taken to the Payment

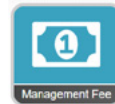
Gateway where you will be required to enter payment details

Click Pay

You can either print, view, or email your statements to yourself

VIEW ACCOUNT BALANCE

Step 1:  Select 'Account'




Step 2: Choose between:

Statement or Management Fee

Once selected, you may view your respective balance for each portion of your account and you have the option to download your statement as a PDF document

SENDING A GUEST

- ... Step 1:  Select 'Bookings'
- ... Step 2: Select 'View Bookings'
- ... Step 3: Click on the dropdown tab to view bookings under each platform
- ... Step 4: Your bookings will display under each tab and you can print or email your Confirmation Letter
- ... Step 5: Click on 'print Confirmation Letter'
- You will have the option to 'Print Confirmation Letter' or 'Send Guest'
- ... Step 6: Click on 'Send Guest'
- ... Step 7: Complete all the fields and select 'Continue'

SPECIALS

Should you wish to view any or all of the Specials advertised by all of the entities follow the following steps:

- ... Step 1: Select 'Specials'
- Numerous Specials will display. Click on each special to read more about it and how to book

*PLEASE NOTE:

In order to effectively manage online bookings, please ensure that your contact information is current.

Our system is constantly under review and in development to ensure ever-improving online services, which means processes and functionality may change from time to time.

www.lifestylevacationclub.co.za

