How to book a reservation in the Recreation Camps/Properties Application

Step 1: Reservation Type

If the user has a leadership calling* –

The user will start by having two choices: Church Organization or Personal.

If the user does not have a leadership calling* –

The user will only have one choice: Personal

*For a list of leadership calling that are approved to book on behalf of a church organization please see the FAQ question called Priority Schedule: Why can't I make a reservation for next year? This and other FAQ's can be found at camping.lds.org.

Option #1 - User is making a reservation for their family or group

1. Click on the **Personal** button. (See picture above)

2. Legal wording is shown user must click green **I Agree** button.

Confirmation

Camps and recreation properties are not open to the public but have been established and are maintained for priority use by official Church groups. Subject to that priority use, Church camp and recreation properties may be reserved by Church members for family use and gatherings.

The Church member reserving a property is responsible for observance of Church standards and all applicable rules and regulations by all persons, whether or not members of the Church, who participate in the family activity or reunion.

I Agree   I Do Not Agree

Option #2 – User is making a reservation on behalf of a Church Organization
1. Click on the **Church Origination** button. (See picture above)
2. Select the Organization for which you are making the reservation. If the user has a leadership calling in more than one organization multiple organizations will appear. If the user only has one organization that they can book for, the application will automatically select that unit and skip this step.

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FOR WHICH ORGANIZATION ARE YOU MAKING THIS RESERVATION?

Based on your leadership position, you may make a reservation on behalf of a Church Organization. Please select the organization for this reservation.

Kuna Idaho East Stake
Kuna 1st Ward

3. Select the Group for which you are making this reservation. Most users will only see one group. Young Women presidencies will have two options. If the user only has one group that they can book for, the application will automatically select that group and skip this step.

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FOR WHICH ORGANIZATION ARE YOU MAKING THIS RESERVATION?

Stake Young Women

Stake

4. User is asked to review their selections before continuing to Reservation Dates

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IS THE FOLLOWING CORRECT?

Type of Reservation = Church Organization
Church Organization = Kuna Idaho East Stake
Group Attending = Stake

If this information is correct, click Continue. To revise, please click Back or Start Over.

Start Over   Continue To Reservation Dates

Step 2: Select Dates and Sites
1. In blue box under *Check In* click on the **calendar**. Use pop up calendar select your check in date.

2. Under *Check Out* click on the **calendar.** Use pop up calendar select your check out date.
3. Under *Stake Camps* use the drop down to select a **[stake camp area].**
4. On right click the green **Add All** or **Add** buttons for desired camp sites
5. In the *Notes / Special Requests* type in any notes or special requests.
6. In lower right corner click the blue **Save and Continue** button.

Notes:
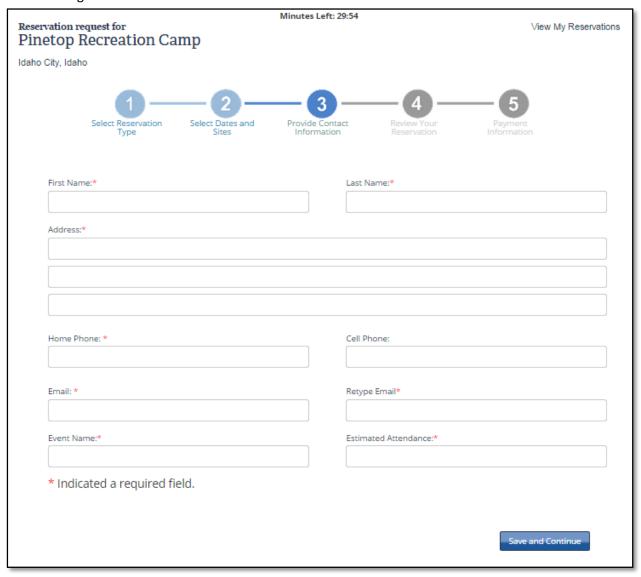At least one campsite must be select before moving onto the next page.
Under *Sites and Capacity* values in () is the capacity of each campsite.

Reservation request for
Pinetop Recreation Camp
Idaho City, Idaho

View My Reservations

1. Select Reservation Type
2. Select Dates and Sites
3. Provide Contact Information
4. Review Your Reservation
5. Payment Information

Today is: 07/08/2015

Check In*   Check Out*

09 Jul 2015   10 Jul 2015

* Check in is usually in the afternoon and check out is usually in the morning

Stake Camps

Camp Pinetop ▼   < Previous Year   July 2015   Next Year >

Site and Capacity		Rate**	Add to Request
Camp Pinetop - All Sites	(269)	$390	N/A
Lodge	(40)	$50	Add
Cabin 1 - Stanley	(16)	$20	N/A
Cabin 2 - Aspen	(16)	$20	Add
Cabin 3 - Fir Tree	(13)	$20	Remove
Cabin 4 - Moonbeam	(12)	$20	Remove
Cabin 5 - Princess Pine	(14)	$20	Add
Cabin 6 - Mr. Stubbs	(16)	$20	Add
Cabin 7 - Pinecone Cottage	(18)	$40	Add
Tent Site 1	(6)	$10	Add
Tent Site 2	(6)	$10	Add
Tent Site 3	(4)	$10	Add
Tent Site 4	(8)	$10	Add
Tent Site 5	(8)	$10	Add
Tent Site 6	(6)	$10	Add
Tent Site 7	(6)	$10	Add
Tent Site 8	(8)	$10	Add
Tent Site 9	(6)	$10	Add
Tent Site 10	(6)	$10	Add
Tent Site 11a	(6)	$10	Add
Tent Site 11b	(6)	$10	Add
Tent Site 12a	(10)	$10	Add
Tent Site 12b	(6)	$10	Add
Tent Site 13a	(6)	$10	Add
Tent Site 13b	(6)	$10	Add
Tent Site 14	(10)	$10	Add
Tent Site 15	(10)	$10	N/A

View Camp Map

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Half Day - AM   Half Day - PM   Available   Not Available   Selected Dates Available

Notes / Special Requests:***

1000 characters left

Total Capacity Selected: 25
Cost: $40.00

Save and Continue

Reservations can be cancelled up to 60 days before check-in time to receive a full refund. No refunds will be issued less than 60 days before check-in time.

Notice that the Total Capacity Selected and the Cost updates as the user selects sites. The user should know the cost of the sites before moving forward.

Step 3: Provide Reservation Information
1. In each text field enter **contact information**.

2. In the *Event Name* text box type **[event name].** For example: Riverton 4th Young Women
3. In the *Estimated Attendance* text box type the **[estimated attendance].** Must be a number.
4. In lower right corner click the blue **Save and Continue** button.

Notes:
Either *Home Phone* or *Cell Phone* must have text
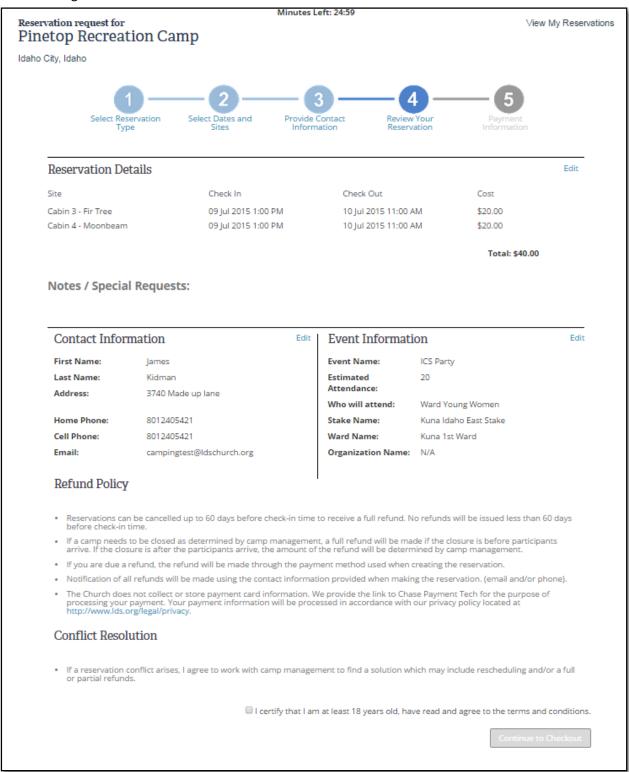Email address must match

If estimated attendance is greater than the capacity of the selected camp sites user will get a "!
Warning: The estimated attendance exceeds selected capacity. Click Save and Continue to proceed."
This does not stop them from continuing.

Step 4: Review Your Reservation
1. Review reservation information.
2. Read the *Refund Policy* and *Conflict Resolution*

3. Above the *Continue to Checkout* button read certify statement and click the **18+ check box.**
4. In lower right corner click the blue **Continue to Checkout** button.

Minutes Left: 24:59

Reservation request for
Pinetop Recreation Camp
Idaho City, Idaho

View My Reservations

① Select Reservation Type — ② Select Dates and Sites — ③ Provide Contact Information — ④ Review Your Reservation — ⑤ Payment Information

Reservation Details   Edit

Site	Check In	Check Out	Cost
Cabin 3 - Fir Tree	09 Jul 2015 1:00 PM	10 Jul 2015 11:00 AM	$20.00
Cabin 4 - Moonbeam	09 Jul 2015 1:00 PM	10 Jul 2015 11:00 AM	$20.00

Total: $40.00

Notes / Special Requests:

Contact Information   Edit

First Name: James
Last Name: Kidman
Address: 3740 Made up lane

Home Phone: 8012405421
Cell Phone: 8012405421
Email: campingtest@ldschurch.org

Event Information   Edit

Event Name: ICS Party
Estimated Attendance: 20
Who will attend: Ward Young Women
Stake Name: Kuna Idaho East Stake
Ward Name: Kuna 1st Ward
Organization Name: N/A

Refund Policy

- Reservations can be cancelled up to 60 days before check-in time to receive a full refund. No refunds will be issued less than 60 days before check-in time.
- If a camp needs to be closed as determined by camp management, a full refund will be made if the closure is before participants arrive. If the closure is after the participants arrive, the amount of the refund will be determined by camp management.
- If you are due a refund, the refund will be made through the payment method used when creating the reservation.
- Notification of all refunds will be made using the contact information provided when making the reservation. (email and/or phone).
- The Church does not collect or store payment card information. We provide the link to Chase Payment Tech for the purpose of processing your payment. Your payment information will be processed in accordance with our privacy policy located at http://www.lds.org/legal/privacy.

Conflict Resolution

- If a reservation conflict arises, I agree to work with camp management to find a solution which may include rescheduling and/or a full or partial refunds.

☐ I certify that I am at least 18 years old, have read and agree to the terms and conditions.

Continue to Checkout

Page 5: Payment Information

Depending on the Reservation Type the user will get two options of payment. All Church Organizations reservations will do a Unit-to-Unit. Personal Reservations will pay via Credit Card

Unit-to-Unit Transfer
1. Review payment information and *Total Cost.*
3. In lower right corner click the green **Checkout** button.

Credit Card
1. Under *Billing Address in each text box e*nter the **billing information**.
2. Under *Payment Information* use dropdown and select **credit card type**.
3. In the *Card Number* text field enter the **credit card number**.
4. In the *Expiration Date* text field enter **expiration date** in the **MM-YYYY** format.
5. In the *Security Code* type the expiration date into text box. The security code is usually found on the back of the card.
6. *Comments* text field enter any **comments**.
7. In the lower right corner click the **Submit** button.