

## Making a booking with the Banff Airpoter

Here are the steps for booking your reservations online:

1. Go to <http://www.banffairpoter.com>
2. Scroll down and input your username and password in the space provided as shown below.



**Refunds will not be given for reservations made without the username and password.** If you experience any difficulties with the login please contact our office. 1-888-449-2901 opt #1 or e-mail [info@banffairpoter.com](mailto:info@banffairpoter.com)

3. You will know you have logged in correctly if the welcome title appears as shown below.



4. Enter the destination you wish to travel from.
5. Select the date of travel.
6. Select the destination you wish to travel to.
7. Enter the number of adults and children you will be traveling with.
8. Select continue to check availability.
9. From the available times select the specific shuttle/s you would like to travel on.
10. Click the continue button to continue.
11. Tick the boxes if you would like to purchase 'Travel Insurance' or a 'Snack' (only provided on the Calgary to Banff/Canmore leg) then click the continue button.
12. Input yours/client details; name, phone number, e-mail address and hotel as well as the credit card details (no spaces). Please be aware once you have submitted your credit card it will be charged. Click the submit button to make your reservation. **Please do not use the "Back" button or "Refresh" button.**
13. The last screen provides a confirmation and receipt; please print this out for your records. A copy will also be sent to the e-mail address provided.

### Helpful Hints:

Travel time to and from Calgary is approximately two hours.

**Booking Guidelines:** Calgary to Banff – Plan on taking a shuttle that departs about one hour after your plane is scheduled to land. Banff to Calgary – To ensure you make your flight plan on departing Banff about 3.5 to 4.5 hours prior to your scheduled flight departure. Check with your airline for suggested airport arrival times.

Departures from Banff and Canmore may vary due to traffic or weather. Passengers should be ready 10 minutes prior to departure time to ensure schedule and allow for a 10 minute delay.

Our bookings desk at the Calgary International Airport is located on the main arrivals level in Area C (across from International Arrivals).

Departures from the Calgary International Airport and Banff are prompt at the scheduled times listed. Drivers cannot wait for late arrivals.

Round trip bookings are non refundable in whole or in part after the first leg of service is provided.

All scheduled reservations are non-refundable unless Travel Insurance is purchased. Bookings with Travel Insurance can be cancelled prior to the time of travel and receive a full refund for the cost of the booking (minus the Travel Insurance). After the time of travel all bookings are non-refundable.

All services are payable in full upon booking. Round trip reservations are considered independent legs of travel.