



Instructions for Booking a Transient Marina Reservation

Main Instructions

1. Log In by entering your username and password and clicking *Log In*.
2. Click *Search* and then *Shinnecock Marina*. This will automatically bring you to the map view of the marina. 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.
3. Use either the instructions for [map view](#) or the [listing view](#).

Procedure A - Map view

4. You are then required to enter the date you would like to check-in and the number of nights you would like to dock.
5. You can then select a feature. Only select one (1). If you select more than 1 it will search for all slips with either one of those features, not all slips 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.
6. Click *Search*.
7. This will now refresh the marina map, where you will have to click on the section you are looking for.
8. The map will then change to a map of that section, showing you slip availability. The map view shows you availability based on the amenities of the slip; 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. Please note, some slips marked as “Not Included in Your Search Criteria” are seasonal slips and may not be reserved.
9. To pick a marina slip, click the slip 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 10](#), in the Main Instructions.

Procedure B – Listing view

4. You are then required to enter the date you would like to check-in and the number of nights you would like to dock.
5. You can then select a feature. Only select one (1). If you select more than 1 it will search for all slips with either one of those features, not all slips with both of those features. This is also not a



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required field. We recommend you only use this option when looking for something in particular.

6. Click *Search*.
7. This will now populate results, based upon your search criteria. There are 25 results per page, showing in order, first numerically then alphabetically by slip name/number.
8. 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 slip number, including slip sizes.
9. To pick a slip, click the add to cart button (green plus sign, ). A red "x" () means not available.

Continue to [step 10](#), in the Main Instructions.

Main Instructions (continued)

10. 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.
11. Click *Continue*.
12. You will now be prompted to select your docking unit, the number of people and number of dogs.
13. Scroll down and read any ticklers, as well as the rules and regulations and then check the box to agree to the above statements.
14. Click *Continue*.
15. You are now in your Shopping Cart. Please review and if correct, click *Proceed to Checkout*.
16. You can now select your payment method, using any gift cards you may have and verify your billing information.
17. Click *Continue*.
18. 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*.
19. 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.
20. If you do not get a confirmation page you have not finished. Please make sure you have completed all steps.