



2018-2019 SNOWSPORTS CLUB MEMBER ECOMMERCE GUIDELINES

Logging In:

- Select the STORE link from the Bristol Mountain home page, www.bristolmountain.com.
- At the Select an Item page, select the **GROUP LOGIN** link on the header of the page. If the **GROUP LOGIN** link does not appear, please refresh your browser.
- At the **CLUB LOGIN** page, enter the **Club Name** and **Club Member Password** provided to you by your Snowsports Club Advisor. Passwords are case sensitive. Select **Login**.

Making a Purchase:

- Click on **See Available Items**.
- Select the club pass option and rentals if needed.
- Executive Season Pass or card holders select PASSHOLDER REGISTRATION
- Change Quantity if needed then hit add to cart

Add/Change Guest:

- Member information must be put in here
- Click **ADD/CHANGE GUEST**

For New Guests:

- Select **Create New Guest** button.
- Complete all required fields and select **SAVE**.

For Existing Guests (If you have made purchases before):

- Enter First Name and last name click **Look Me UP**
- Click on matching name that pops up.
- Enter your personal password created in previous years
- If forgotten password click on the link: **I forgot my password/I don't have a password**.
- If you select **I forgot my password/I don't have a password**. You will be prompted to reset your password on next page-Select **Reset my password** and a new password will be emailed to the address that is on file at Bristol Mountain for your guest record.
- Enter password and select verify to proceed

Uploading A Photo:

- Select **Upload Photo** on the **GUEST DETAILS** page
- Select **Choose File** and select a photo from your computer that you would like to use for your Snowsports Club Pass.
- Once selected the file name will appear next to the Choose File button.
- Select **Upload**, after the picture is uploaded select **Use This Picture**.
- This will bring you to the **GUEST PHOTO EDIT** page. If you like the photo uploaded select **That's Good Let's Go!**

Liability Release Form:

- Students, age 19 and younger, must have a parent enter their first name, last name, and relationship to the student before accepting the terms of the release and proceeding to the next page.

Viewing You Cart and Finalizing Sale:

- On the **CART CONTENTS** page, a summary of your purchase is displayed showing the item, guest name, and price of the product you have selected. You will have the option to **REMOVE** the item **ADD/CHANGE GUEST**, **Clear Cart and Start Over**, **Continue Shopping** to purchase another product, or **Proceed to Checkout**.
- When you **Proceed to Checkout**, the next page allows you to verify your purchase as well as verify the purchaser. The purchaser will automatically populate as the most recent guest assigned to an item in the cart. All confirmation information will be sent to the information provided under **CHANGE/SET PURCHASER**. If you would like to change this information you are free to do so, but it is not required to finalize the sale.
- Once all of the information in your cart is correct, Scroll down to the PAYMENT INFORMATION section to enter your credit card information. You may pay in full with VISA, MC, DISC, or a Bristol Mountain Gift Card. You also have the option of saving or updating your credit card information to this guest record (credit card information is not stored in our database unless prompted by you). Select **Finalize Sale** to proceed.
- You will be directed to an **ON-LINE SALES RECEIPT**, which you may print for your records. An automated purchase confirmation will be delivered to the email address associated with the account for the purchaser.