

A reservation can be made for up to seven (7) nights. No more than two (2) reservations can be booked at a time or in a 30 day period, and reservations cannot be back-to-back.

Check-in is at or after 3:00 p.m. and Check-out is by 1:00 p.m.

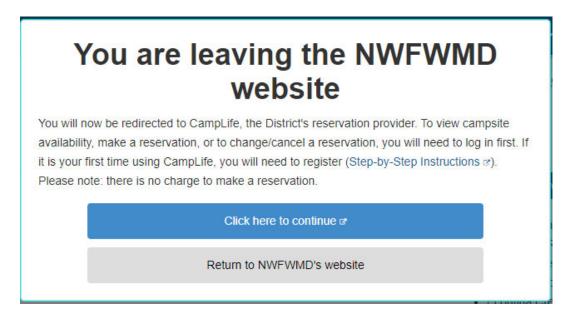
## How to make a camping reservation

- 1) The reservation system works best in Google Chrome but will also work in Firefox. For those who have Windows 10, it will also work in the Edge browser. This system will not work in Internet Explorer or Safari (the default browser on Apple products). If you have an iPhone, you should download the Google Chrome browser to your phone for using this system.
- 2) Using one of the browsers referenced above, go to <u>http://nwfwater.com</u>, click on **"Recreation"** found in the middle of the Northwest Florida Water Management home page.
- 3) Once you are on the **"Recreation"** page, scroll below the District Recreation map where you will find two different options for making your reservation.

<u>First Option</u>: If you know where you would like to camp, click on the link **"Camping Reservation System"** found on the left side of the page below the map.

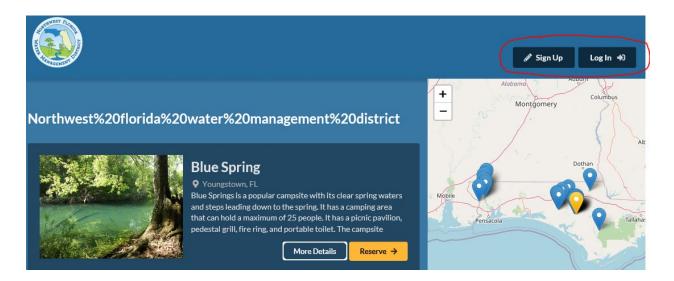
<u>Second Option:</u> If you are not sure where you want to camp, you can review information under **"Recreation by Area,"** found on the right side of the page below the map. With this option you will need to click on the Water Management Area (WMA) at which you would like to camp. After you have clicked on the WMA, you will be able to view photos and site diagrams for the different individual sites available. Once you click on the individual "Recreation Site" by **name** and camping is available, you can make your reservation by clicking on **"Reserve a Site,"** found on the left side of the page, as shown below:

- Reserve A Site
- Recreation Activities Matrix
- Site Diagram @
- 4) When you click on the link "Camping Reservation System" or "Reserve a Site" from one of the two reservation options referenced above, you will receive a pop-up box (shown below) telling you that you are leaving our website. You will then need to click into the blue box to continue.



5) This will take you to a page that lists all the District campsites as shown below or the individual recreation site you have chosen. At the top of the page you will see a "Sign Up" or "Log In" button:

🖋 Sign Up	Log In 🔿



If this is your first-time camping on District lands, <u>you must sign up and</u> <u>then log in before the calendar will work for you</u>. Once you have signed up and created your profile, you will not have to do this again to make other reservations.

🖋 Sign Up	
First Name Las	t Name
Email Address	
Enter a Password	
8 characters or more This site is protected by reCAPTCHA and and <u>Terms of Service</u> apply.	d the Google <u>Privacy Policy</u>
	→ Sign Up

You will create your password from this page. <u>Passwords are case</u> <u>sensitive, so you need to remember how you typed it in from this page</u>.

6) Once you have signed up, you can log in. If you forget your password, you can reset it by clicking on the "Reset Password" button. When you reset your password, an email will be sent to you with reset instructions.

<b>5</b> 31			
Email /	Address (or User Name)		
Passwe	ord		
P			
	S Reset Password	Log In	•0

7) When you are logged in you will notice that your name will appear at the top of the page.



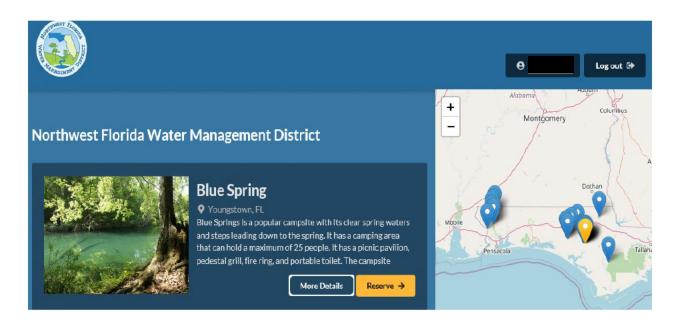
If you click on your name, it will take you to your "Guest Profile" page.

Below is what your "Guest Profile" page will look like.

	e Log out G
Guest Profile	Reservations
Edit	Reservation 89622476 Made on Tue Dec 15, 2020       Image: Constraint of the con
✓ Addresses +	Invoice 9316160 Invoice for Reservation 89622476

On the "Guest Profile" page you can view your account information and any reservations you have made. Reservations made will be found on the right side of the page.

If you want to make a new reservation from the "Guest Profile" page, please arrow back at the top of the page to the list of reservable campsites page as shown below).



8) **Once you have logged in**, you can click on the desired campsite location by clicking on the "More Details or Reserve" button. This will take you to the next page.



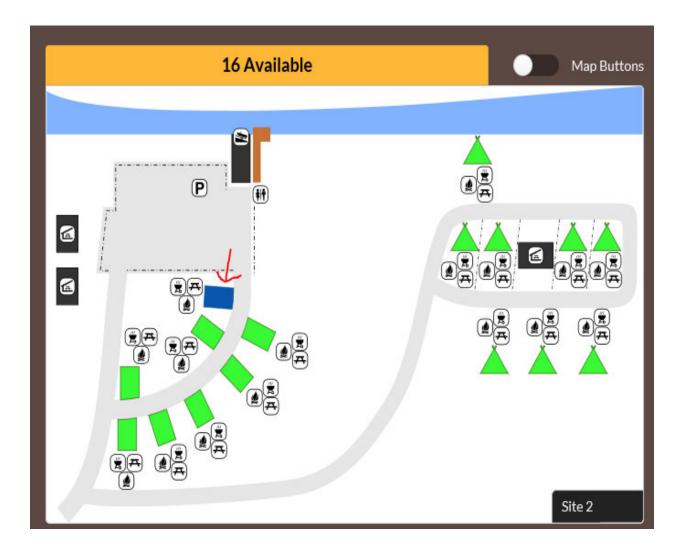
9) On the next page you will see a "Check Availability" button, photos, a description, and Google map. Click on the "Check Availability" button. This button takes you to page "1 Site Details" where you can make a reservation for that site. See below.



See "1 Site Details" Page Below:

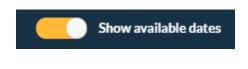
- <b>T</b> - Can	npLife		Sign Up Log In +)
		A Dead River Landing	
1 Site Det Dates/Sit	t <b>ails</b> te / Equipment		3 Payment Details Address / Phone / Payment
Arrival	Departure	0 Available	Map Buttons
Equipment	El Select Site		
<ul> <li>Amenities</li> <li>Fire Ring</li> <li>Picnic Table</li> </ul>	Grill	Select site	\$0.00
り Reset Filte	rs Q Select Site	← Back	Continue →

- 10) Complete the information requested in the filters to the left.
- 11) On the site diagram, if making a reservation on a computer, when you put your cursor on a <u>green</u> campsite (available sites), at the bottom right corner of the site diagram, the campsite number will appear. When you click on a campsite, the campsite will turn blue and a gray box will appear where the filter screen was. See the below two diagrams:



-A- Cam	oLife		Sign Up
		🕋 Dead River Landing	
1 Site Details Dates / Site / E		2 Reservation Details Name/Add-Ons	3 Payment Details Address / Phone / Payment
Arrival	Departure	0 Available	Map Buttons
Filters Selected Site Site 2 - Unavailable	E Select Site		E
Site is unavailable for the second seco	Show available dates	Site 2	\$0.00
<ul> <li>↔ 50ft long 50ft wide</li> <li>♦ Fire Ring Grill Picn</li> </ul>	ic Table	← Back	Continue →

12) On the Site Details reservation page below the gray box, you will see **"Show Available Dates."** Click on the white button and slide it to the right and the calendar will appear. <u>The dates highlighted in green on the calendar are the dates that are available for that campsite.</u>



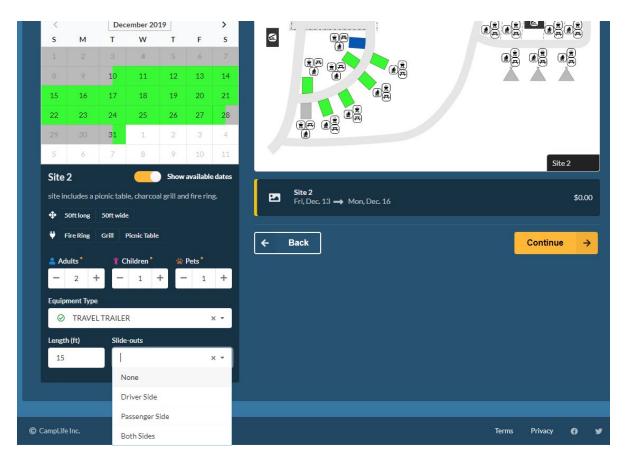
## See "1 Site Details" Page Below:

		Site Deta Dates / Site												
Arrival	I Departure						0 Available							
			Ê											
	<b>T</b> Filt	ers		🛃 Se	lect Site			X						
Selecte	ed Site													
$\odot$	Site 2 -	Unavailat	ole		8	× •	P							
<		Dec	ember 20	19		>	<b>a</b>							
s	м	т	w	т	F	5								
1			4			7		ea ea						
8		10	11	12	13	14								
15	16	17	18	19	20	21								
22	23	24	25	26	27	28								
29 5	30 6	31 7	1	2	3	4								
	0		0	9	10	- 11		Site 2						
O Si	ite is una	vailable f	or the sele	ected dat	es.		_							
Site 2	2			Show	available	e dates	Site 2	\$0.00						
site inc	cludes a p	picnic tab	le, charco	al grill an	d fire rin	g.	0 Unavailable	for selected dates						
<b>\$</b> 5	Oft long	50ft wide												
₩ Fi	ire Ring	Grill	Picnic Table	e i			← Back	Continue →						

13) The available dates are highlighted in green. Next you will click on the arrival button shown at the top of the site details page. A calendar pops up when you are selecting your dates. Click into this calendar for your arrival date and your departure date.

Arriva	ıl				Dep	Departure				Arrival				Depa	rture											
Ē	12-13	3-2019	9		ē	<b></b>				iii 12-13-2019									iii 12-16-2019							
C December 2019			2019						<b>T</b> Filters				<	December 2019				>								
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1	2	3	4	5	6	7				$\odot$	Site 2				9	10	11	12	13	14						
8	9	10	11	12	13	14			× •																	
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15	16	17	18	19	20	21			>	s	м	т	v	22	23	24	25	26	27	28						
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29	30	31	1	2	3	4	5	6	7	8	9	10	1	5	6	7	8	9	10	11						
5	6	7	8	9	10	11	2	13	14	15	16	17	18	2	19	2	0	21								

14) Complete the information shown under the calendar. Notice that when you have logged in, the campsites are highlighted in green. When you select your campsite by clicking into the site, it turns blue.



15) Once you have completed page 1, click the continue button.



16) You now have 13 minutes to finish your reservation. <u>If you don't</u> <u>complete your reservation, the system will time-out and you will then</u> <u>need to go into your profile page by clicking on your name to finish your</u> <u>reservation.</u>



17) Click on the 🖸 to add your vehicle information and then click the "Continue" button.

Site 2		
Provide States	+	
No vehicles added		
	প Dead River Landing	
Site Details Dates / Site / Equipment	2 Reservation Details Name / Add-Ons	
Please finish your reservation within	Name / Email	
10 minutes	First Name* Last Name*	Email Address
Site 2	Sarah Martin	yorkles822@aol.com
Vehicles     No vehicles added	Site 2 Fri, Dec. 13 → Mon, Dec. 16	\$0.00
		Total \$0.00
	← Back	Continue →

18) When you click the "Continue" button, it will take you to the 3<sup>rd</sup> page which is the Payment Details page. <u>The District does not charge to camp</u>, <u>but you will need to insert your name</u>, address, and phone number. The District only uses this information to contact you in case of Emergency or to alert you of any campsite closures. See below.

- <b>7</b> - CampLife		🕒 Martin, Sarah 🛛 Log Out 🕪
	삼 Dead River Landing	
Site Details Dates / Site / Equipment	Reservation Details Name / Add-Ons	3 Payment Details Address / Phone / Payment
Please finish your reservation within 14 minutes	Billing Address	Address Line 2
Site 4 Fri, Dec. 13 → Tue, Dec. 17 Total \$0.00	Anytown USA City* State* Havana Florida *	Postal/Zip Code * Country * 32333 United States *
View Breakdown of Charges	Phone Number  Area Code Number  Ext.  S50  S563756  Special Requests (optional)	
	Payment Information	
	No payment due at this time	
	By clicking 'Agree & Make Reservation', you agre the CampLife <u>Terms &amp; Conditions</u> and <u>Privacy P</u>	e to the <u>Terms &amp; Conditions</u> of Dead River Landing and <u>officy</u> .
		Total: \$0.00
	← Back	Agree & Make Reservation →

Agree and make your reservation.

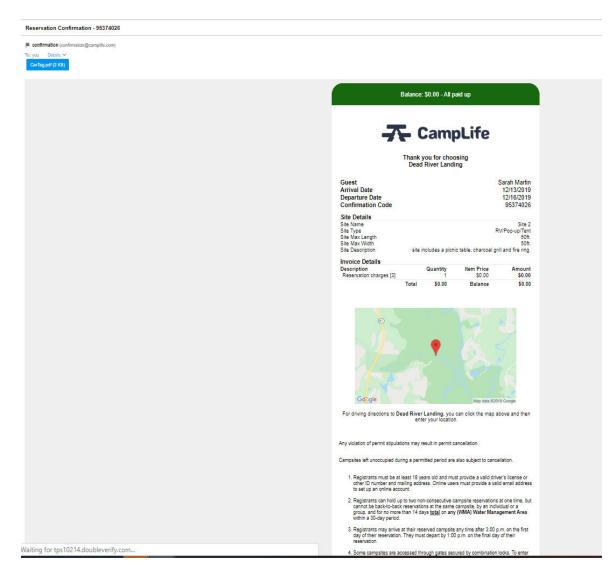


19) At the end, you will receive a confirmation code. <u>You can print this page</u> <u>and carry it with you.</u>

- <b>T</b> - CampLife	🕒 Martin, Sarah
	Confirmation You're all set!
Reservation Confirmation Site 2 Fri, Dec. 13 → Mon, Dec. 16 Total \$0.00	You're all set, Sarah. Thank you for choosing Dead River Landing! Here is your confirmation code <b>95374026</b> An email confirmation has been sent to 'yorkies822@aol.com'
	Dead River Landing - <u>Get Directions   Terms &amp; Conditions</u>

20) <u>The system will e-mail you your camping permit that you should print</u> <u>and carry with you to the campsite</u>. This will come from an e-mail address that shows <u>confirmation@camplife.com</u>. <u>This is your camping</u> <u>permit</u>. Notice you have a PDF of a car tag that you can print out also to put in the dash of your vehicle. You can take a screenshot and save it to your cell phone, but our officers prefer to see a hard copy. Under the map are the permit conditions.

_7		am	pLife		
-		ou for choo			
		River Landi			
Guest Arrival Date Departure Date Confirmation Code				Sarah Martin 12/13/2019 12/16/2019 95374026	Reservation Confirmation - 95374026
Site Details Site Name Site Type Site Max Length Site Max Width Site Description	site in	cludes a picni	F ic table, charcoal g	Site 2 RV/Pop-up/Tent 50ft. 50ft. rill and fire ring.	confirmation (confirmation@camplife.com)     To: you Details
Invoice Details					
Description Reservation charges [3]		Quantity 1	Item Price \$0.00	Amount \$0.00	CarTag.pdf (2 KB)
	Total	\$0.00	Balance	\$0.00	



## IF you camp at a gated location, the Gate Code on your permit can be found here:

Description (	Quantity	Item A Price	moun
Please make note of this code. You will need it to enter the camp site. Gate Code = 1112	1	\$0.00	\$0.00
Reservation charges [1]	1	\$0.00	\$0.00
Total	\$0.00	Balance	\$0.0

## **RESERVATIONS BY CELL PHONE:**

If you arrive at a campsite and wish to make a reservation, and you have a smart phone, you would follow the same steps. <u>You still need to use the</u> <u>Google Chrome browser which is a free download to your cell phone</u>. When using your cell phone, you will be scrolling up.

You will put in your search bar: "nwfwater.com" and click on the large bullet that reads "Recreation." This will take you to the page where you will probably see just the tip end of the map depending on your phone. Scroll up and you will see the "Camping Reservation System" link. Click into this link. Swipe left and you will see the pop-up box telling you that you are leaving our website. Click into the blue box to continue.

This will take you to the page where all the campsites are located. At the top of the screen you will see the "Sign up" and "Log In" box. If you have camped with the District before, you will just need to Log In. If you have never camped with the District you will need to Sign Up first and then Log In. Scroll up on the screen until you find the campsite you wish to camp at and follow the same steps as noted above.

Congratulations! You successfully made your reservation!

We hope you enjoy your stay while camping on the Northwest Florida Water Management District lands!