

HOW TO BOOK ONLINE

We are now accepting **ONLINE RESERVATIONS!** For your convenience you can now access our reservation system online at <https://reservations.huzzahvalley.com/>

WHAT YOU CAN DO WITH OUR ONLINE RESERVATION SYSTEM:

- You will have access to book new reservations and make payments toward current reservations
- Like where you stayed the year before but can't remember? You can now access your previous reservations to find out what campsites and/or lodging units you stayed at in the past.
- Edit current vehicle information, add new vehicles, and remove vehicles
- You can invite your family and friends to join your reservations.

WHAT DO I DO TO GET STARTED?

- Go to our Online Reservation system- Here you will be asked to Login
- Click: Don't have an online account? Register for free!

GUEST REGISTRATION

- If you have ever been a guest at Huzzah Valley Resort, inquired about reservations or pricing, submitted a form at one of our Boat or Sports Shows, received confirmations or newsletters etc, you **Must** use the associated email address in order to view old reservations, edit vehicle information, etc.
- Enter your most recent contact information as you create your profile
- Click Submit at the bottom of the page
- Once you submit; you will get an email from Huzzah Valley Resort –Online Account Registration to verify your account. (If you do not see the email in your **Inbox** be sure to check your **Spam** folder.) Once you have opened up the email click the link to confirm. You will then be directed back to our online reservation system.
- To get started on making future reservations, editing, or looking at previous reservations simply click **Login** at the top of the page.

HOW DO YOU CREATE A NEW RESERVATION?

- Once you have logged in you will click: **CREATE A NEW RESERVATION**
- After the reservation has been created successfully click: **RETURN TO RESERVATIONS**

MY RESERVATIONS

- There are 3 MAIN CHOICES: **1. Reservations**, **2. Members**, and **3. Vehicles**

#1 RESERVATIONS:

- Click on **Add Activity**: This will allow you to choose from one of our services- Camping, Floating, Lodging, and Catering
- After you have selected the activity follow the prompts until you have completed the reservation.
- On the final step you have the option to **Abort Changes, Submit Inquiry, or Submit Reservation.**
- Before you can Submit Inquiry or Submit Reservation you must click: **I agree to the Terms of Service.**
 - ** This will also be where you will enter a **Promo Code** if you have one to apply to the activity.
- **ABORT CHANGES**
 - **If you choose to edit a reservation, get to the final step and decide to keep the reservation as it was click this button to go back to original reservation.

- **SUBMIT INQUIRY**
**Clicking Submit Inquiry will save the information you have inquired about including the dates, float trips, campsites, lodging units, etc.
- **SUBMIT RESERVATION**
If you are satisfied with the reservation you have created click the submit reservation. Once you have chosen to submit your reservation you will be taken back to the **Main Reservation Screen
- Now that you have returned to the **Main Reservation Screen** you can see the reservation you have just created. You still have the option from this screen to edit the reservation or cancel if you need to.
- **PAYMENT**
- Once you are finished editing your reservation and are satisfied you can now click make payment.
- The **Make a Payment** screen will appear where you put in your card information. Once that is complete click on **I agree to the Terms of Service** and lastly click: **Validate Payment Information**.
** You must make a payment before exiting the reservation system. If there is no payment made then the reservation will be cancelled.
- **CONFIRMATION**
- Now that the payment has been made and your reservation is in place don't forget to click **Send Confirmation**. An email will be sent to you for your records.

#2 MEMBERS:

- Remember to add your family and friends to your reservation.
- First make a Family and Friends List-Click on **My Profile** at the top of the page and use the drop down list to select **Family and Friend Members**. Click **Add New Member**. Fill in the required boxes and click Submit. Add as many as you would like to your list.
- There are two ways to invite your family and friends to your reservation 1. Add New Member or 2. Import Member.
- **#1 Add New Member**
- Click Add New Member to invite a friend or family member who has never been on a reservation with you or someone who is **Not** on your Family and Friends List. An **Add Member** screen will appear. Fill in the required boxes and click Submit.
- **#2 Import Member**
- Click **Import Member** to invite someone who is on your **Family and Friends List** or has previously been on a reservation with you. ** Fill in the required boxes and click **Import Selected Members**.

#3 Vehicles

- First you must click on **My Profile** at the top of the page and use the drop down list to select **My Vehicles**. From here you can edit your vehicles, delete your old vehicles, or add new ones.
- Click **Add New Vehicle** for any vehicles that will be parked at Huzzah Valley during your reservation that are not in the system. Fill in the required boxes and click Submit.
- If you have a vehicle that has already been registered. Then simply click **Import Vehicle**. Fill in the required boxes and click **Select Imported Vehicles**.