

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

TABLE OF CONTENTS

Campsite Booking By Map	1
Booking by Lake and Date	1
Searching by Lake for Availability	2
Book a Campsite	2
Booking Multiple Sites	3
Campsite Driving Directions and PDF Maps	4
View, Modify or Cancel Reservation.....	5
Campsite Availability	6

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

Remember: Only one licence plate number can be associated with one camping reservation. All other vehicles attending the campsite are required to purchase an additional 'Road Access Permit' (this does not apply to Kashwakamak and Big Gull Lakes). Please see the 'Our Parklands – Road Access Permits' for further details.

Campsite Booking By Map

1. Click here to view the interactive map of all the lakes in our program. The icons you see are Orange Triangles, Orange Circles and Blue Circles:
 - a. ▲ Orange Triangle represent Boat Only Access sites;
 - b. ● Orange Circles represent Vehicle Accessible Sites; and
 - c. ● Blue Circles represent the Boat Launches that are in the program.
2. To select a particular lake, click on the '**Choose Your Lake**' drop-down and click on the lake of your choice.
3. The mapping will then automatically take you to the interactive mapping of the lake you selected.

Booking by Lake and Date:

1. To see the availability for a particular date on the lake you selected, enter the '**Check-in**' and '**Check-out**' date in the column above the mapping.

Check-In	Check-Out	Promotional Code	CHECK AVAILABILITY
----------	-----------	------------------	---------------------------

2. Select the green tab that says '**Check Availability**' to the right of the Check-out field;
3. The mapping will now change in color. The Green ▲ Triangles represents sites that are available, the Red ▲ Triangles represent sites that are not available for the dates you entered.
4. Click on the preferred available site, one with a Green Triangle. Here you can click on the photos of the site and scroll through them, you can see the site description, see what the site has and if you like what you see, select the '**Book**' option. If not, simply click on the '**x**' to close the box.
5. If you select '**Book**' another screen will open.
6. On the bottom right of the screen Click on the "Select" button.
7. Your Stay will populate showing you the Site you booked, the number of Adults, the number of nights, and the amount owing;
8. Click on the '**I Accept**' option to continue with the purchase;
9. Enter your contact details, enter only 1 licence plate number, enter the Credit Card Information, and click on the '**I Accept**' tab.
10. Verify that the details you have entered are correct, click on '**Purchase Now.**'
11. You're Camping Permit and Road Access Permit will be sent to the email address you entered.

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

Searching by Lake for Availability

1. Follow the steps above under '**Campsite Booking by Map**'
2. Once you select your lake, click on the campsite that you want more information on, or would like to book.
3. Read the description, look through the photos, if you like what you see please click on '**Check Availability**'
4. The availability calendar will open on a new screen, this is the calendar for the site you selected. You will notice that the grey blocks mean '**No Availability**' and the white blocks mean '**Availability**'
5. If you see dates that you would like to book, click on the start date and then click on the end date. You will now see that the selected dates are showing up in Orange.
6. Click on the green tab that says, '**Check Availability**'
7. A new screen will appear and from here you can again look at the images of the site as well book the site by clicking the Select button.
8. Your Stay will populate showing you the Site you booked, the number of Adults, number of nights, and the amount owing;
9. Click on the '**I Accept**' option to continue with the purchase;
10. Enter your contact details, enter only 1 licence plate number, enter the Credit Card Information, and click on the '**I Accept**' tab.
11. Verify that the details you have entered are correct, click on '**Purchase Now**' to proceed.
12. You're Camping Permit and Road Access Permit will be sent to the email address you entered.

Book a Campsite

1. This feature will allow you to book a campsite by choosing the lake, selecting particular dates and checking availability.
2. Select the site that you want from the list, use the Select button to add it to your stay, select, '**I Accept.**'
3. Enter your contact details, enter only 1 licence plate number for each of the sites you chose, enter the Credit Card information, and click on the '**I Accept**' tab.
4. Verify that the details you have entered are correct, click on '**Purchase Now**' to proceed.
5. You're Camping Permit and Road Access Permit will be sent to the email address you entered.

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

Booking Multiple Sites

PLEASE NOTE: This option will allow you to book multiple sites on the same lake in one transaction but only for the same dates. You cannot book Multiple Sites with different dates.

1. Click on '**Book a Campsite**'
2. Choose your lake from the drop-down list.
3. Available dates are shown on the calendar in white; grey mean no availability.
4. Click on the date you want to start your camping trip and then click on the date when you want to leave. The system will automatically populate the chosen dates and will now be shown in orange.
5. Click on '**Check Availability**'
6. All of the sites that are available for the particular lake that you originally chose will now appear.
7. Find the site(s) that you want to book by clicking on the Select icon under each site.
8. After you have selected multiple sites for the same date range and lake, it will automatically populate all sites you have chosen under '**Your Stay**'
9. Click on the '**I Accept**' option to continue with the purchase;
10. Enter your contact details, enter only 1 licence plate number for each of the sites you chose, enter the Credit Card information, and click on the '**I Accept**' tab.
11. Verify that the details you have entered are correct, click on '**Purchase Now**' to proceed.
12. You're Camping Permit and Road Access Permit will be sent to the email address you entered.

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

Campsite Driving Directions and PDF Maps

Directions to your preferred Lake:

1. In the header of the website, click on '**Our Parklands**'
2. Click on '**Campsites & Maps**'
3. Choose the Lake that you are interested in.
4. Scroll to the bottom of the page where you will see the directions.
5. Click on the  **Directions** tab on the map. This will open a new screen in Google Maps where you can enter your starting address (no need to enter the destination as it is already there). The map will then direct you to your destination.
6. You can print the map, save it to your computer and even send them to your phone!!

To access the PDF printable versions of the Campsite Maps, follow steps 1 -3 and:

1. Scroll through the page until you see '**CAMPSITE LOCATION MAP**' and click.
2. The PDF Map will open in a new screen and you can either save it to your computer or print it out.

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

View, Modify or Cancel Reservation

PLEASE NOTE: This option will allow you to modify and cancel one reservation at a time.

AMENDING THE DATE: This option will allow you to amend the date, however you must keep the same amount of days as originally booked, you cannot add to the reservation and you cannot remove from the reservation.

Should you require to shorten the stay or extend your stay please call into the office or send an email to officeassistant@northfrontenac.ca. If this is something you want to do through the system, then you will have to Cancel the Reservation altogether, get a refund, then rebook the site through the normal booking system.

1. Click on '**Modify or Cancel/Refund a Reservation**' in the header of the website.
2. Scroll to the bottom of the page and click on '**Click here to View, Modify or Cancel/Refund a Reservation**'
3. Enter the associated '**Email**' address that was used at the time of booking and enter the '**Reservation #**'
4. From here you can '**Cancel**' a reservation or '**Change the Date**' of your reservation; you cannot amend the site, you can only amend the date.

Change the Site and the Date:

1. Please contact the office and they can amend your booking for you.
2. If you do not contact the office, you will have to make a new booking for the date and site that you want and cancel the old reservation.

HOW TO GUIDE

NORTH FRONTENAC PARKLANDS

Campsite Availability

1. Click on '**Campsite Booking by Map**'
2. Click on the drop down list that says '**Choose Your Lake**' and click on the lake you are interested in (DO NOT enter any check-in or check-out dates);

Water access only Campsites are indicated by orange triangles and vehicle access sites are indicated by orange circles;

3. Click on the site of your choice;
4. From here you will see the campsite description, what it offers and photos – Click on the '**Check Availability**' tab to see when this site is available;
5. From here you can see when the specific site you want is available;
6. When you see a block of time that you are interested in, click on the calendar for your start date and then click the end date; the length of your stay will be highlighted in orange.
7. Click on '**Check Availability**'
8. A new screen will appear and from here you can again look at the images of the site as well book the site by clicking the "**Select**" Button;
9. Your Stay will populate showing you the Site you booked, the number of Adults, number of nights and the amount owing;
10. Click on the '**I Accept**' option to continue with the purchase;
11. Enter your contact details, enter only 1 licence plate number, and credit card information and click on the '**I Accept**' tab.
12. Verify that the details you have entered are correct, click on '**Purchase Now**' to proceed.
13. You're camping/vehicle permit will be sent to the email address you entered.