Instruction for Reserving your Campsite

1 **Click on Reservations** located to the right of Home.
2 **Click on Campsite Reservations** located just under Reservations.

YOU ARE NOW AT THE WELCOM PAGE

3 On the left hand side of the page you will see an option for **Online Account Setup**. Click there to create your account. If you already have an account you can click on **Login** enter your user name and password.

a. When creating your account a red asterisk means it is a required field. Please be sure to put something in that box.
b. The last 3 boxes on this form are for your user name and password. Your user name will default to your email. The last 2 boxes will ask you for your password. You will need to know these anytime you use our site. Feel free to write them in below for your records:
User Name_____
Password:_____
c. Once you have filled in the information click the submit button. You will come to a screen that says success at the top middle. To the right of that it will say Currently Logged in as *your name.*

4 You now want to click on Facility Reservation located in the left column.

YOU ARE NOW AT THE FACILITY RESERVATION PAGE

Step 1

5 If you know what campsite you would like to reserve use option 1. If you want to find out what campsites are available for a specific day use option number 2. Do Not use option 1 and option 2 together. Use one or the other.

Option 1

a. In the first drop down box choose Casey's RV Hideaway in the Pines.
b. In the second drop down box choose the site number you would like to reserve.

Option 2

a. In the drop down menu choose Campsite RV

Step 2

a. Enter a date or date range for your camping trip. (*You do not fill in the boxes for start and end time*.)
b. You can leave all of the days of the week check marked. If you are searching specific days of the week within your date range check the boxes for those days of the week. For example: (*You choose a date range of 5/1/12 to 5/30/12. You could then choose only Tues, Wed, and Thurs to see which mid week dates are open.)*
c. Change the Max Results number to 30.
d. Click search.

6 Scroll down to the Results box. The available campsite(s) will appear here. (*If the site you are looking for does not show up it means it is already booked*.)
7 Click on the box to the left of the site you wish to reserve. If you are staying for multiple nights you will need to click on the box next to each day you are planning on staying.
8 Click the Add to Cart button.

YOU ARE NOW AT THE ADDITIONAL INFORMATION PAGE

9 If you are camping with a group please enter your group in the comments section.
10 Read through the rules. Pay close attention to rule 13. Rule 13 is strictly enforced. **If you agree to the rules click the box next to I accept the terms of the waiver.**
11 Click Continue.

THIS WILL BRING YOU TO YOUR SHOPPING CART

12 Review the information. Notice the note that says: There will be no charge until the booking is confirmed. Because of this the price will read $0.00. You will be billed $30.00 per night. (*sorry this looks confusing)*
13 Click Check Out

THIS WILL BRING YOU TO PAYMENT INFORMATION

14 Review the information on the screen. **Make sure the "Name On Card" box is correct** and click Continue.

THIS WILL BRING YOU TO REGISTER ENJOY

15 Enter your credit card information and click Process Transaction.

Please Note:

Once you process your credit card your site will no longer show up as available to other people looking to books a site.

Your credit card will not be billed until the reservation is confirmed. If there is an issue with your reservation we will contact you via phone or email.

To check on your reservation: Go back to our website, click campsite reservations, login to your account, and click Facility Reservation Status.

We understand the online reservations system is a little confusing. If you have time go to our website caseysrvhideaway.com, click on contact us and share your thoughts. We would love to here from you.

This campground is owned and operated by Elizabeth Park and Rec. This is why you may see our logo during the registration process.

Thanks you for choosing our campground, we hope you enjoy your stay.