

How To Submit Your Owner Use Calendar via online form

Updated September 2025

Owner Use Calendars at Panorama Mountain Resort are now being submitted online. You can access the submission form via the following link: [Owner Use Calendar Submission 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.

Page 1 – Season selection

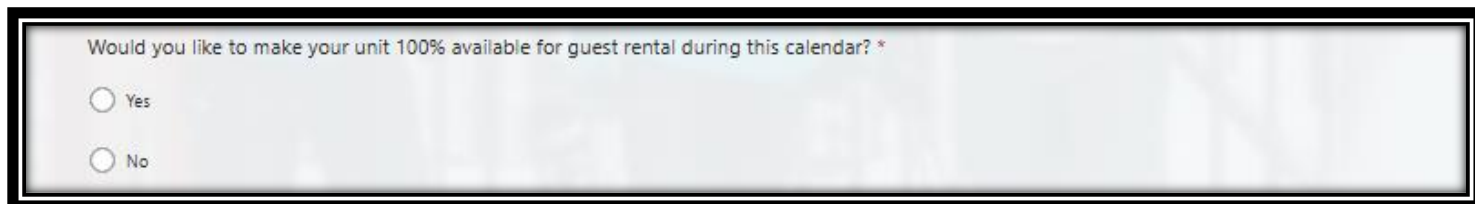


- Please select the season that you are submitting your dates for.

Summer calendars are for the period from May 1 – October 31 of the corresponding year.
Winter calendars are for the period from November 1 – April 31 of the corresponding year.

- Dates can be submitted ahead of schedule but must be inputted by November 1 for the following Summer and February 1 for the following Winter.

Page 1 – Making your unit 100% available for guest bookings



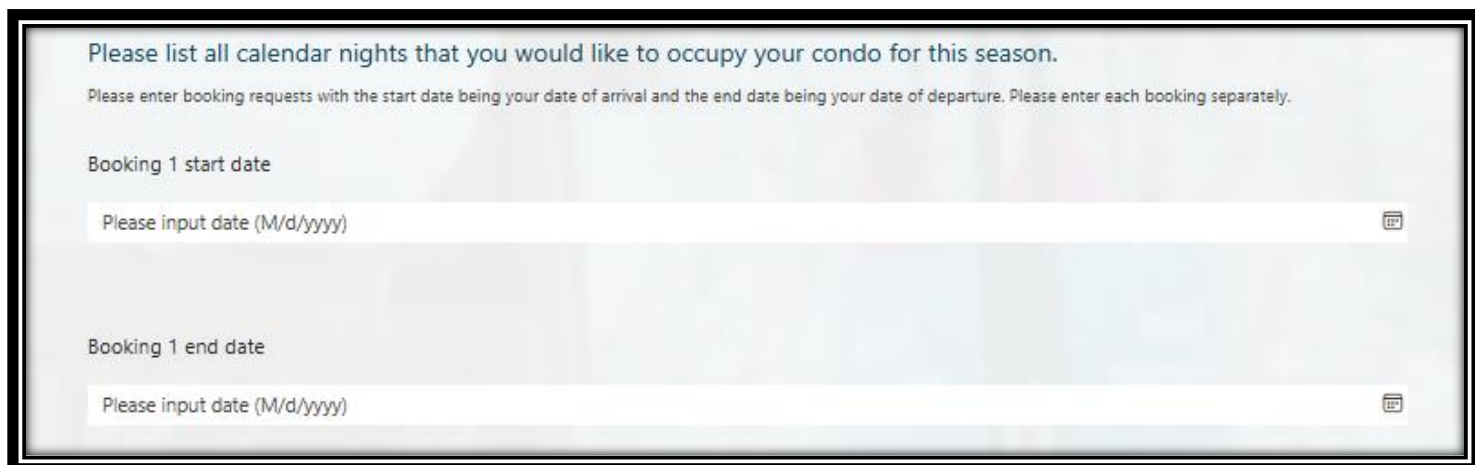
Would you like to make your unit 100% available for guest rental during this calendar? *

☐ Yes

☐ No

- By selecting 'Yes' you are releasing full availability into the rental pool and are selecting to have no owner use for the upcoming season. Selecting Yes at this stage will bring you to the end of the form.
- By selecting 'No' you are indicating that you would like to submit some dates for personal usage. The opportunity to submit dates for this will appear on the following page.


Page 2 - 26 – Submitting your bookings




Please list all calendar nights that you would like to occupy your condo for this season.

Please enter booking requests with the start date being your date of arrival and the end date being your date of departure. Please enter each booking separately.

Booking 1 start date

Please input date (M/d/yyyy) 

Booking 1 end date

Please input date (M/d/yyyy) 

- On the pages that follow, please input your requested booking dates one-by-one. There are 25 possible booking pages.
- For each booking you will be asked to input a Start Date and an End Date. The Start Date is your intended date of arrival, with a check-in time of 4pm. The End Date is your intended date of departure, with a check-out time of 12 midday.
- If you have more than 25 booking requests, please submit a new form for any additional dates. These will be added to your existing submission.

Page 2 - 26 – Friend of Owner Stays

Booking 1: If this booking is for a friend or family member, please provide the name for the booking below

Enter your answer

- If any of your bookings are intended to be used by friends or family members, please input the name of the individual who will be checking in at Front Desk and collecting keys for the booking in the relevant box (example above).

Page 2 - 26 – Completed submission of dates

Would you like to submit another booking?

☐ Yes

☐ No

- By selecting 'yes' on this question, you will be given the opportunity to submit further booking dates.
- Once you have submitted all of your date requests, please select 'no' on this question to bring your submission to a close.

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