

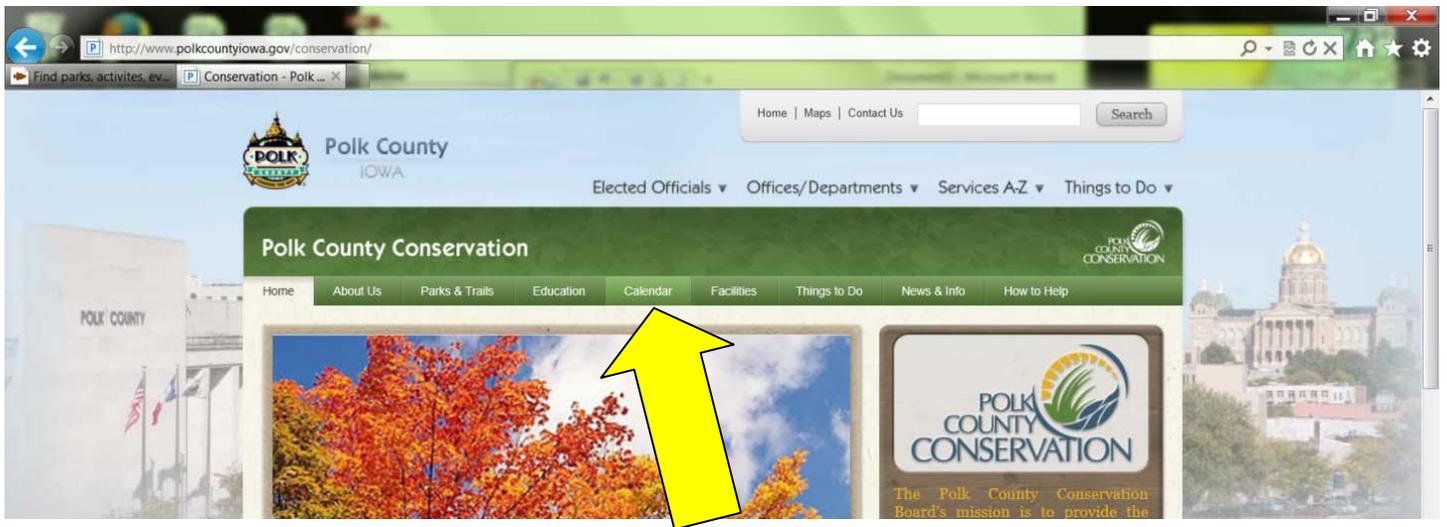
## Booking a Polk County Conservation Board Event/Program

The easiest way to book an event is to find the event on our website in our calendar. Although it is possible to start in the MyCountyParks reservation system, many counties use the system, resulting in events from all over the state appearing on the event calendar. This provides lots of great information about events happening all over our state but it can get confusing to wade through it all. Follow these step by step instructions to book an event such as OWLS, trips and programs. If you have problems, please feel free to call our office and we can answer any questions you might have.

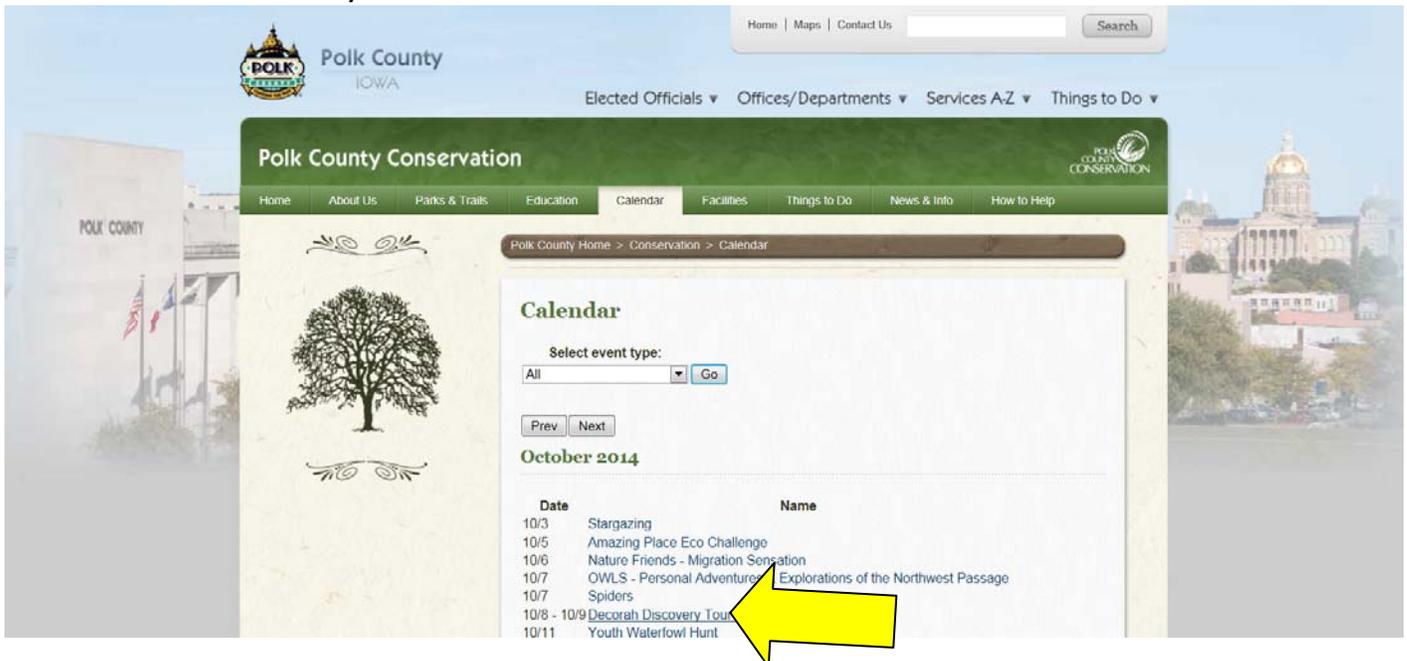
1. Open your internet browser and type in [www.leadingyououtdoors.org](http://www.leadingyououtdoors.org) then click ENTER on your keyboard.



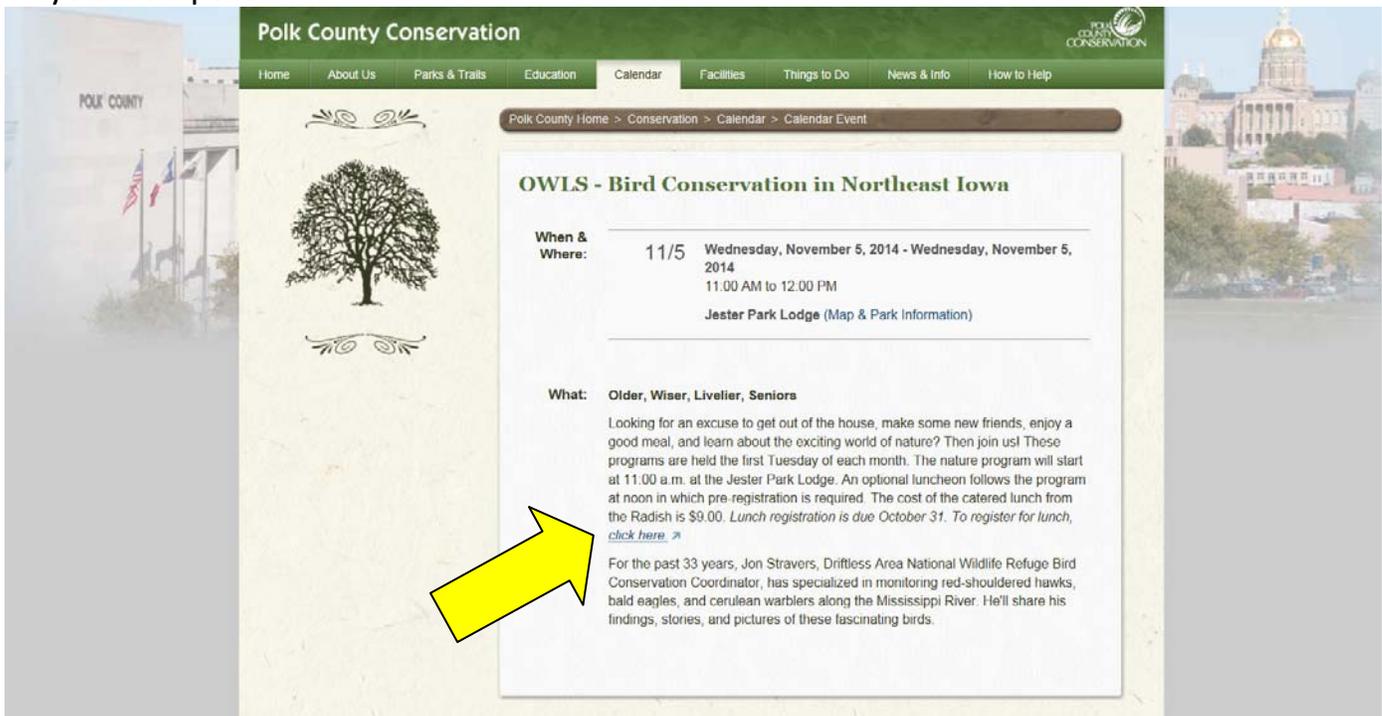
2. Click on the calendar tab



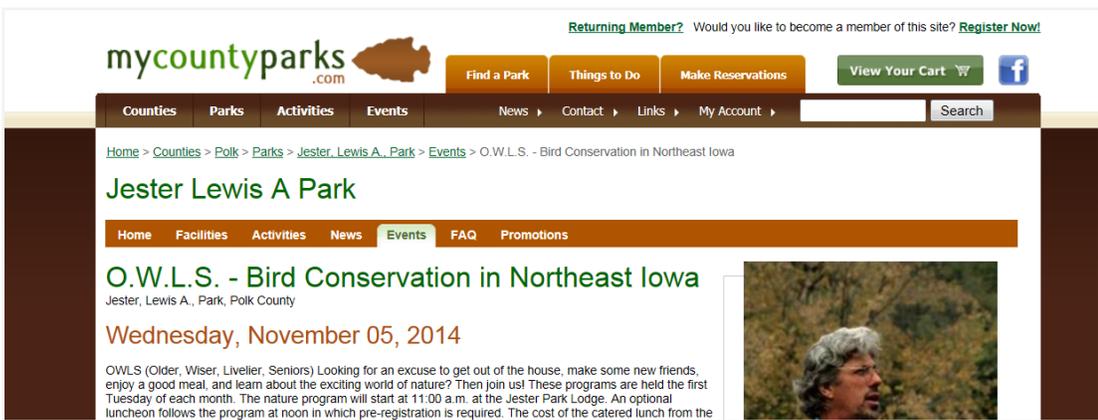
3. Find the event that you are interested in and click on the name of the event.



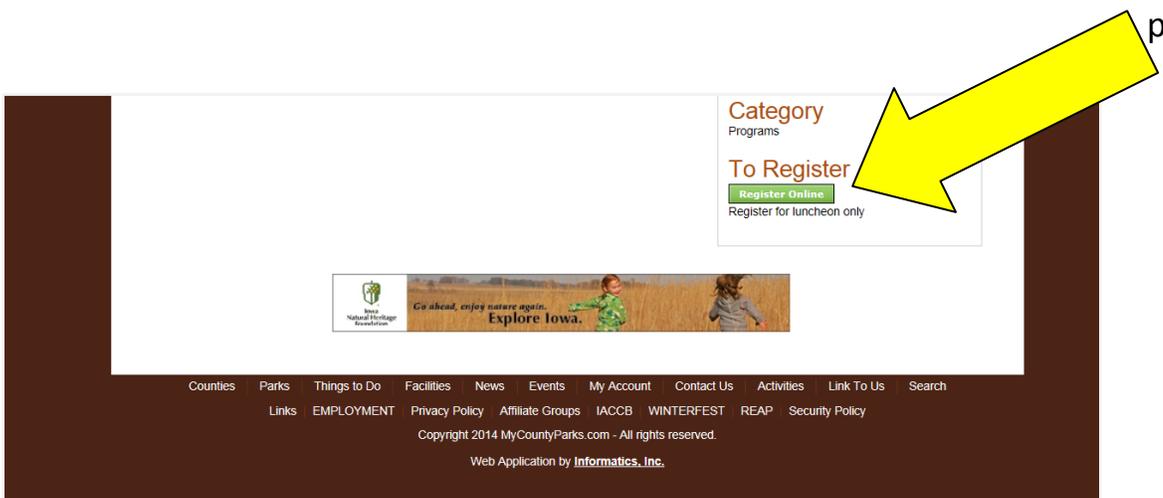
- There is a link to the reservation website (www.mycountyparks.com) in the description of the program. It is usually blue. This may take awhile to load depending on the speed of your computer.



- When it opens it will look something like this:



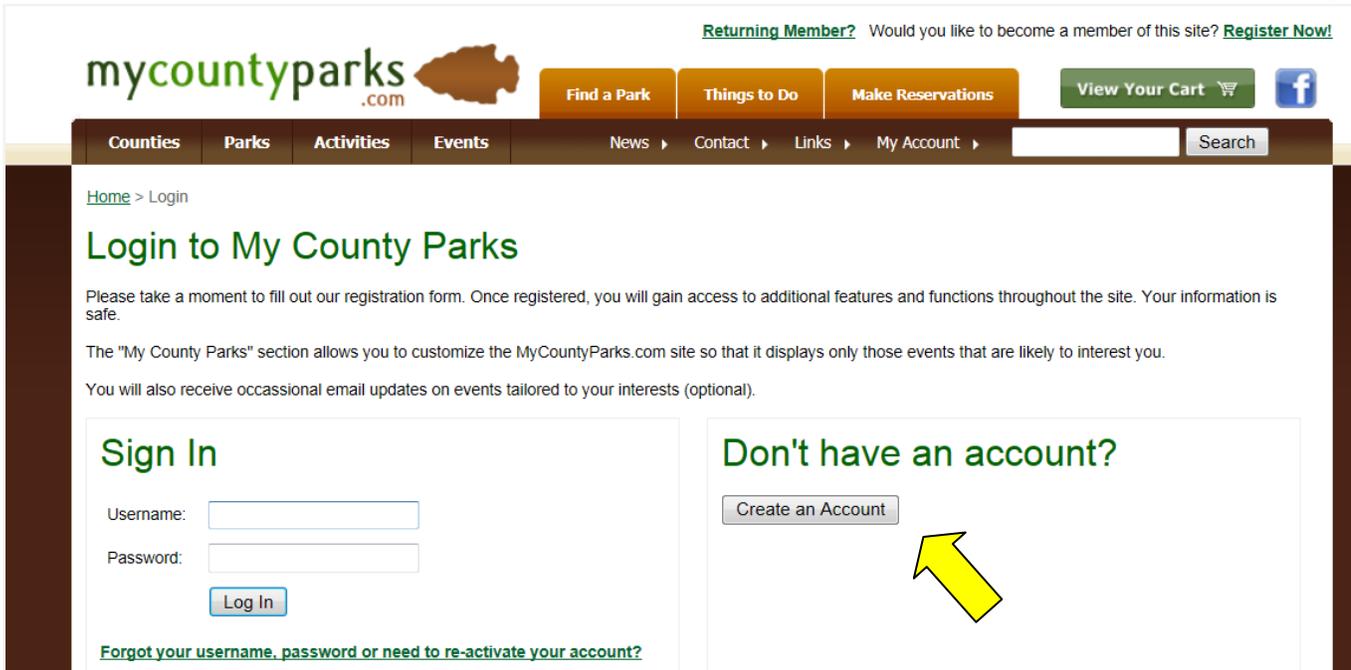
If you scroll to the bottom of this page, you will find the REGISTER ONLINE button in the bottom right corner of the webpage. Click on this green button and the registration process will begin.



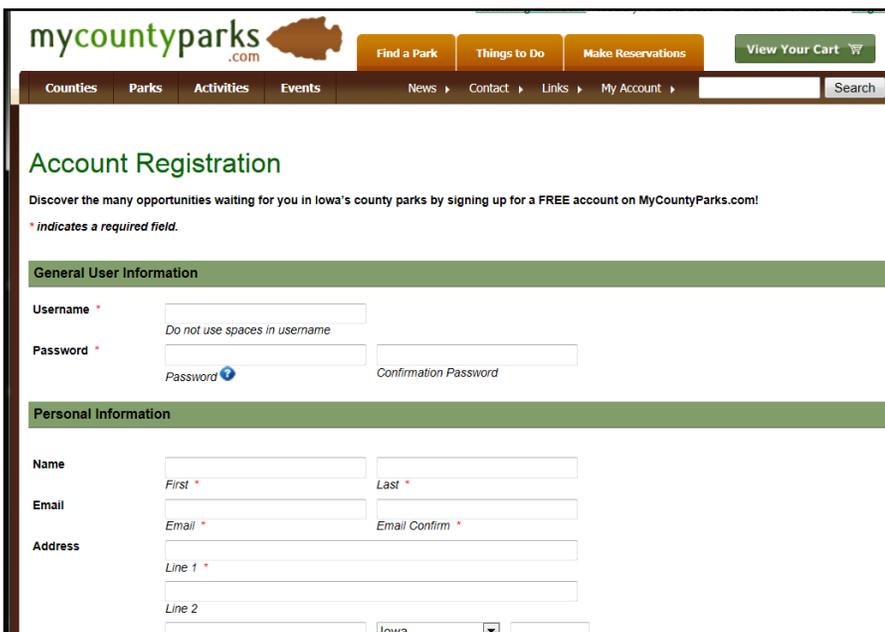
6. If you do not have a user name and password created, you will need to create one. Follow the instructions below for details.

If you already have an account then log in with your username and password. Skip steps 7 - 10, and go to step 12 for further instructions.

7. To create a user name and password click on the **Create an Account** button on the right.



8. The username can be any unique combination of letters and/or numbers. Remember that we have thousands of customers so you must pick something that others have not already chosen. Your password must be between 4-8 characters long and must contain at least one capital letter, one lower case letter and one number. For example: the password "GrannyDeer1" will not work because it is too long but "Gran6512" will work as long as no one else has taken it.



All fields with a red \* are required. When all items are filled in, click the CREATE ACCOUNT button at the bottom. Congratulations! You are now a customer of the MyCountyParks reservation website. Next time you visit the website you only need to type in your username and password and the website will remember the rest. Your payment information, however, is not stored and you will need to enter your credit card information each time you shop. Once your account is created, you are ready to make reservations. Now, you can either go back to our calendar or you can click on Events tab above located on the brown bar above.

9. Not all boxes in this screen need to be changed but the more you fill in the narrower the search results will be. I recommend that you narrow the "When" date range boxes to narrow the results. The County box needs be changed to Polk. You may either click in the box and type or use the drop down menu ▼. There is no need to choose a park. Click on the Filter box.

mycountyparks.com

Find a Park Things to Do Make Reservations View Your Cart

Counties Parks Activities Events News Contact Links My Account Search

Home > Events

## Events

There is always a great variety of events happening around Iowa. Come and experience them for yourself!

What: Keyword Search -- ALL Categories --

When (from / to): 10/23/2014 to 1/23/2015

County: -- ALL Counties --

Park: -- ALL Parks in this County -- Filter Clear Filter

Date / Time	Event	Category	County	Park
Oct 23 Thursday 6:00 PM	<b>Fall Hike</b> Join us for a leisurely stroll along the Nature Center trails. Please wear sturdy walking shoes and dress for the weather.	Programs	Woodbury	Dorothy Pecaut Nature Center
Oct 24 Friday 6:00 PM - 7:29 PM	<b>Owl Prowl</b> Join a naturalist for a lively campfire program to learn about owls. After a discussion about these flying predators of the night, we will go for a hike and learn how to call three different owl species.	Programs	Polk	Thomas Mitchell Park

10. Click on the name of the event that you would like to register for.

mycountyparks.com

Find a Park Things to Do Make Reservations View Your Cart

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## Events

There is always a great variety of events happening around Iowa. Come and experience them for yourself!

What: Keyword Search -- ALL Categories --

When (from / to): 11/1/2014 to 11/15/2014

County: Polk

Park: -- ALL Parks in this County -- Filter Clear Filter

Date / Time	Event	Category	County	Park
Nov 5 Wednesday 11:00 AM - 12:00 PM	<b>O.W.L.S. - Bird Conservation in Northeast Iowa</b> For the past 33 years, Jon Stravers, Driftless Area National Wildlife Refuge - Bird Conservation Coordinator, has been monitoring Red-shouldered Hawks, Bald Eagles and Cerulean Vireos along the Mississippi River.	Programs	Polk	Jester, Lewis A., Park
Nov 5 Wednesday 6:30 PM - 7:30 PM	<b>Bird Conservation in Northeast Iowa</b> For the past 33 years, Jon Stravers, Driftless Area National Wildlife Refuge - Bird Conservation Coordinator, has specialized in monitoring Red-shouldered Hawks, Bald Eagles and Cerulean Vireos along the Mississippi River.	Programs	Polk	Jester, Lewis A., Park
Nov 6 Thursday 7:00 PM - 8:30 PM	<b>PCC Book Worms</b> Join our book club with PCC Naturalist, Heidi Anderson, for an engaging discussion once a month. This month we'll be discussing The Flight Behavior by Barbara Kingsolver.	Programs	Polk	Polk County Education Programs
Nov 8 Saturday 9:00 AM - 10:00 AM	<b>Rain Barrel Workshop</b> A short discussion about ways to collect and use runoff water will be held before participants construct their own 55-gallon rain barrel.	Programs	Polk	Easter Lake Park

11.If you scroll to the bottom of this page, you will find the REGISTER ONLINE button in the bottom right corner of the webpage. Click on this green button and the registration process will begin.

The screenshot shows the mycountyparks.com website. At the top, there is a navigation bar with links for "Counties", "Parks", "Activities", "Events", "News", "Contact", "Links", and "My Account". A search bar is also present. Below the navigation bar, the page title is "Jester Lewis A Park" and the event title is "O.W.L.S. - Bird Conservation in Northeast Iowa". The event date is "Wednesday, November 05, 2014". A description of the event is provided, along with a photo of a person. A yellow arrow points to a "Register Online" button in the bottom right corner of the event details section. The footer contains various links and copyright information.

12.Fill in the number to attend the event and click the NEXT STEP button to move to next page.

The screenshot shows the mycountyparks.com checkout page. The page title is "Checkout". There are five tabs: "Choose Dates", "Confirm Facility", "Event Registration", "View Cart", and "Facility Agreement". The "Event Registration" tab is active. Below the tabs, there is a "Register for an event..." section with the following information:

- What:** O.W.L.S. - Bird Conservation in Northeast Iowa
- When:** November 05, 2014  
11:00 AM - 12:00 PM
- Where:** Jester, Lewis A., Park  
Polk County
- User Registration Type:** Individual Registration
- Cost:** Adults: \$9.00
- Number of Adults:**

At the bottom right, there is a "Next Step >>" button.

13. Confirm that the event information is correct and click on the NEXT STEP button at the bottom of the page.

[Return to County](#)

**mycountyparks.com** Checkout

Choose Dates | Confirm Facility | Event Registration | **View Cart** | Facility Agreement | Review Order | Purchase

Receipt

## View Cart

### My Event Registrations

Below is list of Event Registrations in your cart for purchase.

To purchase items from MyCountyParks.com, simply follow the steps below. To move forward with your registration, please click the Check Out button. Placing an event registration in your cart does not reserve your spot. You will need complete your order to complete the registration.

[Need Help?](#)

	Adult Price	Adults	Total
<b>O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate</b> November 05, 2014 11:00 AM - 12:00 PM Polk / Jester, Lewis A., Park <a href="#">view event details</a> <a href="#">remove</a>	\$9.00	1	\$9.00

Event Registration Subtotal: **\$9.00**

[Update Cart](#)

Current Subtotal: **\$9.00**

[« Previous Step](#) [Next Step »](#)

14. You have the option of adding more to your shopping basket (continue shopping) or completing your order by clicking on the CHECK OUT button.

## View Cart

### My Event Registrations

Below is list of Event Registrations in your cart for purchase.

To purchase items from MyCountyParks.com, simply follow the steps below. To move forward with your registration, please click the Check Out button. Placing an event registration in your cart does not reserve your spot. You will need complete your order to complete the registration.

[Need Help?](#)

Would you like to register for another event/facility or continue to check out?

[Continue Shopping](#) [Check Out](#)

	Adult Price	Adults	Total
<b>O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate</b> November 05, 2014 11:00 AM - 12:00 PM Polk / Jester, Lewis A., Park <a href="#">view event details</a> <a href="#">remove</a>	\$9.00	1	\$9.00

15. Put the name of the person attending the event in the boxes then click on the ADD button.

### Review Order

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#### Events for Purchase/Registration

	Adult Price	Adults	Total
<b>O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate <a href="#">details</a></b> November 05, 2014 11:00 AM - 12:00 PM Polk / Jester, Lewis A., Park	\$9.00	1	\$9.00

Subtotal: **\$9.00**

**OPTIONAL: Add Attendees** [Help](#)

Please provide the name(s) of the people attending this event. You can only enter the number of attendees you originally registered for.  
To change the number of attendees, simply click the Previous Step button and adjust the purchase quantity.

**Event:** O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate

**Attendee:**      
First Last Adult/Child



16. When you have added your name it will then appear in the name box below. If you are registering more than one person you will have repeat this process for each person. Click NEXT STEP when all names for the order have been added.

**Event:** O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate

**Attendee:**      
First Last Adult/Child

Name	Type	
Jane Doe	Adult	<b>Remove</b>



17. Confirm that the billing information is correct. Changes can be made at this time by typing in the box to correct the information. Fill the payment information in completely before clicking on the submit payment button at the bottom of the page. If the order went through you will see this screen change and display an authorization code. An email receipt will be automatically generated.

Choose Dates | Confirm Facility | Event Registration | View Cart | Facility Agreement | Review Order | Purchase

Receipt

## Purchase

### Billing Information

Please complete all fields below.

First Name \* JANE  
 Last Name \* DOE  
 Email \* JANEDOE@HOTMAIL.COM  
 Email Confirm \* JANEDOE@HOTMAIL.COM  
 Address: \* 100 MAIN ST  
*Street address, P.O. box, company name, c/o*  
 Apartment, suite, unit, building, floor, etc.  
 City: \* DES MOINES  
 State \* Iowa  
 Zip \* 50000  
 Phone: \* 000-000-0000  
 Cell:

### Cart

These are the items currently selected to purchase.

Qty	Event/Facility	Total
1	O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate	\$9.00

Enter Promo Code [Apply](#) **Subtotal: \$9.00**

### Payment Info

Cardholder's Name \* JANE DOE  
 Card Type \* MasterCard  
 Credit Card No. \* 4532215648982313  
 Expiration Date \* 6 2015  
 Security Code \* 074 [what's this?](#)

### Special Needs / Accomodations / Comments

Please enter in any special needs that are required.

LOW SALT DIET

### Event Instructions

Below are some instructions relating to your events.

**O.W.L.S. - Bird Conservation in Northeast Iowa - Individual Rate**  
 Register for luncheon only

<< Previous Step | Submit Purchase

18. If the screen doesn't display an authorization code, you may have an error which displays in the upper left corner by the word PURCHASE. Correct all errors and make sure all boxes are completed before clicking on the Submit Purchase button again.

Choose Dates | Confirm Facility | Event Registration | View Cart | Facility Agreement | Review Order | Purchase

Receipt

## Purchase

There were errors with your submission:

- Your Email Addresses Do Not Match
- Security Code is Required

### Billing Information

Please complete all fields below.

### Cart

These are the items currently selected to purchase.

19. When you have successfully submitted the information, the screen will change giving an authorization code and how much will be charged to the credit card account. A receipt will be emailed to you. See example below.

Greetings from MyCountyParks.com.

We thought you'd like to know that your order (#: [redacted]) was successfully received on 10/22/2014 11:27 AM, and that this completes your order.

Please bring a copy of this email as proof of purchase if required.

The following items have been ordered by you from MyCountyParks.com:

Res. ID	Item Purchased	Quantity	Price	Lock Box Code	Promotion Code
109563	O.W.L.S. - Bird Conservation in Northeast Iowa	1	\$9.00		

Event Attendees: [redacted] (Adult);  
Event Date: 11/5/2014 - 11/5/2014

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Item Subtotal: \$0.00  
Discount: \$9.00  
Total: \$9.00  
Paid by: \$0.00

This order was placed by:  
[redacted]

Please let us know if we can be of further assistance to you.

This reservation order was placed with Polk County Conservation Board. The transaction will appear on your credit card statement as PCCB Web Reservation. The following is provided as contact information for your reservation: **PCCB Office, Monday - Friday 8:00 a.m. to 4:30 p.m., (515) 323-5370; Fax (515) 323-5354; E-Mail [pccb\\_info@polkcountyiowa.gov](mailto:pccb_info@polkcountyiowa.gov)**

For questions or concerns during your reservation, please contact the area's Park Ranger.

- Fort Des Moines Park or Easter Lake Park (515) 249-1543
- Jester Park (515) 249-3229
- Thomas Mitchell Park or Mall's Wah Wah Nah Kee Park (515) 249-1753

If you experience any problems or have questions about how to book an event/program, please contact Polk County Conservation at 515-323-5300.

Thank you for your interest in our programming!

