



MEMBER LOUNGE HOW-TO-GUIDE







GETTING STARTED

- Step 1 - Visit www.qvc.co.za
- Step 2 - Click Member Login in the grey bar towards top right corner of the QVC website
- Step 3 - Type in your user information to Login

BROWSE RESORT PORTFOLIO

- Step 1 -  Select Resorts
- Step 2 - Choose your preferred province from the list or map, or type in the specific resort's name in the search bar and click the  icon
- Step 3 - Click on your preferred Resort
- Step 4 - For additional information about the resort, you may use the Menu on the left

MAKE A BOOKING




- Step 1 - Select Bookings
- Step 2 - Select Make a Booking
- Step 3 - Choose between    
- Step 4 - Search availability by entering your preferred country, region, check in and check out dates
- Step 5 - Click Search. For resort details you may click on the resort name (e.g. Little Eden). To read more about the resort click Details.
- Step 6 - Click Book
- Step 7 - To complete your Club booking, click Confirm. This will complete the booking and take you to the View Bookings page. To complete your Exchange booking, click Book.

To complete the booking, click on Proceed to Payment. This places your booking on hold and takes you to the Payment Gateway. From the View Bookings page you may print or email your Booking Confirmation Letter to your registered email address.



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MAKE A RENTAL BOOKING

- Step 1 -  Select Bookings
- Step 2 -  Select Make a Booking
- Step 3 - Select TradeUnipoint.com

- Step 4 - Search availability by entering your preferred country, region, check in and check out dates
- Step 5 - Click Search
 - For resort details you may click on the resort's name
 - To read more about the resort click Details
 - To go back to your search results click Back to Availability
- Step 6 - Click Book
- Step 7 - To complete your booking, click Proceed to Payment
 - This places your preferred accommodation on hold for a limited period and takes you to the Payment Gateway
- Step 8 - To view your bookings select View Bookings
 - From the View Bookings page you may print or email your Booking Confirmation Letter to your email address
 - If your booking is still On Hold, you may retry making payment here

VIEW BOOKING HISTORY

- Step 1 -  Select Bookings
- Step 2 -  Select View Bookings
- Step 3 - Select either QVC, TradeUnipoint.com, RCI or EX

VIEW MY ACCOUNT

- Step 1 -  Select Account
- Step 2 - Choose between




Capital Account, Management Fee, Insurance

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VIEW ACCOUNT BALANCE

Step 1 -  Select Accounts

Step 2 - Choose between



- 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.

VIEW DOCUMENTS

Step 1 - Select Documents

- For all AGM related docs click on AGM notes
- For Legal docs select Legal Documentation
- For User Guides select User Guides

***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.