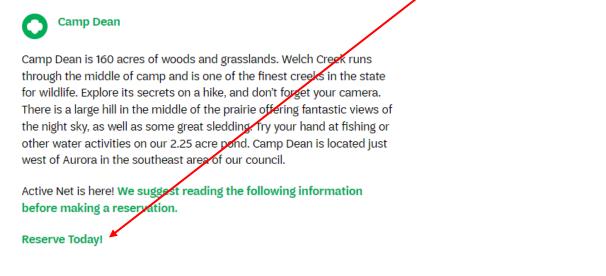


#### How to Make a Reservation

Click on the Camp tab on the GSNI Website and click on Visit our Camp Properties on the left-hand side.



Scroll down to the property you wish to camp at. Then click Reserve Today!



Once you click on Reserve Today, you will be on the main page of Active Net for reservations.

One the main page of Active Net click on the Reservations tab.

Home	Activities	Reservations	Gift Cards

You can search multiple ways for any facility by either typing what you are looking for or searching by the date and time, facility type, event type, and number of attendees you will have.

## **Resource Search**

Q Search for locations or facilities to reserve	Search
Date and time Attendee Facility type Event type	
Found 91 matching result(s)	Sort by: Name ascending -



In the box for who you are reserving for please make sure your name is populated in this box. This means that you must be logged in to Active Net to reserve. If you don't have an active net account, please see our document on how to create your Active Net account.

sch 🔻
Proceed

Make sure you have the number of attendees, and then search for a date. You can simply click on the date to bring up a calendar.

Vhen?				-	-		
	Se	elect ye	our eve	ent dat	tes		
<		Jan 2023					
s	м	т	w	т	F	s	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	

You can also search by the calendar.

\*Please note that the calendar does not true availability. The system checks for true availability once you enter dates. It might show the site is open, but it may not truly be available.



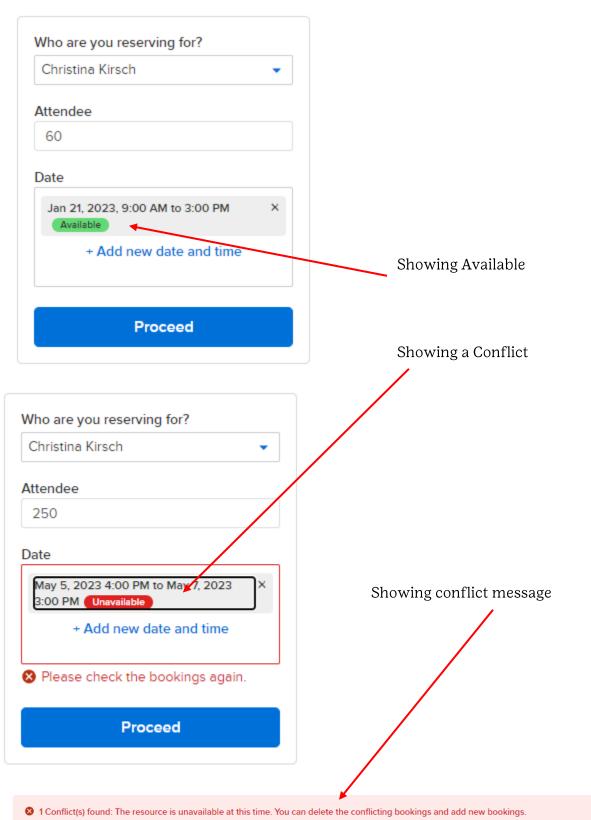
Availab	oility cale	endar			Today 🔇	Jan 2023 🔉	
S	м	т	w	т	F	S	
1	2		4 9:00 AM - 3:00 PM	5 9:00 AM - 3:00 PM	6 9:00 AM - 3:00 PM	7 9:00 AM - 3:00 PM	Blue means possibility of
8 9:00 AM - 3:00 PM	9 9:00 AM - 3:00 PM	10 9:00 AM - 3:00 PM	11 9:00 AM - 3:00 PM	12 9:00 AM - 3:00 PM	13 9:00 AM - 3:00 PM	14	availability. If you see the dat that has no times, it means th site is not available.
15 9:00 AM - 3:00 PM	16 9:00 AM - 3:00 PM	17 9:00 AM - 3:00 PM	18 9:00 AM - 3:00 PM	19 9:00 AM - 3:00 PM	20 9:00 AM - 3:00 PM	21 9:00 AM - 3:00 PM	
22 9:00 AM - 2:00 PM	23 9:00 AM - 2:00 PM	24 9:00 AM -	25 9:00 AM -	26 9:00 AM - 2:00 PM	27 9:00 AM -	28 9:00 AM - 2:00 PM	

Select the date you want and click apply. We are using day use for this example and day use times for all sites is 9 am-3 pm.

<		Jan 2023					
S	М	т	W	т	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
ime s	ots	N DM V				_	
Search	1		to 3:00 F	РМ			

Once you click apply the system will come back with either available or with a conflict. When a conflict comes up it means that the site is not available, and you should look for a new date.





×



Once you have your date click on proceed.

Christina Kirsch	,
Attendee	
16	
Date	
Feb 25, 2023, 9:00 AM to 3:00 PM Available	,
+ Add new date and time	
Proceed	+

Fill out the information in the reservation form accordingly. The best practice for Event Name should be your troop number, service unit name-camporee or event name, or service unit-VLDC. Under event type select the option in the drop down.

## **Reservation form**

Required fields are marked \*

Event details

Who are you reserving for? \*

Christina Kirsch
Event Name
Event name \*

Troop 1234
Event type \*

General Reservation - Camp Dean

### Fill out all the custom questions:

Custom questions	
What Grade Level is Your Troop?	
	~
Emergency Contact Name	
Emergency Contact Day Phone	



Under waiver and information, you will need to check the boxes that you have read the facility agreement and camp confirmation. This is important information you will need. Click on attachment to download the agreement and camp confirmation packet. The troop roster information is required at check in, and you must download and save the agreement and confirmation packet. After you have completed that you must sign that you read the documents.

## Waiver and information

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

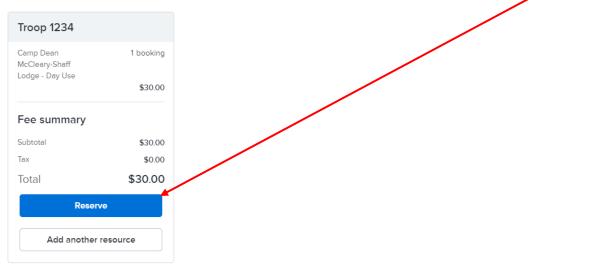
- 🔰 \* I have read and agree to Camp Dean Confirmation ( 🗅 Attachment ).
  - \* I have read and agree to Facility Agreement ( 🗅 Attachment).



Please read the waivers and check any checkboxes first

You can also insert a signature image from local file. Upload signature File size must not exceed 50 kB. Only gif, jpg, jpeg, png and bmp image files are supported.

When you have completed the waiver and information you can then click on the reserve button.





Once you click on reserve your shopping cart will appear. You can now click on check out.

# **Shopping Cart**

Christina Kirsch CK 1 item, \$30	.00 in total.	Order Summary	\$30.00
		Payment from Account	-\$1.00
Troop 1234	\$30.00 🗸	Due Now	\$29.00
RESERVATION			+
1 Resource(s): Camp Dean McCleary-Shaff Lodge - Day Use		Check Out	
Number of booking(s): 1	<b>8</b> 🖄		

At checkout you will enter your credit card information first. You do have the option to store your credit card for future use. Once you put in your credit card information you can then click on pay.

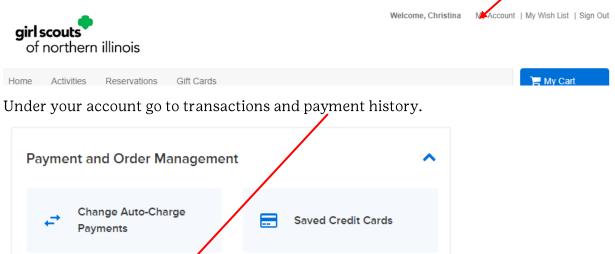
	Order Summary	
Payment Information	Subtotal	\$30.00
Payment Method	Payment from Account	-\$1.00
ACT* GSNI or Active Network will show up on your credit card statement for his payment.	Due Now	\$29.00
Ne accept the following card types:	Gift Card	Apply
	Pay	

Once you clicked on pay your credit card will be charged for the fee, and confirmation page will be displayed. You can view a printable receipt from this area as well.

Confirmation
You will receive a confirmation email shortly. View printable receipt 🖉
Receipt Summary



To see your receipt and transactions for any purchases you can go to my account.



Payme	ent and Order Manageme	nt	^
÷	Change Auto-Charge Payments		Saved Credit Cards
()	Transaction and Payment History	0	Account Payment Details

Once you click on transaction and payment history look for your reservation. It is important to click on the permit # to get permit detailed information. If you need a payment receipt, then click on the blue number next to no.

Reservations		
Reservation	\$300.00	
No. 3000612.001		Permit Number
Permit: R580	View checklist item(s)	
3232		
Cot 13, 2022 7:55 PM ▲ Christina Kirsch		Receipt Number
Reservations		

In your permit you can also find the waiver and information and the facility agreement and camp confirmation packet you signed for at the start of your reservation.

Waivers and Information A					
	WAIVER NAME 🗢		DUE DATE 🗢	FOR 🗢	
	Facility Agreement Attachment		Aug 25, 2023		
	Please see attached and downlo	bad	the form.		
	Mary Ann Beebe Center Confirmation Attachment		Aug 25, 2023		