



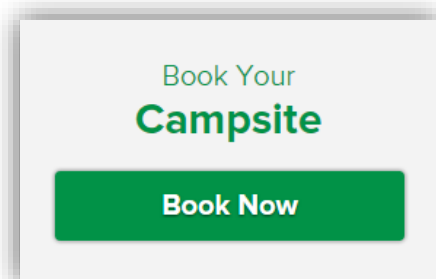
Instructions for Online Reservations

If you are having trouble with the website it could be that your personal computer firewalls and security settings are set high so it will not allow the website to process or move forward with the booking. Please lower the security settings while making a booking then change it back to high once completed. Also, those computers that are using Windows XP and Internet Explorer 9 or lower may have trouble with the website as these systems do not update and may not be capable to handle the website. Please update your computer to Internet Explorer 10 or higher.

For best results, when making reservations, and to ensure that you get the most out of your stay with us, Attons Lake Regional Park advises you to thoroughly read the Rates, Instructions, Terms & Conditions, Reservation & Cancellation Policies and Rules & Regulations before proceeding with your booking. Please see these listed at the end of this document.

NOTE:

- Once you start a reservation, you have 10 minutes to complete the reservation or the site will time out.
 - After finishing step one the dates and site will be on hold until you can complete the process.
 - For group bookings open up several tabs finishing step one to reserve sites while booking; preventing others from reserving those sites you wish to book.
- You need to have the following information for your booking:
 - Dates you want to stay.
 - Unit details/ Type info
 - Ex: motorhome, RV, trailer, van, camper, tent, etc.
 - Width / length of your unit and number of slideouts, etc.
 - Contact information (phone number, email and mailing address)
 - Credit card information.
 - Ad ons (you may optionally purchase park passes, firewood etc at time of booking)



Click on Book Your Campsite **“Book Now”**

1 STEP ONE Pick your site

2 STEP TWO Additional Info

3 STEP THREE Guest Information

4 STEP FOUR Payment

Site Type: All

Check-in Date: DD/MM/YYYY

Check-out Date: DD/MM/YYYY

Site Number: [Dropdown]

STEP ONE:

- Pick your site.
 - First Page with the interactive map. The map shows you all the sites and information about the sites.
 - In the drop down menu you will choose your type of site (ex: 15 amp or 30 amp, etc), then you will choose your Start Date (date you are arriving) and your End Date (date you are departing)
 - In dd/mm/year format.
 - The sites will be filtered by the type, your start date and end date, so then you will choose your site number from the available sites.
 - The picture below (map) may not show the full map (depending on the size), you may have to scroll down to bottom of the page to Click Next at bottom of the page.

NOTE: If you are having trouble finding an available site, there may not be any availability. Try leaving the site type as all, then enter the start and end dates; the map and list will show you all available sites for that time frame.

NOTE: Seasonal Campsites are never available for online reservations and must be handled by telephone. Should you wish to be placed on the waiting list for a seasonal site please contact the Park Office.

From February 6, 2017 to May 10, 2017, regular business days only from 1:30 PM to 4:30 PM (306) 390-7374.

After May 10, 2017 during regular business hours at (306) 398-2814





STEP TWO:

- Additional Information.
 - In the drop down menus you will choose the type of unit (ex: motorhome, 5th wheel, etc.), You will enter the length of your trailer, the width of your trailer and the number of slide outs you have on the trailer, etc (if applicable).
 - In step two you can also enter pet information (if requested) and any add ons you wish to purchase at this time; such as park passes, wood, etc.
 - Then you will click next on the bottom of the page once that is completed.



If you are a new Guest, Please, Fill this form:

First Name <input type="text"/>	Last Name <input type="text"/>
Email <input type="text"/>	Phone <input type="text"/>
Alternative Phone <input type="text"/>	Address <input type="text"/>
City <input type="text"/>	Province <input type="text"/>
Country <input type="text"/>	PostalCode <input type="text"/>

STEP THREE:

- Guest Information.
 - The first time you make reservations you will have to enter all your contact information.
 - Every other time you can login with your user name (email address) and password.
 - Click Next at the bottom of the page.

NOTE: You will receive an error message if you try to create a new Guest with an email that already exists in the system (no need to leave the booking, just open it in a new tab to reset the password). If you forgot your password, hit the link “Forgot Your Password?” and it will redirect you to enter your email address.

Login

Forgot Password

Email address

1 STEP ONE
Pick your site

2 STEP TWO
Additional Info

3 STEP THREE
Guest Information

4 STEP FOUR
Payment

- Payment Information.

- This is where you will enter your payment information and billing information.
- If your billing information is the same as your Guest information mark the box next to “Same as Guest” and all your information should appear under Billing Information.
- Enter your Payment Information including Credit Card Type (MC, Visa), Credit Card Number, Security Code (last 3 digits on the back of the card) and the Name on the Credit Card.
- Then you Read and Accept the Terms & Conditions, Privacy Policy, Cancellation & Refund Policies and Park Rules by checking the Box.
 - Then click Book.

The screenshot shows a payment form with two main sections: Card Information and Billing Information. The Card Information section includes fields for Site Type, Select card type (with Visa and Mastercard logos), Card Number, Security Code (with a Discover logo), Expiration Date, Cardholder Name, and Phone. The Billing Information section includes a checkbox for 'Use same as Guest', Address Line 1, Address Line 2, City, Country, Province, and Postal Code.

The screenshot shows a checkbox for 'I have read and agree to the Terms & Conditions, Privacy Policy, Cancellation & Refund Policies and Park Rules.' Below the checkbox are three buttons: Cancel, Back, and Book.

- It will process and give you confirmation of your booking as well as send you an email confirmation and receipt.
 - Please check your junk folder if you do not receive this email in your Inbox.
- **NOTE:** Billing and payment information must match.
 - Ex: Province or Country may need to be spelt by full name vs. abbreviation.
 - Postal code can be no longer than 6 characters with NO spaces allowed (Ex: S0K3A0).

NOTE:


- While booking a site, there is a 10 minute time limit while entering information as the site and dates are held for these 10 minutes while you are booking it.
- You will pay for the site in full at the time of the booking.
- If there are any problems/mistakes while in the booking process look for **RED** to indicate where the mistakes are, or what is missing.
 - If you have any major issues while booking please email at attonslakeregionalpark@gmail.com. This email is monitored on weekdays only during regular business hours.
 - Alternatively you may email at attonslaketollbooth@outlook.com. This email will be monitored only when the onsite park office is manned (seasonally). For 2017 this will be after May 10, 2017 during the regular business hours of the Park Office.
- To change your password, hover on your name in the upper right hand side of the page and then click on change password to edit your information/change password.

- If a site will not allow reservations, could be for multiple reasons.
 - The site could be already booked, not rented for the length of time you are requesting, not available for online bookings or not available for reservation.

TO MAKE CHANGES/ EDIT A CONFIRMED RESERVATION:

If you want to change your confirmed reservation, such as date of arrival, date of departure or change sites, there may be a penalty which you will incur. Please see the **Refund Policies** for more information.

Please follow the instructions below.

1. Log In with your User Name and Password.
2. The page will display all your confirmed reservations, find the reservation you want to make changes to and click on the Pencil Icon to the right of the particular reservation. 
3. The Editing process takes you through the booking process again, so you can change the arrival or departure date with the drop down menus, or the site number with the drop down menu (all on the first page), then click on the Next button at bottom of page. This will take you to the trailer unit details if you want to change this information you can do so or you can click on the Next button at bottom of page.
4. The final page will give you the details of the changes you made. It will give you the refund/payment details. You will choose a method of payment for the refund/payment, accept Terms & Conditions, then click on the Save Button to confirm your changes. This will process the refund/payment and confirm your changes.

NOTE: At anytime during the editing process you can click on the Cancel button to stop making changes. This will take you back to your home page of your confirmed reservations.

TO CANCEL A CONFIRMED RESERVATION

If you want to cancel your confirmed reservation completely, there may be a penalty which you will incur. Please see the **Refund Policies** for more information.

1. Log In using your User Name and Password
2. This page will display all your confirmed reservations, please find the one you would like to cancel and click on the **X** icon to the right of the reservation you want to cancel.
3. This will take you directly to the final page, give you details of the refund amounts, you need to choose a payment method for the refund, accept Terms & Conditions and then click on Cancel Booking. This will process the refund and cancel your reservation completely.

NOTE: At anytime during this process, you decide you do not want to cancel your reservation, please click on the Cancel button at bottom of page and it will take you back to the page of your confirmed reservations.

Attons Lake Regional Park - Rates, Rules, Regulations, Terms & Conditions

Rates

Camping Fees (weekly rates are for 7 night stays)

30 AMP with or without water

Nightly \$ 35.00

Weekly \$210.00

15/20 AMP with or without water

Nightly \$ 29.00

Weekly \$174.00

Water – No Power

Nightly \$ 21.00

Weekly \$126.00

Non-Serviced Sites

Nightly \$19.00

Weekly \$114.00

Second Unit per Site (Available by telephone only at the discretion of the Reservation Manager)

Nightly \$14.00

Weekly \$84.00

Seasonal Sites (Available by contract only. Please contact the Park directly to be placed on the waiting list).

May 15th – September 4th (306) 398-2814 Off Season: (306) 390-7374

All vehicles in the park must display a Park Pass:

Daily Pass \$8.00

Weekend / 3Day \$15.00

Weekly Pass \$25.00

Season Sticker \$45.00 - Good for all Saskatchewan Regional Parks for this year.

Fire Wood:

Armload: \$5.00 – 8 Sticks

\$10.00 – 16 Sticks

Gatorload: \$50.00

You will have to read & accept the Terms & Conditions, Privacy Policy, Cancellation and Refund Policies and Park Rules by Checking the BOX then Clicking BOOK.

It will process and give you confirmation of your booking as well as send you an email confirmation and receipt. Please check your email junk folder if you do not receive this email in your Inbox.

PLEASE REMEMBER:

While booking a site there is a 10 minute time limit while entering information as the site and dates are held for these 10 minutes while you are completing your reservation.

You will **pay in full** for the site at the time of the booking so be sure to have all of your information at hand.

If a system will not allow you to book the site you have chosen, it could be that the site is not available for some or all of the days that you have chosen, or that it does not meet the size criteria for your trailer, or it is a site that is not available for on-line reservations for one reason or another.

Terms & Conditions

Attons Lake Regional Park

Policies:

1. Check out time is 12:00 PM (noon). Check in time is 2:00 PM.
2. Persons must be at least 19 years of age to reserve and/or occupy a site without adult supervision.
3. Full payment is required at the time of placing a reservation regardless of the length of the stay. Master Card or VISA will be required.
4. Campers will be able to reserve only 1 site per online session.
5. Camping season is May 11th to October 11th, 2017.
6. All vehicles entering the park must display an appropriate park pass. These can be purchased at booking and obtained at time of arrival. You must present your receipt for this.
 - Daily Pass \$8.00
 - Weekend / 3Day \$15.00
 - Weekly Pass \$25.00
 - Season Sticker \$45.00

Reservation Cancellations & Refunds

Refunds are not granted for an eviction, vacating your site early, inclement weather, wildlife, insects, quality of lake water, air quality, fire bans, car troubles or getting lost on your way to the Park. If you are going to be late arriving, it is your responsibility to advise the Park Office of such. (306) 398-2814.

Refunds for cancellations will be granted under the following conditions only. The notice period is considered to be that period of time immediately previous to check in time (2:00 PM) on your scheduled arrival date.

- For bookings of one week in length, or less, 48 hrs notice or forfeit of 1 nights fee.
- For bookings in excess of one week but less than one month, 7 days notice or forfeit of 1 weeks camping fee.
- For bookings in excess of one month, 14 days notice or forfeit of 2 weeks camping fees.
- Absolutely NO refunds will be given for cancellations that occur for stays booked on long weekends in July & August, regardless of the notice given.

Park & Campground Rules & Regulations

1. Motorized water craft are not allowed on the lake on weekends in June, July and August.
2. Every vehicle that enters the park must have a Regional Park Pass, Daily, Weekly, 3 Day pass or Season Sticker. That pass must be displayed in clear view for park attendants to see.
3. Reserved sites will be held until noon of the day after scheduled arrival. If you anticipate arriving later than your scheduled arrival you are advised to be in contact with the Park Office at (306) 398-2814. If you are a no show after 12:00 noon on the day after your scheduled arrival, and the Park Office Staff has not heard from you, your site will be forfeited and open to reservations once again. This is regardless to the length of your intended stay. All fees paid in anticipation of your stay will be forfeited as well.
4. All campers are required to check in upon arrival. Please pull over at the Park Gate and proceed into the office, with your receipt and driver's license. Arrivals that occur after office hours should proceed to their site. Campers arriving after hours are requested to visit the Park Office to check in as soon as possible the very next morning after their arrival.
5. Reservations made by telephone, that do not provide a valid credit card for booking, will require a security deposit of \$100.00 to be provided at check in. This is in addition to the camping fees.
6. Day visitors are welcome to use the picnic sites near the playground and main beach. Campsites are for the use of overnight guests only.
7. Pets: We welcome our four legged friends, however we do aim to make every visitor's experience as enjoyable as possible. Therefore we do maintain the following regulations:
 - Pets are limited to 2 per campsite and must remain on leash, in a kennel, or in your camping unit at all times.
 - Pets are never allowed at large around the Park.
 - Pets are not allowed in the playground areas, on any beach around the lake or on the golf course.
 - Please clean up after your pet.
 - Noisy or aggressive pets will be required to be removed permanently from the park. This is at the discretion of any authorized Park Personnel.

8. Open fires are not allowed. Fires must be contained in the fire pits provided or in an approved apparatus. By approved, we mean Attons Lake Regional Park approved. Bring your own apparatus if you like, but you may be required to not use it.
9. Fire bans. Attons Lake Regional Park reserves the right to place fire bans on the entirety of the park with no notice whatsoever.
10. No cutting of trees or shrubs.
11. Attons Lake Regional Park takes no responsibility for the safety of your camping supplies and various belongings. Please ensure that your belongings are properly secured when they are not under your immediate supervision.
12. Water craft are not allowed in the swimming area.
13. Fishing is not allowed off-shore at the Main Beach.
14. Golf carts are permissible for transportation around the park. HOWEVER the operator must be in possession of a valid driver's license. Golf cart operators must obey the rules of the road, the same as apply to any vehicle. This will involve RCMP enforcement if necessary.
15. ATV use is banned within the Park and in the area surrounding nearby Bushy Lake.
16. Bushy Lake is a day use area only. Overnight stays at Bushy Lake are prohibited. Allowable usage of the Bushy Lake area is posted at the entrance to that area and is expected to be adhered to the same as any other Park regulation.
17. Open liquor is prohibited in all public areas. Liquor is permitted at your campsite and in licensed venues only. This will involve RCMP enforcement if necessary.
18. An alcohol ban will be in effect for the May long weekend.
19. Vandalism, rowdiness or verbal abuse will not be tolerated on the Park premises. This will involve RCMP enforcement if necessary and could result in eviction from the Park.
20. Refunds are not granted for an eviction, vacating your site early, inclement weather, wildlife, insects, quality of lake water, air quality, fire bans, car troubles or getting lost on your way to the Park. If you are going to be late arriving, it is your responsibility to advise the Park Office of such. (306) 398-2814.
21. Letting go of effluent or grey water on the ground is a fineable offense under the Litter Control Act. This will be enforced.
22. Attons Lake Regional Park reserves the right to refuse service or to evict customers who do not follow the rules and regulations of Attons Lake Regional Park.

Attons Lake Regional Park Authority reserves the right to add and/or amend rates, rules, regulation and term & conditions at any time and as they may deem necessary.