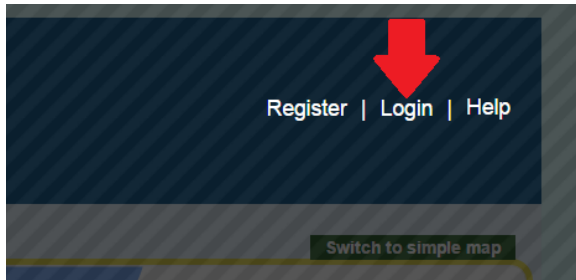
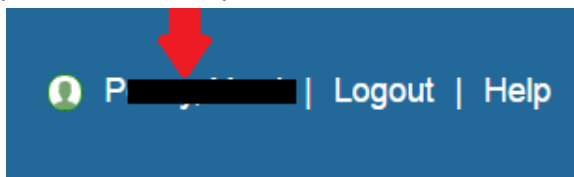


How to view and cancel reservations

1) Login to your account



2) Once you have logged in, you should see your name, next to the logout option. Click on your name to see your profile and access your reservations



3) Your profile page will list all of the reservations that you have made. They are grouped by campground

A screenshot of a user profile page. The top header is blue with the Northwest Florida State College logo on the left and a user profile icon with the name "P [redacted]" and "Logout | Help" on the right. The main content area has a green background. On the left is a user profile card with a silhouette, contact information, and buttons for "Change", "Edit Info", and "Change Password". Below the card are two buttons: "Make a Reservation »" and "Select another campground". On the right is a list of reservations grouped by campground. The list items are: Blue Spring (7), Boynton Landing (1), Christoff (1), Cotton Landing (1), Devil's Hole (3), Longleaf (4), Mystic Springs (1), Mystic Springs Ramp (3), Otto Hill (25), Pine Ridge Equestrian Trail (10), Rattlesnake Lake North (2), Rattlesnake Lake South (2), Sparkleberry Pond (2), Whitewater Lake (2), and Williams Lake (3). Each item has a right-pointing arrow.

To view reservation, expand the campground where you will be staying

Pine Ridge Equestrian Trail (10)					
	Code	Dates	Site(s)	Total	Balance
	37791963	08/14/2016 - 08/18/2016	Site 1	\$0.00	\$0.00
	<input checked="" type="checkbox"/> Confirmed and Paid		<input checked="" type="checkbox"/> Resend Email	<input type="button" value="! Cancel"/>	<input type="button" value="📄"/>

If your site has a gate code, you can click on the invoice button to view the gate code

Pine Ridge Equestrian Trail (10)					
	Code	Dates	Site(s)	Total	
	37791963	08/14/2016 - 08/18/2016	Site 1	\$0.00	
	<input checked="" type="checkbox"/> Confirmed and Paid		<input checked="" type="checkbox"/> Resend Email	<input type="button" value="! Cancel"/>	<input checked="" type="button" value="📄"/>

Invoice Details

Reservation

Please make note of this code. You will need it to enter the camp site. Gate Code = XXXXXXXXXX

- 4) To cancel reservation, click on the cancel button and confirm the cancellation

Cancel Reservation ×

Cancellation Reason

*