**The booking website of Efling - instructions**

**The web is closed off from all except union members and certain conditions must be met to be able book a vacation house such as minimum age, full membership and membership history. Please note that the system may require union members to contact the office to book if they fail to meet the criteria for web access.**

Further information on rules: <https://www.efling.is/en/terms-and-means-of-allocation/>

**To apply for a summer house in an allocation**:

* To apply for a summer house in an allocation, you need to select ***summer house (orlofshús****)* and then the ***application (umsókn)***, fill in and click on register ***application (skrá umsókn).***
* Allocation periods are two, and then only weekly rental are possible. The rental period over Easter is one week from Wednesday to Wednesday and the summer period is 13 weeks, from Friday to Friday. Information on application periods and allocations is presented at the beginning of the year on Efling´s website. Applications must be submitted during the advertised application periods. The applications are evaluated using a special system of points which is based on how long the member has been paying dues in the union. The of application does not matter, as the allocations will be decided basing on the points system. Responses to application will be sent via email after the allocation has taken place. Remember to register an email address on the booking we and make sure that the address is correct. An email address may be registered or updated on the booking web, ***(stillingar).***
* After the application period has ended, the union members can book the houses which are still available.

**To book directly (outside the allocation period)**:

* To book a summer house directly when allocation periods are finished and during the winter, select the summer house tab ***(ISL: Orlofshús)*** and then ***vacant summer house (ISL: Laus orlofshús)****.* There you can see what is available and complete the booking and payment. The overview picture shows all summer houses for next three weeks. You select the period you´re booking in by clicking the arrows above. Then you select the house by clicking through the list above the overview picture ***(ISL : Veljið hús – Bóka)***. Finally you select the period, give a phone number, accept the terms and pay: ***(ISL : Dagsetning frá - Dagsetning til - Sími)***.
* White areas show you times you can book. Colored days can not be booked. Light yellow areas show periods which can´t be booked yet. These become white when booking is opened.

During the winter, the rental period is more flexible and you can book both weekend and weekly rentals. Any registered union member can make one booking in advance before the end of the year and one after the end of the year. Note that not all houses are rented out in winter and that orange areas mean the house can´t be booked.

**When a summer house is booked directly on the booking page, payment must be made immediately with a credit card. Please note that if the payment is not processed within an hour, the booking will be cancelled. Once the payment has benn processed, the rental agreement is accessible on the booking website, under *booking history (ISL: bókunarsaga)*.**

**Further information on the vacation houses is available on the website of Efling:** [**www.efling.is/orlofshus**](http://www.efling.is/orlofshus) **and on the recreational fund:** [**https://www.efling.is/en/operations/orlofssjodur/**](https://www.efling.is/en/operations/orlofssjodur/)