

How to Trade an Owner Week

1. Go to the Owner's Trading website: www.primaryservices.com/steamboat
2. Click on Request A Trade
3. Enter the following information:
 - a. Week you want:
 - i. Change the Year
 - ii. Put in the Month by number (January – 1, June – 6, December – 12)
 - iii. Put in the Day (this will be the first night of your ownership week)
 - b. Week you have to trade:
 - i. Change the Year
 - ii. Put in the Month by number (January – 1, June – 6, December – 12)
 - iii. Put in the Day (this will be the first night of your ownership week)
 - c. Room Number (your room number)
 - d. Unit Type
 - e. Your email address:
 - f. Name: (must be at least 7 characters long)
 - g. Minimum Unit you are willing to trade for (optional)
 - h. Phone Number (optional)
 - i. Comments (optional)
4. Hit the Submit Request
5. You will then receive a Bank a Week Confirmation (either print this page or keep the Confirmation number)
6. If you choose you can add an additional week you have to trade or another week you want.
7. Once you have completed all the information you can return to the Home Page, Browse a Request, or Search

Search for Specific Trades

Owners can search for Specific Weeks by either the week you want or week you have to trade. To do this click on Search. Fill in the necessary information with the year, month, and day.

Owners can all sort the trade entries by either "Has" date or "Needs" date. To do this click on Search. Either click on Sorted by "Has" date or Sorted by "Needs" date.

Delete Your Trade

Once an owner has completed their trade they will want to delete the trade off of the website. To do so click on Browse/Delete A Request. You will then need to enter your confirmation number and email address then click on submit. It will bring up the information on the specific trade you would like to delete and ask for confirmation before the trade is deleted.

What to do once a trade agreement has been reached

Once a trade has been agreed to by both owners. Each of the owners should contact Owner Services at shuffman@steamboat.com. Once Owner Services has received confirmation from both owners they will send an email to each of the owners with their confirmation numbers for the given week.

Questions regarding Trading

If you have any questions on trading your ownership week or the website please contact Owner Services at 970-871-5532 or shuffman@steamboat.com