



Instructions for Booking a Campground Reservation

Main Instructions

1. Log In by entering your username and password and clicking *Log In*.
2. Use either the instructions for [map view](#) or the [listing view](#).

Procedure A - Map view



3. Click either the Camping Picture or click *Search* and then *Campsite Maps*.
4. You are then required to enter the date you would like to check-in and the number of nights you would like to camp.
5. If you would like a particular campground, you may select that as well. While not a required field, it is recommended as it will speed up your search.
6. You can then select a feature. Only select one (1). If you select more than 1 it will search for all sites with either one of those features, not all sites with both of those features. This is also not a required field. We recommend you only use this option when looking for something in particular.
7. Click *Search*.
8. At any time you can switch between the map view and the listing view by clicking the buttons to the right of the screen, next to the search button. You can also see a detail view, as well as a calendar view.
9. This will now bring you to the campsite map, where you will have to click on the campground you are looking for.
10. The map will then change to a map of that particular park. You will then have to click on a section to view the campsites. The map view shows you availability based on the amenities of the site (i.e. water, electric, sewer); there is a map key which depicts the different colors that may be displayed on the map and what each color means. You can hover over a site to see additional amenities (i.e. picnic table, cement slab).
11. To pick a campsite, click the site you want (it will change to a green border, with a green background). A menu will appear on the bottom of your screen, with two buttons *Add to Cart* and *Clear Selection*. If you would like this campsite, click *Add to Cart*, if not click *Clear Selection*.

Continue to [step 12](#), in the Main Instructions.



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Procedure B – Listing view

3. Click *Search* and then *Campsite Listing*.
4. You are then required to enter the date you would like to check-in and the number of nights you would like to camp.
5. If you would like a particular campground, you may select that as well. While not a required field, it is recommended as the listing view only populates 225 results (to ensure a speedier reservation experience).
6. You can then select a feature. Only select one (1). If you select more than 1 it will search for all sites with either one of those features, not all sites with both of those features. This is also not a required field. We recommend you only use this option when looking for something in particular.
7. Click *Search*.
8. At any time you can switch between the map view and the listing view by clicking the buttons to the right of the screen, next to the search button. You can also see a detail view, as well as a calendar view.
9. This will now populate results, based upon your search criteria. There are 25 results per page, showing in order, first alphabetically by park and within the park numerical by site number.
10. To go between pages, click the *Next Page*, *Previous Page*, *First Page*, or *Last Page* buttons. It will also display the page # you are on and up to three page #'s on either side (example you are on page 7, it will show pages 4, 5, 6, 7, 8, 9, and 10), you can click one of these Page # buttons. In addition, there is a drop down menu showing all pages, you can select any page # and click the *Go* button. Amenities are displayed next to the site number, including site sizes.
11. To pick a campsite, click the add to cart button (green plus sign, ). A red "x" () means not available.

Continue to [step 12](#), in the Main Instructions.



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Main Instructions (continued)

12. If you have multiple people in your household, the system will prompt you to select the family member whose key card you are making the reservation for.
13. Click *Continue*.
14. You will now be prompted to select your camping unit, the number of people and number of dogs.
15. Scroll down and read any ticklers, as well as the rules and regulations and then check the box to agree to the above statements.
16. Click *Continue*.
17. You are now in your Shopping Cart. Please review and if correct, click *Proceed to Checkout*.
18. You can now select your payment method, using any gift cards you may have, and verify your billing information.
19. Click *Continue*.
20. If you still owe money after you have reduced the payment with any gift cards you may have, it will now bring you to the payment screen. You will have to enter your credit card number, expiration date and 3-digit code on the back. You will also need to verify your billing address. Click *Submit Payment*.
21. Your transaction has been completed. You will now have the ability to print your confirmation as a pdf, send it to yourself in an email, or both.
22. If you do not get a confirmation page you have not finished. Please make sure you have completed all steps.