



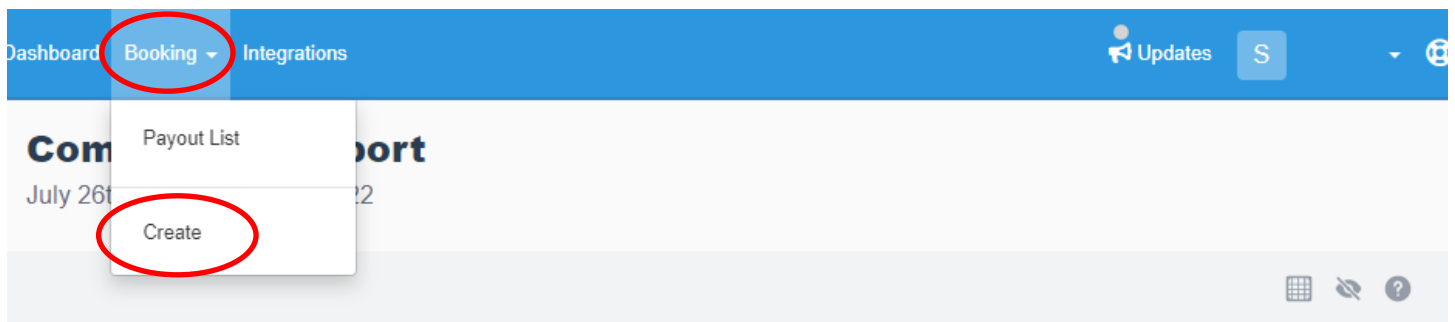
SilversStar Public Shuttle Booking Instructions 2023/2024 Season

Please use this Link to Login to your Account:

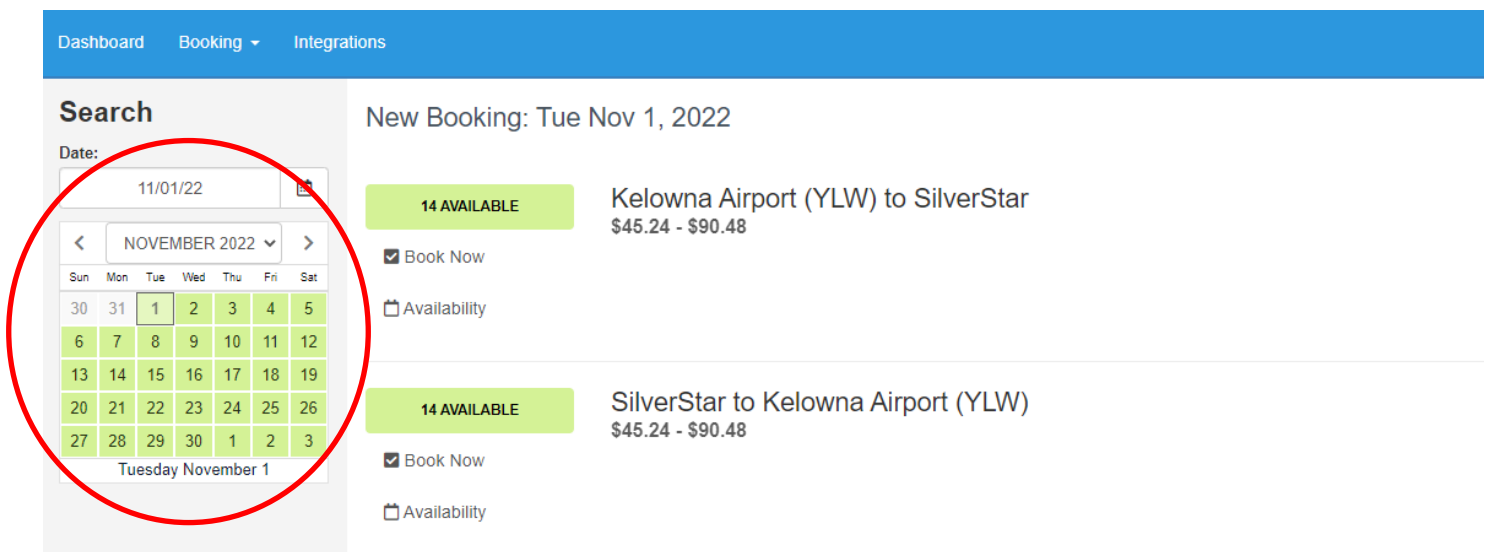
Username & Password have been provided through email

<https://kelowna-concierge.checkfront.com/>

Click "Booking" Click "Create"



Choose your date, choose the Shuttle Service your require
Round Trip Option is available in following steps



Ensure the date is correct, choose your pickup time, choose # of adults & children

Availability

✓ Book Now

Kelowna Airport (YLW) to SilverStar

✓ 12 Available

Date

12/12/22

Time

07:30 AM

09:00 AM

10:30 AM

12:00 PM

01:30 PM

03:00 PM

04:30 PM

06:00 PM

07:30 PM

09:00 PM

10:30 PM

Adult

1

x \$90.48

Child (under 6)

0

x \$45.24

Promo / Voucher

SKI23

Apply

Mon Dec 12, 2022: \$90.48 ?

Apply Promo or Voucher

Remove

Close

Update

Click “Apply Promo or Voucher”, enter “SKI23” and click “Apply” and then “Update”

To book a return shuttle please follow instructions on the booking page!

Please click “Add to Booking” and choose the correct date, time & number of guests and apply promo code **“SSRET23”** to discount the return shuttle price.

Dashboard

Booking ▾

Integrations

Updates

S

+

Add to Booking

−

Clear All

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Create Booking

Do you need to book a Return Shuttle?

Please click "Add to Booking" at the top right and choose the appropriate date & time. Ensure the number of guests is correct and then apply promo code "SSRET23" for the return shuttle discount.

If you need any assistance please contact us at info@kelownaconcierge.ca

Name *

Company Name

Email *

Please Complete the Booking Form:

Name *

Please use the Guest Full Name (first & last)


Company Name

Please include your Wholesaler Company Name

Email *

Email address you would like the confirmation email sent to

Phone *

 Please use Guest Phone Number (in case we need to reach them directly)

Flight Details (Arrival & Departure)

Please include Arrival & Departure Flight Details

Example: Arrival: AC 193 @ 10:46am / Departure: AC 192 @ 11:40am

SilverStar Address *

Please Select

Checked Baggage & Ski Bags *

- ☐ No Checked Bags - Carry on only
- ☐ One Checked Bag
- ☐ One Ski Bag
- ☐ Two Checked Bags
- ☐ Two Ski Bags
-
- ☐ Unknown

If you know the baggage requirements of your guest(s) please include here - if you click "Unknown" we allocate room for 1x checked bag and 1x ski bag per person.

Any undeclared additional luggage will be accommodated if space is available.

Please select at least one option - additional details can be provided in "Notes" field

Guest Notes:

Guest Facing: Please include any comments about extra luggage, car seat requests, etc.

Notes:

Internal notes - only Kelowna Concierge will see notes in this field

Continue >

Please ensure all details above are correct - once you click "Continue" you are not able to make changes to the booking form. If you require changes after the fact, please email info@kelownaconcierge.ca

Booking Invoice is below:

Booking Invoice

PENDING

Kelowna Concierge
1310 Water Street
Kelowna, BC, V1Y 9P3
GST #78005 7519

Testing
✉ info@kelownaconcierge.ca
1 (250) 863-4213

Booking ID: SFJN-131222
Created: December 13, 2022
Booking Date: December 14, 2022
Total (CAD): \$100.00

Item	Rate	Amount
Kelowna Airport (YLW) to SilverStar Wed Dec 14, 2022 🕒 07:30 AM	Adult: 1 @ \$90.48 SilverStar Wholesalers	\$90.48
		-\$18.10
SilverStar to Kelowna Airport (YLW) Sat Dec 17, 2022 🕒 07:10 AM	Adult: 1 @ \$28.57 (SS Return Shuttle Discount)	\$28.57
		-\$5.71
Company Name: Wholesaler Name	Discount:	-\$23.81
SilverStar Address: Snowbird Lodge	Sub-Total:	\$95.24
	GST (5%):	\$4.76
	Total:	\$100.00
	Amount Paid:	\$0.00
	Savings:	\$61.91
	Balance Due:	\$100.00

[Staff Print](#) [Customer Print](#) [Pay Now](#)

Wholesaler discount is applied

Return Shuttle discount is applied

Please click "Pay Now"

Payment Screen

Add Payment

Amount \$ CAD 76.00

Payment Code Please use Payment Code "201"

Options
☒ Send e-mail notifications
☐ Show note on customer invoice

Notes

[Cancel](#) [Process](#)

Click "Process"

This will automatically send an email confirmation to the email address provided and confirm your shuttle booking.



SilverStar Shuttle Invoicing Procedure

Kelowna Concierge will invoice to the email address you have provided within the first week of the month for the previous month's Shuttle Bookings. Payment is due upon receipt.

If you have any questions about your invoice please contact:

Jessica De Bruyne at jessica.debruyne@kelownaconcierge.ca or by calling +1 250-863-4213.

We accept payment by Credit Card, Wire Transfer or EFT.

Wire Transfer*:

*Please note that we do not cover the Sender Fee for Wire Transfers

Payable to:	Kelowna Concierge Ltd.
Bank Name:	TD Canada Trust
Bank Address:	100 – 1633 Ellis Street Kelowna, BC, Canada V1Y 2A8

Bank Account (or IBAN):	5275698
Bank Swift Code:	TDOMCATTTOR
Bank Routing Number:	050912770

EFT:

Bank Number:	004
Branch Number:	02770
Account Number:	5275698

We look forward to working with you!
Please contact us at
info@kelownaconcierge.ca or +1 250-863-4213
if we can assist in any way!