



MEMBER LOUNGE HOW-TO-GUIDE

[MEMBER LOGIN](#)
[REGISTER](#)



GETTING STARTED

- Step 1 Visit www.africanclubinnovations.co.za
- Step 2 Select Member Login from the menu options
- Step 3 Type in your user information to Login




FORGOT PASSWORD?

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

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 search 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 USING CLUB UNITS

- 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



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MAKE A BOOKING USING CLUB UNITS

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*

MAKE A 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*

VIEW 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




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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

VIEW MY ACCOUNT

- Step 1  Select 'Account'
- Step 2 Choose between
 -  Capital Account
 -  Management Fee



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VIEW ACCOUNT BALANCE

Step 1  Select 'Accounts'

Step 2 Choose between



Capital Account 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

VIEW DOCUMENTS

- Step 1 Select 'Documents'
- For all AGM related documents click on AGM Notes
 - For legal documents 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.