

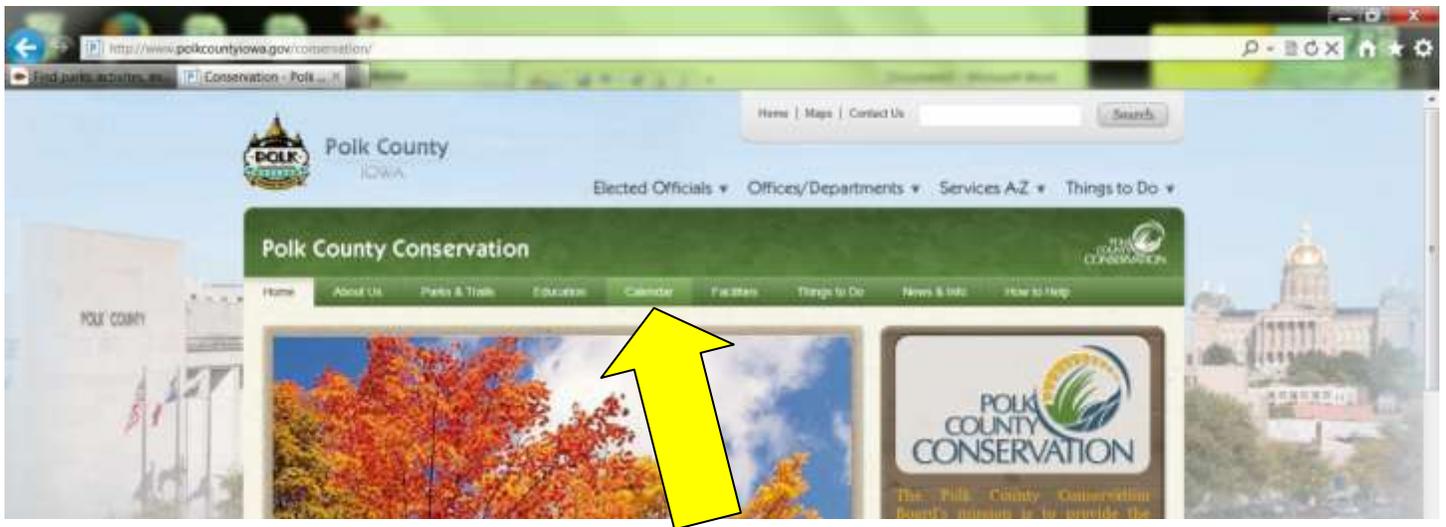
## Booking a Polk County Conservation Board Event/Program

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.

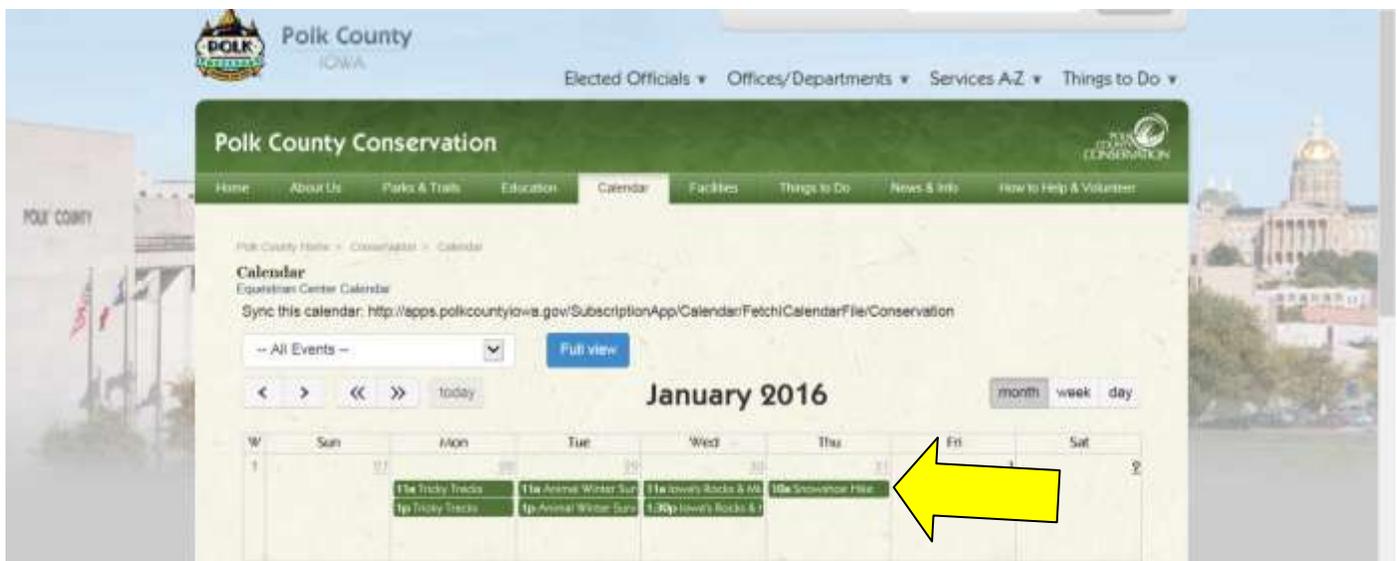
1. Open your internet browser and type in [www.leadingyououtdoors.org](http://www.leadingyououtdoors.org) then click ENTER on your keyboard.



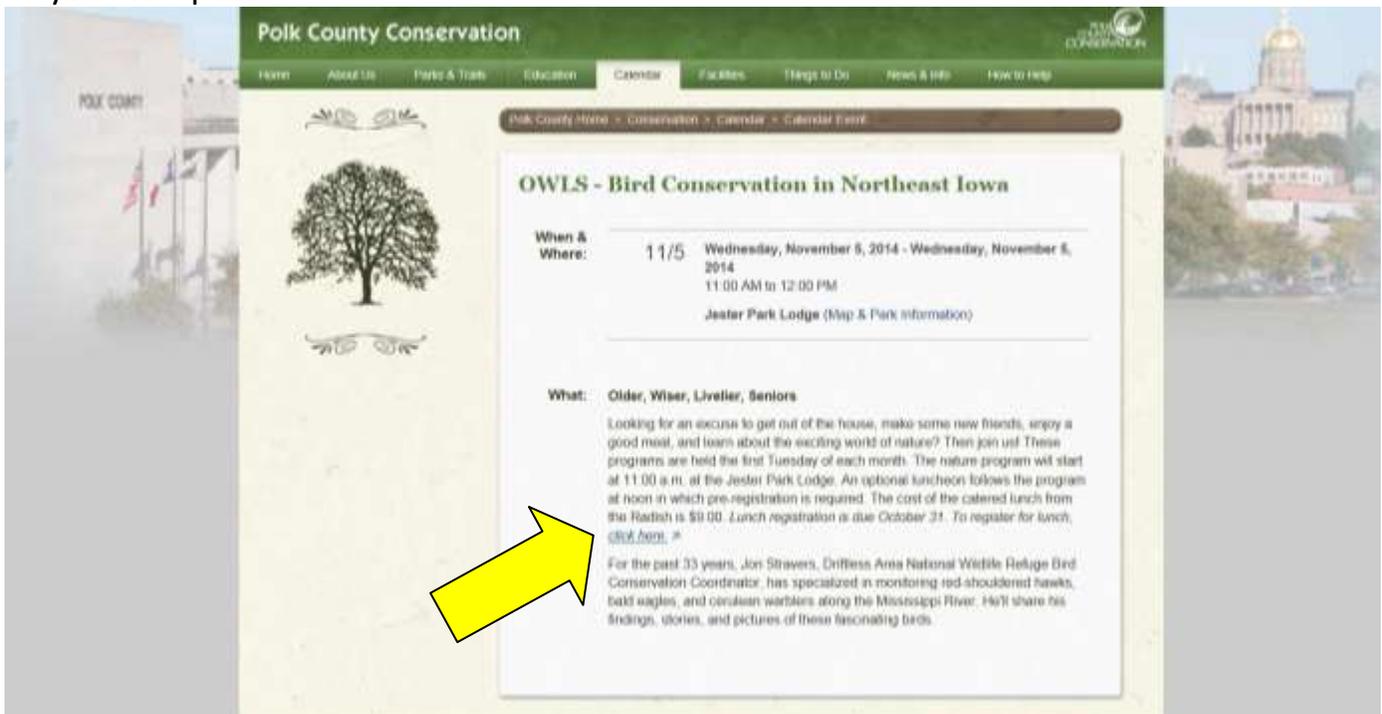
2. Click on the calendar tab



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



4. 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.



5. When it opens it will look something like this:



Click on the blue REGISTER ONLINE button on the right side of the webpage.

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 - 8 and go to step 9 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 which must include 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. Make sure your phone number is in the correct format 123-123-1234. A cell number is required. If you do not have one, type in your home phone number again. 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.

The event should pop up and you may continue with the registration process.



9. If you scroll to the bottom of this page, please fill in both # of adults and # of children if box is present. Click on the green button (you may need to click twice before it will move to the next screen).

A screenshot of a web form. At the top, there is a small navigation menu with 'Home' and 'My Account'. Below that, there are two input fields: 'Number of Adults:' and 'Number of Children:'. Below the input fields is a green button labeled 'Add To Cart'. At the bottom of the page, there is a footer with links for 'EMPLOYMENT', 'Privacy Policy', 'Affiliate Group', 'WCCB WINTERFEST', 'REAP', 'Security Policy', and 'Sitemap'. Below the footer is a copyright notice: '© 2016 My County Parks. All Rights Reserved. This Application by Informatica, Inc.'

10. At this point you may continue shopping and place more products in your cart or check out. Please make sure the information in the cart is correct before moving on.



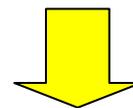
### Event Registrations

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

Event:	Snowshoe Hike - Individual Rate	Remove	Update
Park:	Justin Lewis A. Park		
County:	Polk		
Start Date:	February 13, 2016		
Time:	10:00 AM - 11:30 AM		
Adults:	<input type="text" value="1"/>	Adult Price:	\$3.00
Children:	<input type="text" value="0"/>	Child Price:	\$5.00

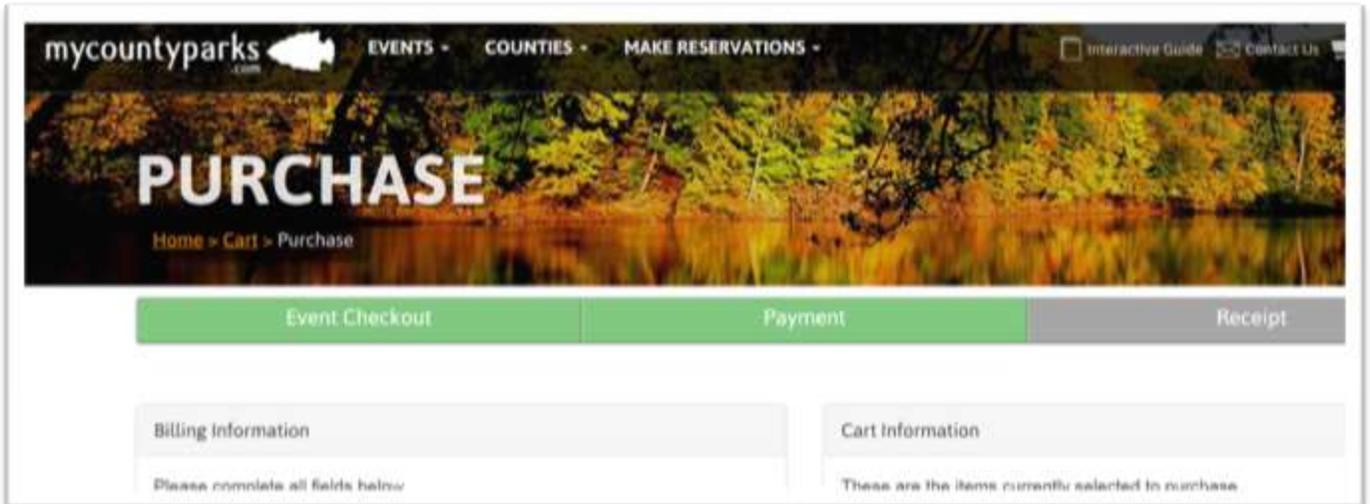
11. When you reach the Event Check Out Details screen, scroll to the bottom and add attendee names.

A screenshot of the 'EVENT CHECK OUT DETAILS' screen. The header is 'EVENT CHECK OUT DETAILS'. Below the header is a green button 'Event Details' and a grey button 'Purchase'. The main content is 'Event Checkout Information' for 'Snowshoe Hike - Individual Rate' on 'February 13, 2016 10:00 AM - 11:30 AM'. Below this is a table for adding attendees. At the bottom, there is a note: 'Please provide the names of the people attending this event. You can only enter the number of attendees you wish to check out. To change the number of attendees, click on the Previous Step button and adjust the quantities accordingly.'



A screenshot of the 'Attendee' form. It has input fields for 'First Name', 'Last Name', and 'Address'. There is a green 'Add' button. At the bottom, there is a grey bar with the text 'Snowshoe Hike - Individ'. Below the bar are two buttons: 'Previous Step' and 'Next Step'.

12. Carefully review your billing information and that the items in your cart are correct before completing the process. If your billing information does not match the billing address for the credit card the order will not go through. Please pay close attention to all required fields are marked with a red "\*." If your computer seems to be processing but never moves on, press the ESC key in the upper left corner of your keyboard. It is likely that a box is not filled in with the correct format. Please carefully check each box for accuracy including your cell number, credit card number, expiration date, etc.



13. 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 similar to the one below will be emailed to you.



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!

