

Let's Go Fishing Organization Instructions

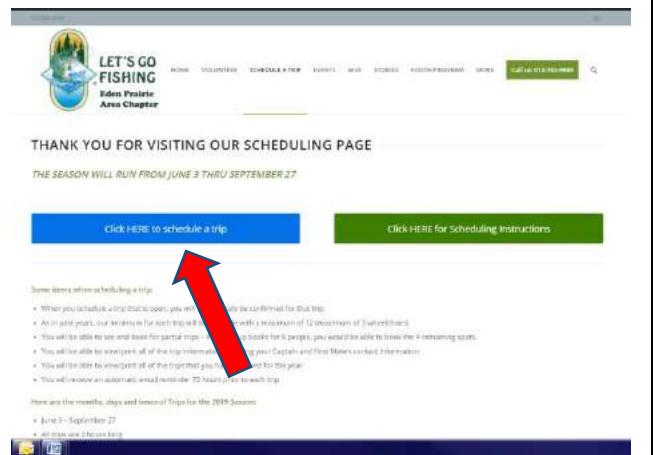
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- Go to the Eden Prairie Let's Go Fishing home page – www.edenprairie.lgfws.com
- Select **Schedule a Trip**



- All information about scheduling a trip can be found here
- PLEASE NOTE: Links to the required 2 trip forms can be found at the bottom of the page in the "Required for Trip" section
- There are 2 links near the top:
 - Accessing the Scheduling system
 - Instructions for using the scheduling system
- Click on the link to access the Scheduling System



Let's Go Fishing Organization Instructions

- For a 1st time user: click **Register**
- If you have already registered your organization and have a password: click **Login** & go to Page 4



REGISTERING YOUR ORGANIZATION AND INDIVIDUAL INFORMATION

For 1st time registration for your organization, you will be:

- 1) Registering your organization information (this is done only 1 time, ever) and
- 2) Registering your information which includes username (your email address) and password.

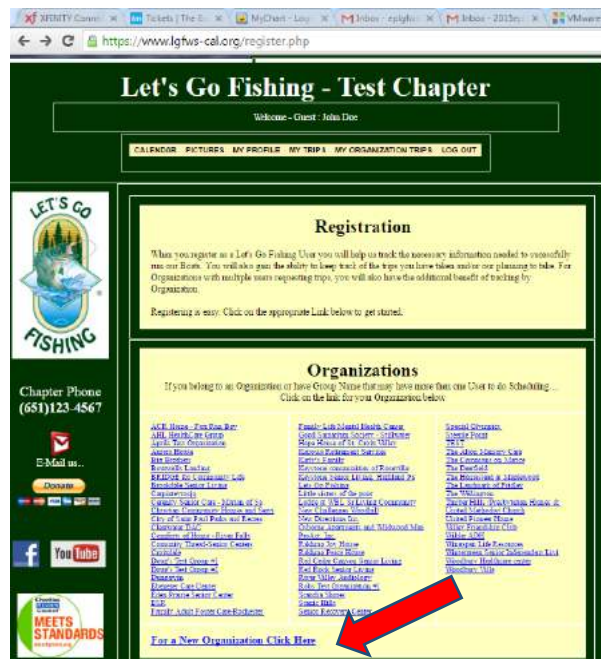
Step 1: Click on **Register** (near the top of the screen)

Step 2: Select: **For a New Organization Click Here**

OR

If your organization has already been registered and you are a new user, then Select: **Your Organizations Name from the list**

Please Note: if there are multiple schedulers from the same facility (i.e. different departments), then each scheduler would register with their email & password.



Let's Go Fishing Organization Instructions

Enter in your:

1. Organizations information
2. Your Individuals information. (your password must be at least 6 characters long and can be letters, numbers, and characters).

The Contact Phone # is the number the Captain will call in the event the trip is cancelled due to weather (should be the individual's cell phone #).

Click: **Submit, Thank You!**

LOGGING INTO THE SYSTEM

Click **Login**

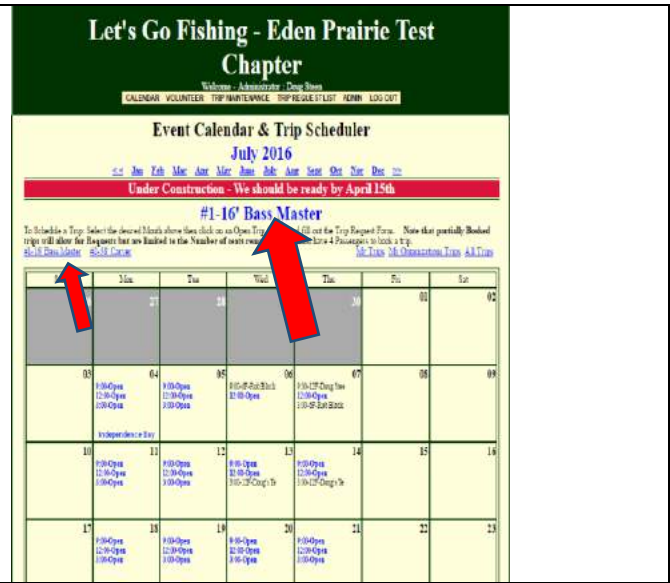
- Enter your email address
- Enter your password
- Select **Guest**
- Click **Submit**

Let's Go Fishing Organization Instructions

A Calendar will display of all trips, both booked and open trips (for Groups to book).

If your Let's Go Fishing Chapter has more than 1 boat, the boat's calendar that is being displayed is identified by the big red arrow.

To view the other boats calendar, click where the small red arrow is.

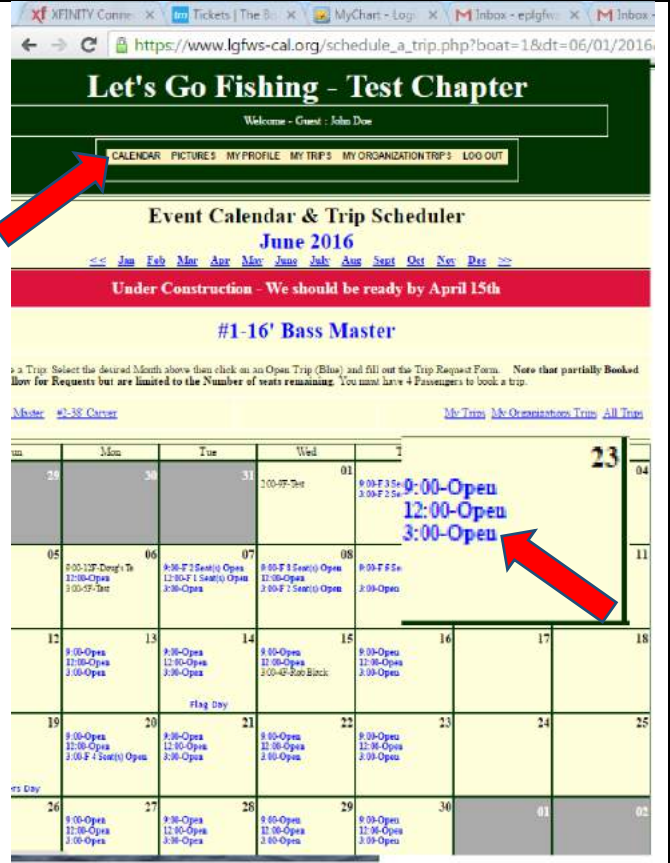


BOOKING A TRIP

Your organization and your user id and password are now live in the system. You are now ready to schedule a trip.

Click on Calendar (on the top menu)

To schedule a trip, click on any trip that is highlighted in blue that displays: [Open](#)



There are 4 items to enter:

1. Select the trip type (fishing or boating)
2. The # of Guests and # of staff attending (Guests + Staff cannot be greater than 12)
3. The # of Wheelchairs (be sure and check the box if there is an electric wheelchair)
4. Enter the # of passengers that will be fishing
5. The # of Veterans
6. (Optional) if someone other than yourself will be the staff member going on the trip and in charge of the guests, please enter in their Contact info, email, and cell phone.

Click the **Submit, Thank You**

Let's Go Fishing - Test Chapter
 Welcome - Coast - Main Street
 CALENDAR PICTURES MY PROFILE MY TRIPS MY ORGANIZATION TRIPS LOG OUT

Schedule a Trip
 Please fill out form with necessary information and click the submit button below

Organization/Group Name:
 Contact Name:
 Phone Number: (optional)
 E-Mail Address:
 Boat / Lake:
 Trip Date Requested: (mm/dd/yyyy)
(Check less than 2 weeks not to be accepted for Fishing & Boat Only)
 Trip Time Requested: (hh:mm)
 Trip Type: Fishing Boating Only - Excursion
 Enter in the Number of Guests Attending:
 Enter in the Number of Staff Attending:
 How many in the group will be fishing:
Note: The Total number of combined Passengers allowed is 12. There are currently 12 seats open. Also trips with less than 6 Passengers will not be accepted unless they are combined with another group.
 How many Wheelchairs will be needed on board? None One Three (Max Allowed Amount)
 Veterans
 How Many Guests are Veterans:
**** Day of Trip Contact Info**
 Contact Name: (staff name as above)
 Contact Phone: (staff name as above)
 Contact Email: (staff name as above)
 Additional information:

The confirmation page will be displayed that your trip has been accepted. An email confirmation is also sent.

To book another trip, click on [Click Here to return to Calendar](#)

1
Your Trip has been Accepted

Trip Request
 Week: 05/14/2016 - 9:00
 Description: 12F-EDEN PRAIRIE SE
 Wheel Chairs: 1

Organization	Eden Prairie Senior Center
Name	John Doe
Phone	952-321-7654
E-Mail	john.doe@epscs.org
Request Date	05/14/2016
Request Time	9:00
Excursion Type	Fishing
Guests	10
Staff	2
Number of Wheel Chairs	1
One Chair is Electric	
Veterans on Trip	4

Please arrive 15-30 mins prior to Departure. The Boat Departs on the Scheduled Hour. If there are any Questions or concerns regarding the Trip please contact us at (853)707-5151.

[Click Here to return to Calendar](#)

VIEWING BOOKED TRIPS

To view all of your scheduled trips or your organizations scheduled trips in list format, Click on either:

- My Trips
- My Organizations Trips

Let's Go Fishing - Test Chapter
 Welcome - Coast - Main Street
 CALENDAR PICTURES MY PROFILE MY TRIPS MY ORGANIZATION TRIPS LOG OUT

Let's Go Fishing Organization Instructions

To view all of your scheduled trip or your organizations scheduled trips in Calendar Format:

On the right hand side right above the calendar you will see: [My Trips](#) [My Organizations Trips](#) [All Trips](#)

- [All Trips](#) displays all trips in the system, both open and scheduled
- [My Trips](#) displays all of the trips scheduled by you.
- [My Organizations Trips](#) displays all trips for your organization (if there are multiple departments/schedulers for your organization).

Event Calendar & Trip Scheduler
June 2016
<< Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >>

Under Construction - We should be ready by April 15th

#1-16' Bass Master

To Schedule a Trip: Select the desired Month above then click on an Open Trip (Blue) and fill out the Trip Request Form. Note that partially Booked trips will allow for Requests but are limited to the Number of seats remaining. You must have a valid license to book a trip.

[#1-16' Bass Master](#) [#1-38' Canyon](#) [My Trips](#) [My Organizations Trips](#) [All Trips](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	01 1:00-5:00	02 9:00-1:50(4) Open 9:00-1:50(4) Open	03 04