

How To Submit Your Lookout Owner Use Calendar via online form *Updated October 2025*

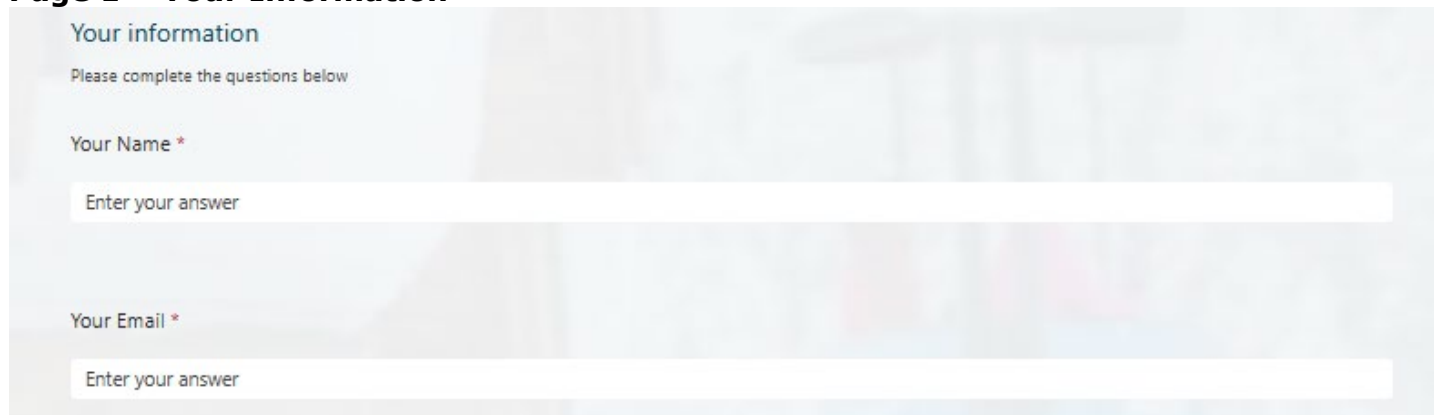
Owner Use Calendars at Panorama Mountain Resort are now being submitted online.

You can access the Lookout Calendar submission form via the following link:

[**Lookout Owner Use Calendar Submission Form 26/27 – Fill out form**](#)

Guidelines on how to complete this form effectively can be found below.

Page 1 – Your Information



- Please ensure no spelling errors when inputting personal information (e.g. name and email). The information provided in the form will be used to contact you about your calendar submission information.
- Under 'Name' please include first and last name. This is the name of the person who is completing the form and does not need to include all named owners of your condo, if there are multiple.
- Please select your unit number carefully from the drop-down list.
- Please select your rotation carefully from the drop-down list.
- If you own more than one rotation, please select one at this point. Once you get to the end of the form, you will be given the option to submit another entry to fill out information for additional rotations.

- The following pages will ask you to make decisions about your allocated weeks, based on the rotation that you selected.
- For each booking, please select one of the following options:

- ☐ Full week owner use
- ☐ Partial week owner use
- ☐ Full week rental pool

“Full Week Owner Use” means you wish to book the full week for personal use, or for friends/family (you can provide their details later in the form, if so).

“Partial week owner use” means you wish to book a few days for personal use (or friends/family) and release the rest of the week into the rental pool. If you select partial week use, you will be prompted to select a check-in and check-out date for your booking (please check the box next to the appropriate date).

e.g. in the below example, a check-in date of Saturday 7/11 and check-out date of Monday 7/13 have been selected, equating to a 2-night stay.

Rotation A, Week 1 - Please select the check-in date  ☐ Fri 7/10 ☒ Sat 7/11 ☐ Sun 7/12 ☐ Mon 7/13 ☐ Tues 7/14 ☐ Wed 7/15 ☐ Thurs 7/16	Rotation A, Week 1 - Please select the check-out date ☐ Fri 7/10 ☐ Sat 7/11 ☐ Sun 7/12 ☒ Mon 7/13 ☐ Tues 7/14 ☐ Wed 7/15 ☐ Thurs 7/16
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“Full week rental pool” leaves the entire week open for paying guests to book.

Are any of your bookings for friends or family?

☐ Yes

☐ No

- If any of your bookings are intended to be used by friends or family members, please select 'yes'. In the box that will pop-up beneath, please include a list of all dates you have booked for your guests, and list the name of the individual who will be checking into each booking and collecting keys from the Front Desk next to the dates.

E.g. "Week 1 booking for John Smith" or "7/11 - 7/13 booking for John Smith" or "7/11 - 7/13 - John Smith"

Rotation A: Please list the names and dates below

If you will be attending with your family/friends, the booking can be kept in your own name.

Enter your answer

Final Page (Page 13/14) – Tax requirements

Have you made any of your bookings purely to fulfil tax requirements?

This means you have made the booking as owner use but are not planning to occupy the condo for that week.

☐ Yes

☐ No

- By selecting 'yes' on this question, you are letting us know that you have made some bookings you are not planning to physically use. In the box that pops up underneath, please list the dates you are not planning to occupy your condo, so we can inform the front desk and housekeeping teams in advance.
- Once you have answered this question, please click 'Submit' to bring your submission to a close.

If you have any further questions, please contact homeowners@panoramaresort.com