

Making a Horse Campsite & Corral Reservation OMS – How To

- 1) Click on the “Make A Reservation’ Link:

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Site
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- 2) Search for the site and date you want to reserve (in this case a site at Sully Creek):

Park:
Sully Creek ▼

Campsite Cabin/Yurt/Tipi
 Shelter Corral Meeting Hall

Hall

Site: All ▼

Arrival Date: 06/01/2016

Nights Stay: 2 ▼ [Limits](#)

Search

Site Features

Single Site Group Site
 Tent Site Primitive

Electricity: No Preference ▼

Water Hookup: No Preference ▼

Sewer Hookup: No Preference ▼

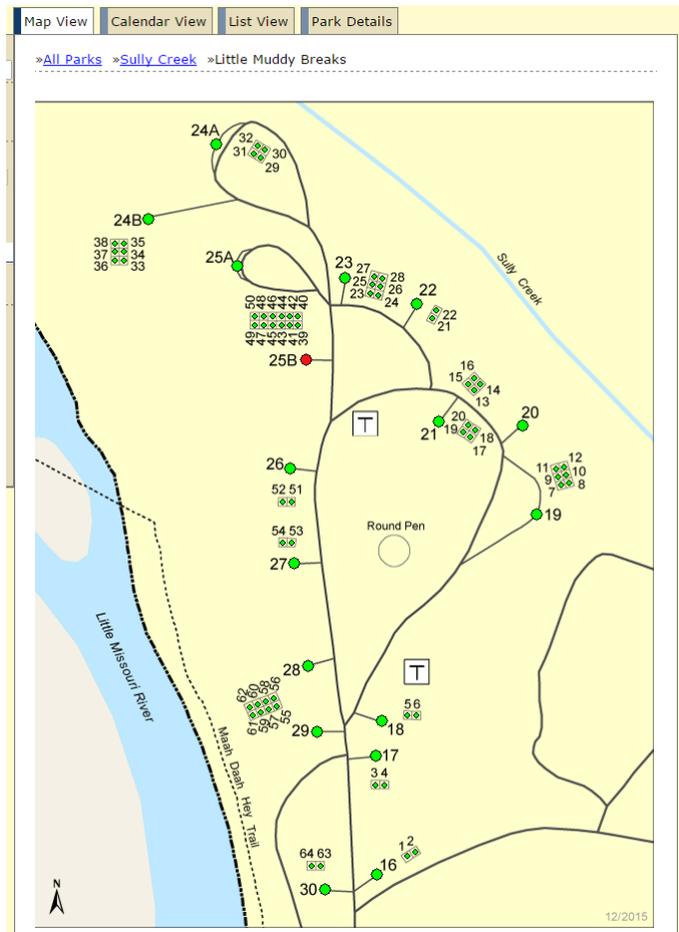
Site Length: No Preference ▼

Pull-thru: No Preference ▼

Handicap Accessible Site:

Clear **Search**

- 3) The search will return the sites that match the entered criteria. You have 3 different formats to view the results, see making a reservation cheat sheet for more details on this. The displayed view is map view.



4) Select the site you want to reserve and hit the Reserve Now button

»All Parks »Sully Creek »Little Muddy Breaks »18

Campsite 18 is Available on 06/01/2016 for 1 nights

Reserve Now

Site Feature	Description
Campsite	18 Activity
Availability	Available
Type	Reservable
Cost	\$12.00 Per Night + \$4.00 Reservation Fee
Horse Corral	Yes
Distance to Electricity Hookup	10 feet
Water Hookup	No
Site Type	Single
Water in Campground	Yes
Sewer Hookup	No
Pad Type	Back In
Pad Length	65 feet
Pad Width	18 feet
Shaded	Partially Shaded
Tent Appropriate	Yes
Shared Electricity	No
Minimum Nights Required	1
Maximum Units Allowed	1
Handicap Accessible	No
Full Services Provided	05/20 - 11/30
Reservations Accepted	05/20 - 11/30
Comments	single site
Photos (click to enlarge)	

Reserve Now

This will take you to the **customer search** page where you can search for your customer or create a new customer

Make Reservation - Customer Search

Search Criteria

Last Name:

First Name:

Organization:

Zip Code:

Order No:

Reservation No:

Year: 2016 ▼

Clear **Search**

Search Results

Name	Address	Zip Code	Last Activity
O'Test, Test	1600 E Century Ave, Bismarck, ND	58503	01/21/2016

Cancel **New Customer**

- 5) Verify your customer's information and choose a Vehicle Permit Option. Hit continue.

Make Reservation

Site Information
Park: Sully Creek
Campground: Little Muddy Breaks
Site: 18 [Change](#)
Arrive: 06/01/2016
Depart: 6/2/2016
Nights: 1

Customer

*Name: First MI Last Suffix
*Address 1:
Address 2:
*City, State, Zip: (555554444)
*Country:
*Daytime Telephone: (2223334444)
Email Address:

A daily vehicle permit or annual vehicle permit is required for EACH vehicle entering the park.
If you do not purchase vehicle permits as part of this reservation, they MUST be purchased at the park upon your arrival.

*Vehicle Permit: 1 Daily (\$5) Annual (\$25) Have Annual Will Purchase Upon Arrival [What is this?](#)

[Cancel](#) [Continue](#)

*Required

- 6) At this point you will see the shopping cart and what you plan on reserving. Hit Continue Shopping and add the corrals to go with this reservation

Shopping Cart

You have **27:05** minutes left to complete your reservation order(s).

Please verify your order by reviewing the information below. Click Change to make corrections and when all th

Reservation

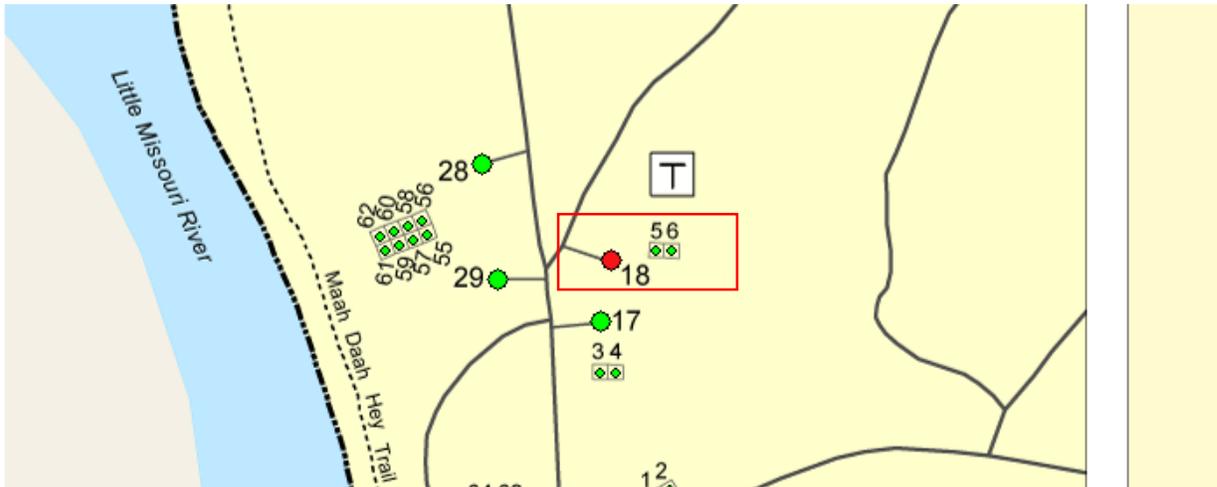
Name: Test O'Test	Park: Sully Creek
Telephone: 701-328-5357	Site: 18
Address: 1600 E Century Ave, Bismarck ND 58503	Arrive: 06/01/2016 (Wed) Depart: 06/02/2016 (Thu)
	Nights: 1
	Electricity: No Water Hookup: No

[Change](#) [Delete](#)

You must vacate this site by 1:00 PM.

[Continue Shopping](#) [Invoice](#)

- 7) Repeat steps 1-3 by clicking make a reservation and search for your criteria. Horse park staff should know which corrals go with which campsite. There will be notes for more guidance if needed listed in OMS. Typically site 18 comes with corral 5 and corral 6.



Select corral 5 and repeat steps 4 by hitting reserve now. Here you will see the option for Current Customer, use this option, because you do not want to have to search for the same customer again.

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Make Reservation - Customer Search

You have 21:52 minutes left to complete your reservation order(s).

Search Criteria

Last Name:

First Name:

Organization:

Zip Code:

Order No:

Reservation No:

Year: 2016 ▼

- 8) Repeat step 5 to verify the customer information, you will not be asked for an annual permit when reserving corrals. Continue shopping until you reserve all corrals associated with this campsite.

Shopping Cart

 You have **18:57** minutes left to complete your reservation order(s).

Please verify your order by reviewing the information below. Click Change to make corrections and when all the

Reservation

Name: Test O'Test	Park: Sully Creek
Telephone: 701-328-5357	Site: 18
Address: 1600 E Century Ave, Bismarck ND 58503	Arrive: 06/01/2016 (Wed) Depart: 06/02/2016 (Thu)
	Nights: 1
	Electricity: No Water Hookup: No

[Change](#) [Delete](#)

You must vacate this site by 1:00 PM.

Reservation

Name: Test O'Test	Park: Sully Creek
Telephone: 701-328-5357	Site: Corral 5
Address: 1600 E Century Ave, Bismarck ND 58503	Arrive: 06/01/2016 (Wed) Depart: 06/03/2016 (Fri)
	Nights: 2

[Change](#) [Delete](#)

You must vacate this site by 1:00 PM.

[Continue Shopping](#) [Invoice](#)

9) After you have all corrals and campsites reserved in the shopping cart hit the invoice button.

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Shopping Cart

You have 17:36 minutes left to complete your reservation order(s).

Please verify your order by reviewing the information below. Click Change to make corrections and when all the in

Reservation
Name: Test O'Test Park: Sully Creek
Telephone: 701-328-5357 Site: 18
Address: 1600 E Century Ave, Bismarck ND 58503 Arrive: 06/01/2016 (Wed) Depart: 06/02/2016 (Thu)
Nights: 1
Electricity: No Water Hookup: No

[Change](#) [Delete](#)

You must vacate this site by 1:00 PM.

Reservation
Name: Test O'Test Park: Sully Creek
Telephone: 701-328-5357 Site: Corral 5
Address: 1600 E Century Ave, Bismarck ND 58503 Arrive: 06/01/2016 (Wed) Depart: 06/03/2016 (Fri)
Nights: 2

[Change](#) [Delete](#)

You must vacate this site by 1:00 PM.

Reservation
Name: Test O'Test Park: Sully Creek
Telephone: 701-328-5357 Site: Corral 6
Address: 1600 E Century Ave, Bismarck ND 58503 Arrive: 06/01/2016 (Wed) Depart: 06/03/2016 (Fri)
Nights: 2

[Change](#) [Delete](#)

You must vacate this site by 1:00 PM.

[Continue Shopping](#) [Invoice](#)

10) Make sure the customer acknowledges the cancel and change fees and select continue with invoice

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Acknowledge Cancel and Change Fees

You have 16:03 minutes left to complete your reservation order(s).

Cancellation and Change Fees apply immediately upon completion of this reservation.

Please review the Change and Cancel Fee information below and check the box to acknowledge acceptance. Click "Continue With Checkout" when you are ready to continue.

Reservation
Name: Test O'Test Park: Sully Creek Site: 18
Arrive: 06/01/2016 Depart: 06/02/2016 Nights: 1

Applicable Fees:

- \$2.50 - Change (add/subtract nights or change site number) before noon (CDT) 05/31/2016
- \$5.00 - Cancel reservation any time before noon (CDT) 05/27/2016
- \$10.00 - Cancel reservation any time between noon (CDT) 05/27/2016 and noon (CDT) 05/31/2016
- \$12.00 - Cancel reservation any time after noon (CDT) 05/31/2016

Reservation
Name: Test O'Test Park: Sully Creek Site: Corral 5
Arrive: 06/01/2016 Depart: 06/03/2016 Nights: 2

Applicable Fees:

Reservation
Name: Test O'Test Park: Sully Creek Site: Corral 6
Arrive: 06/01/2016 Depart: 06/03/2016 Nights: 2

Applicable Fees:

I acknowledge that the customer is aware of the above Change and Cancellation policy for the reservation(s) and accepts these terms.

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11) Choose your method of payment, Online credit card is highly recommended.

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Payment Information

You have **14:47** minutes left to complete your reservation order(s).

Payment Choice

Online Credit Card Cash/Check Manually Swipe Credit Card (Park Point of Sale)

Item	Cost	Override	Memo
Reservation for Site 18, 06/01/2016	\$12.00	12.00	
Reservation Fee for Site 18, 06/01/2016	\$4.00	4.00	
Reservation for Site Corral 5, 06/01/2016	\$0.00	0.00	
Reservation for Site Corral 6, 06/01/2016	\$0.00	0.00	
Total:	\$16.00	\$16.00	Recalculate Total

[Return](#) [Continue](#)

12) Try to autofill the customer information as often as possible and fill in their credit card information (note the credit card information you see in the screenshot will work in test) then hit submit.

Billing Information

You have **09:23** minutes left to complete your reservation order(s).

A total of **\$16.00** US Dollars will be charged to your card.
Please enter billing and credit card information.

Autofill Test O'Test
1600 E Century Ave
Bismarck, ND 58503

*Card Holder's Name: (as it appears on the card)

*Billing Address 1:

Billing Address 2:

*City, State, Zip: (555554444)

*Country:

*Daytime Telephone: (2223334444)

Email Address: Please complete if you wish to receive an email confirmation

*Credit Card Type:

*Credit Card No: (1111222233334444)

*Expiration Date: / (mmyy)

*Card Verification No: [Is this Safe?](#)

The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

Please be patient while your credit card is being processed.

[Submit](#)

13) The reservation is complete; the reservation details will be emailed if you filled out the email address listed above. You can always look up their reservation in the future.

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Payment Confirmation

- Your payment has been successfully processed. A total of \$16.00 US Dollars has been charged to your card.
- Order number: OXT90631. Save this number for reference.
- Credit card confirmation number: 3468862802051.
- An email confirmation has been sent to: kassel@nd.gov

Name	Address	Item	Reservation No.	Cost
Test OTest	1600 E Century Ave, Bismarck, ND 58503	Sully Creek, Site 18, Arrival: 06/01/2016 (Wed), Depart: 06/02/2016 (Thu), Nights: 1	OXT90631-001	\$12.00
		Non-refundable Reservation Fee	OXT90631-001	\$4.00
Test OTest	1600 E Century Ave, Bismarck, ND 58503	Sully Creek, Site Corral 5, Arrival: 06/01/2016 (Wed), Depart: 06/03/2016 (Fri), Nights: 2	OXT90631-002	\$0.00
Test OTest	1600 E Century Ave, Bismarck, ND 58503	Sully Creek, Site Corral 6, Arrival: 06/01/2016 (Wed), Depart: 06/03/2016 (Fri), Nights: 2	OXT90631-003	\$0.00
		Total		\$16.00

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- Would you like to [purchase a hunting or fishing license online?](#)
- [North Dakota Tourism](#)
- [nd.gov Online Services](#)

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