Ride Tribe Schools Application – How to Manual

Please login to the RTS Application website here:
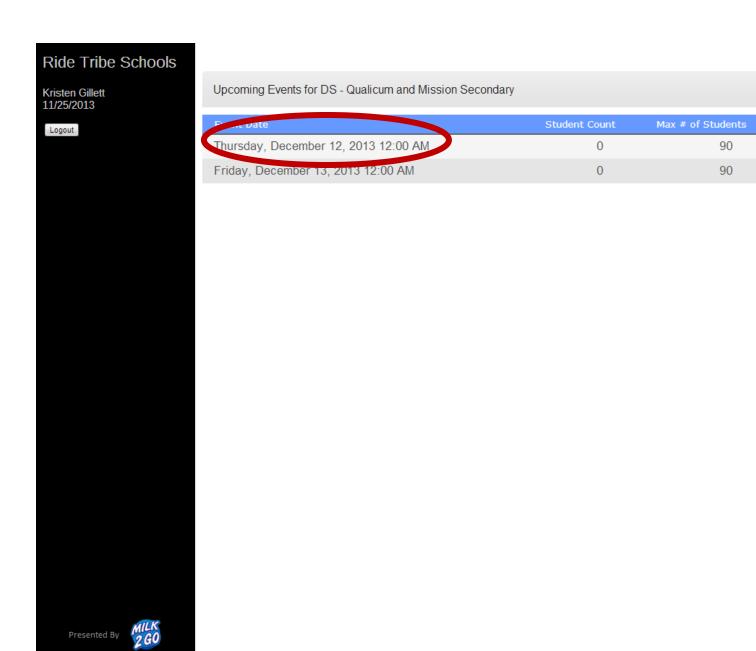http://online.whistlerblackcomb.com/RTSClient/Login.aspx

Login: first initial followed by last name all lower case.   For example for myself Stephen Butt, would be "**sbutt**"

Password: This will be the first name from your school all lower case. So for Blackcomb Secondary my password would be: "**blackcomb**"

* if the first name of your school is an initial or abbreviation please spell it out. For example St. → "**saint**"

* if you have difficulty logging in, please contact wbschools@whistlerblackcomb.com for assistance.

Once you login, you should see a page detailing your upcoming bookings. It will list the maximum students you are able to have on your trip. **If your numbers have changed drastically from what we have on file, please contact us so we can edit**. To start entering names, simply find the date of your booking, in this case December 1st, double click the desired date, and begin entering information.

From here you will be directed to the section where you will be able to enter all the students and adults, along with their information. **Please add your adults in before adding any student information.** While adults do not count towards your maximum number, once you reach your maximum with students, you will not have the ability to add adults.
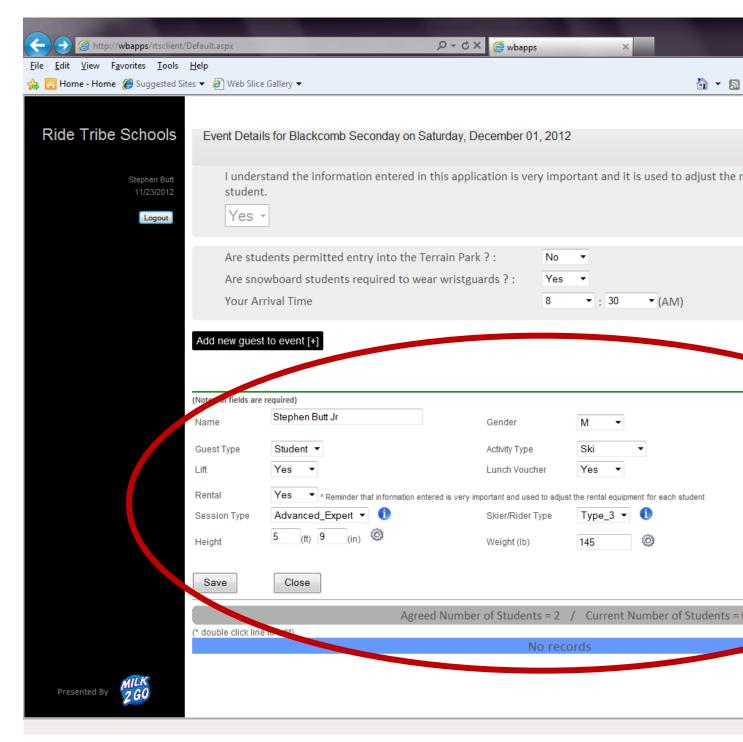
First you will be asked to confirm whether you want students in the terrain park, if wrist guards should be mandatory (free of cost) and your arrival time. You **must** enter this information before proceeding. Once done, click **Update.**

Once you do this a new icon will appear titled "**Add New Guest to event [+]**".
Click on this to begin adding information. Again, be sure to **add your adults first**!!

From here you will be asked to enter the following information for each student and adult attending. **Name**, **Gender**, **Age**, **Guest Type** (Student or Adult), and **Activity Type** (Ski or Snowboard). From here you will be asked if you want a **Lift ticket**, **Lunch Voucher** and **Rental**. Finally it will ask for the **Session Type**

(students only), **Skier/Rider Type** (renters only), **height, weight** and **shoe size** of those renting.

When finished with data for a student, click **Save** and it will add that guest to the list below.

Here you can continue to enter other students' information until all the students have been entered into the application. At that point simply click "**Back to the Event List".**

Ride Tribe Schools

Stephen Butt
11/23/2012

Logout

Event Details for Blackcomb Seconday on Saturday, December 01, 2012

I understand the information entered in this application is very important and it is used to adjust the r
student.

Yes ▾

Are students permitted entry into the Terrain Park ? :	No ▾
Are snowboard students required to wear wristguards ? :	Yes ▾
Your Arrival Time	8 ▾ : 30 ▾ (AM)

Maximum number of students reached

(Note: All fields are required)

Name	[_____]	Gender	Select ▾
Guest Type	Select ▾	Activity Type	Select ▾
Lift	Select ▾	Lunch Voucher	Select ▾
Rental	Select ▾		
Session Type	Select ▾ ℹ️	Skier/Rider Type	Select ▾ ℹ️
Height	[__](ft) [__](in) ⚙️	Weight (lb)	[____] ⚙️

Save   Close

Agreed Number of Students = 2   /   Current Number of Students =

(* double click line to edit)

Name	Guest Type	Activity Type	Gender	Age	Height	Weight	Shoe Size	Lift	Rental	Skier Ty
Stephanie Butt	Student	Snowboard	F	15				Yes	No	0
Stephen Butt Jr	Student	Ski	M	16	5'9"	145	9.0 Adult	Yes	Yes	3

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From here you will be directed back to your homescreen and will see your total
number of students. You now have the option to print an excel or PDF of your
guest list.

It is very important to note the deadlines on this system. Exactly 2 weeks out from your booking date (in my case Saturday Nov 17 at 8:30am) the program will take a snapshot of your numbers and these will be the ones which are used to determine your $2 per student incentive payout. Should the number of students

you actually bring be within 5% of the numbers submitted here, you will receive your commission. **Please remember that students with incomplete information will not count. The number accepted will be the number showing on the screen above under Student Count exactly two weeks out from your booking date.** There will be no exceptions to this.

Also of note: once we reach **72hrs before your arrival, your booking will become final and you will be locked out from making any changes.

Subsequent Bookings

For schools with multiple bookings, the system has the option to import the data from your previous trip. **Please note that this must be done the first time logging in. If you begin to enter info for a new date, you will no longer have the option to import.** The import function **only** works by moving data one date forward (not backwards, or two dates ahead etc.).

File   Edit   View   Favorites   Tools   Help

Home - Home   Suggested Sites ▾   Web Slice Gallery ▾

Ride Tribe Schools

Steve Donohoe
12/6/2012

Logout

Event Details for Oakville High School on Saturday, June 22, 2013

I understand the information entered in this application is very important and it is use
student.

Yes ▾

Are students permitted entry into the Terrain Park ? :   No   ▾

Are snowboard students required to wear wristguards ? :   Yes   ▾

Your Arrival Time   8   ▾ : 30   ▾

Would you like to import the students from your previous booking (2 students, on 06

Add new guest to event [+]

Agreed Number of Students = 2   /   Current Num
(* double click line to edit)

No records

Presented By   MILK 2 GO

Do you want Internet Explorer to remember the password for whistlerblackcomb.com?   Why am I seeing this?

Simply click yes to import the previous date's data. Once this is done you can then edit and delete students not attending the new trip date.