

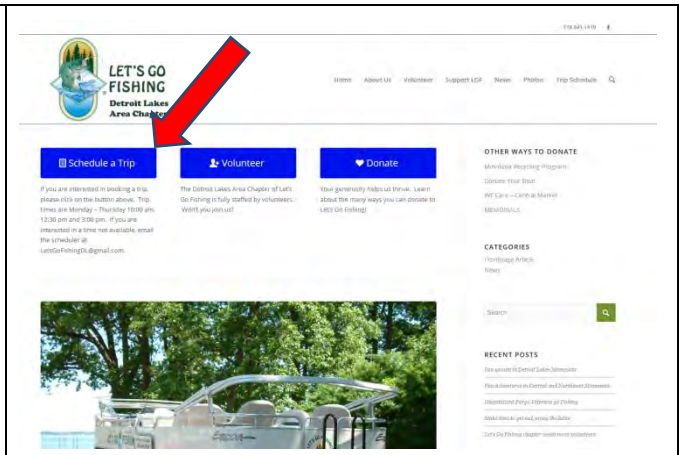
Let's Go Fishing Organization Instructions

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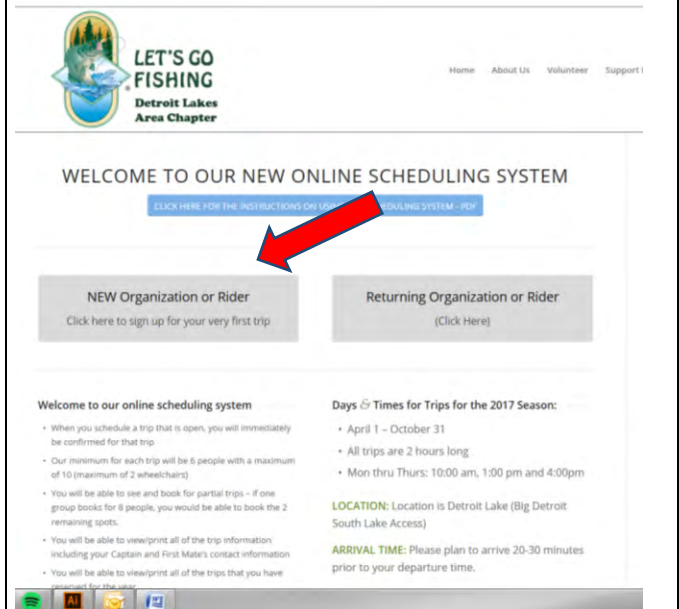
Page 2	Accessing the scheduling system
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Page 4	Login to the system
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Let's Go Fishing Organization Instructions

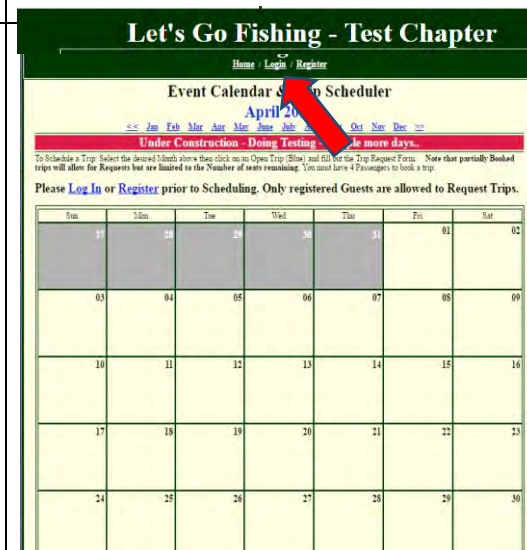
- Go to the Detroit Lakes Let's Go Fishing home page – www.detroitlakes.lgfws.com
- Select **Schedule a Trip**



- 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
- There are 2 links near the top:
 - Click here to Schedule a Trip
 - Instructions for using the scheduling system
- Click on the link to Schedule a Trip



- 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**

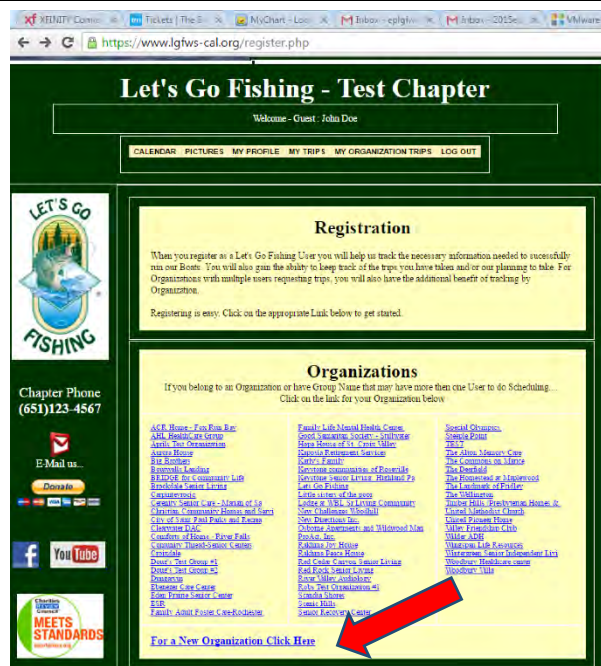
Please Note: if there are multiple schedulers from the same facility (i.e. different departments), then each scheduler would register with their email & password.

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**

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.

Let's Go Fishing - Eden Prairie Test Chapter
Home / Login / Register

Event Calendar & Trip Scheduler
May 2016

Under Construction - We should be ready by April 15th

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 4 Passengers to book a trip.

Please [Log In](#) or [Register](#) prior to Scheduling. Only registered Guests are allowed to Request Trips.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
	08	09	10	11	12	13
Mothers Day						

Let's Go Fishing - Eden Prairie
Home / Login / Register

E-Mail Address:

Password:

Login Type: Guest

[Click here to register.](#)

Chapter Phone
612-734-9989

E-Mail us...

Donate

YouTube

Let's Go Fishing - Eden Prairie Test Chapter
Welcome - Administer - Team News
CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

Event Calendar & Trip Scheduler
July 2016

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 4 Passengers to book a trip.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
	08	09	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27

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](#)

Let's Go Fishing - Test Chapter
Welcome - Guest: John Doe

CALENDAR PICTURES MY PROFILE MY TRIPS MY ORGANIZATION TRIPS LOG OUT

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

Click on 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 are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

Master #2-35 Carver My Trips My Organization Trips All Trips

Sun	Mon	Tue	Wed	Thu	01	02	03	04
			2:00-4P-Test		9:00-F 3 Se 3:00-F 2 Se			
	9:00-F 3 Se 12:00-Open 3:00-Open	9:00-F 2 Se 12:00-Open 3:00-Open	9:00-F 3 Se 12:00-Open 3:00-Open	9:00-F 3 Se 12:00-Open 3:00-Open				
	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-4P-Sub Block	9:00-Open 12:00-Open 3:00-Open				
		Flag Day						
	9:00-Open 12:00-Open 3:00-F 1 Seat()	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open				
	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open				
	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-Open	9:00-Open 12:00-Open 3:00-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 - Guest: Ann Sloan

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: Doug's Test Group #2

Contact Name: [your name]

Phone Number: (000)000-0000 802-123-4567

E-Mail Address: test@comcast.net

Boat / Lake: Adult Trips / Idoro

Trip Date Requested: (mm/dd/yyyy) 06/06/2016

Trip Time Requested: (hh:mm) 12:00

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 Wheel Chairs will be Needed on Board? None One Two Three (Max Allowed Amount)

Veterans

How Many Guests are Veterans: []

1st Day of Trip Contact Info

Contact Name: (name / phone as above)

Contact Phone: (name / phone as above)

Contact Email: (name as above)

Additional Information: []

SUBMIT THANK YOU

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

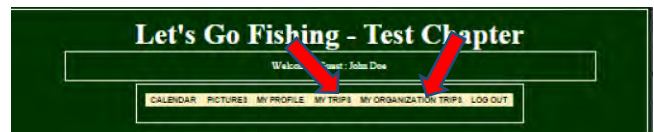
To book another trip, click on [Click Here to return to Calendar](#)



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



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).

