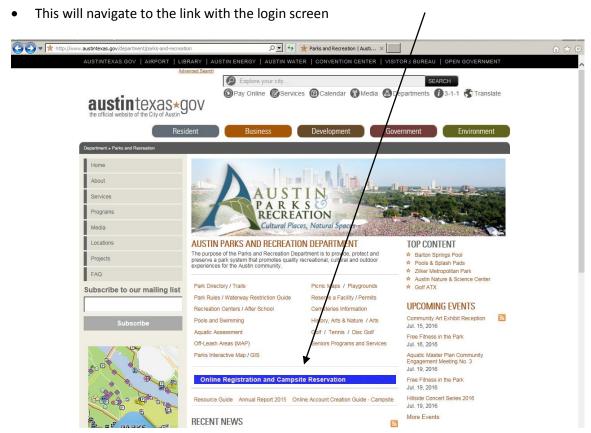
AUSTIN PARKS AND RECREATION DEPARTMENT ONLINE CAMPSITE RESERVATION AND ACCOUNT CREATION GUIDE

Navigate to: www.austintexas.gov/parksonline

You can also access the online site by navigating to the City of Austin website: **austintexas.gov**Or the Parks and Recreation Department website: **austintexas.gov/parks**The direct link to the online site is: **austintexas.gov/parksonline**

If you are navigating from the City website, select:

- Departments
- Parks and Recreation
- Select the blue bar in the middle of the page that reads: Online Registration and Campsite Reservations



This direct link to the online site is: austintexas.gov/parksonline

- You can log in first, or just browse by selecting either Browse Campsites under the Quick Links, or the picture with the heading Campsites.
- This will navigate to the picture of all the campsite areas.
- Then select from Utility, Grove, Bluff North or Bluff South to see the individual campsites.
- When ready to reserve a campsite, log in.



Under "Member Login," enter your username and password.

If you do not remember your password, select the option for 'Forgot your password?'

If you don't remember your username, or aren't sure if you have an account, you may contact the park office to see if an account exists, and to request that the username and password be re-sent. If any member of your family has participated in Parks programs in the last few years, you probably already have a user account. Creating a new, duplicate account will create problems when you attempt to use the system.

Once logged in, review and update your contact information.

If you have verified that you do not have an account, select "Need an account?" and <u>Create your new</u> account.

- Only enter you or your spouse as the Primary "Guardian"
- Only enter the spouse of the Primary as the Secondary "Guardian" (optional)
- Enter your contact information, emergency contacts, etc.
- On the Family Member screen, or when prompted, please select your name and verify the information, and add your demographic data. This information is not visible by our front line staff.
- Add family members who live in the same residence, usually children, who will be using our services. Do not add people as family members who do not live in your household. This can create problems when you attempt to register or pay later.

Campsite Reservation Process

Select the Campground Area to see the campsites.

Select the Start Date and the number of Nights from the drop-down menu on the left side of the screen. Select additional Features if you only want to see available campsites with those features.

Press the Search button.

Select the campsite.

Proceed to checkout.

Pay for your classes

Pay by Visa, MasterCard, Discover or American Express.

In addition to the campsite reservation, a fee of \$5 per weekday and \$10 per weekend per vehicle is due upon entry paid by coin or credit card at automated pay station.

IMPORTANT: Check your SPAM folder for messages from <u>austinparksrec@rectrac.com</u> for your receipts, and other important messages about your program from the Austin Parks and Recreation Department. Charges appear on your credit card statement as: PARD Online Registrat

Cancellations

Cancellations can only be processed through the park site. Please see the park site's refund policies.

Help or further questions

Emma Long Metropolitan Park 512-974-1831 austintexas.gov/department/emma-long-metropolitan-park