



ALPINE DISCOVERY PROGRAM

ADP Ski Club: 5-Step Set Up

1. Gather a minimum of 15 people. Choose a name for your group, fill out a **GROUP RESERVATION FORM** and email/send it to Bob at Snow Trails. You will receive an information packet for your club.
2. Decide your price options and deadline dates: choose online Web Pricing or Form Pricing, choose October 15 or November 1 deadline. Distribute program information, forms and deadlines to your members. **Your deadline to them should be earlier than the Snow Trails deadline.**
3. Schedule a photo shoot with a Snow Trails photographer, or collect your own photos to email to Snow Trails (jpg format, approx. 240 x 240 pixels with member name and group).
4. Choose ONE payment option for the entire group.
 - a. Form Pricing: Collect the completed enrollment forms and payment from each member. Complete the Worksheet for your deadline, and write **one** check to Snow Trails. Send the check, worksheet, and entire group's enrollment forms to Snow Trails.
 - b. Web Pricing – Advisor (Agent): Email Bob at Snow Trails to get registered for online processing. Collect a completed enrollment form and payment from each member. Using your designated username and password, enter 8-10 enrollments online at a time, paying for them with a credit card. After entering the enrollments for the entire group, send all the forms to Bob at Snow Trails.
 - c. Web Pricing - Individual: Email Bob at Snow Trails to get registered for online processing. **Bob will give you a group code that you will pass on to your individual members.** Using the group code, each member will enter and pay for his own enrollment online. Snow Trails does not need the paper enrollment forms **FOR THIS OPTION ONLY.**
5. Contact Snow Trails regarding your Reward Memberships. You will receive one free pass for every 15 paid. **DO NOT ENTER FREE MEMBERSHIPS ONLINE.** Club Advisors can earn a free Standard Locker with 100 enrollments, a free Lodge Locker with 200 enrollments.

We've equipped you with valuable information - please look through everything in your Club Advisor Packet and share the information with your members:

Group Guidelines: detailed answers to questions your members will ask you.

First-Time Skiers/Snowboarders: what to expect on your first visit, what to wear to stay warm but not get hot, how to know if your equipment fits correctly.

Skiers/Boarders Responsibilities: safety issues on the slopes.

Lodge Code: dining etiquette.

You may want to consider scheduling a member of our Ski Patrol to give an informational talk at one of your meetings.