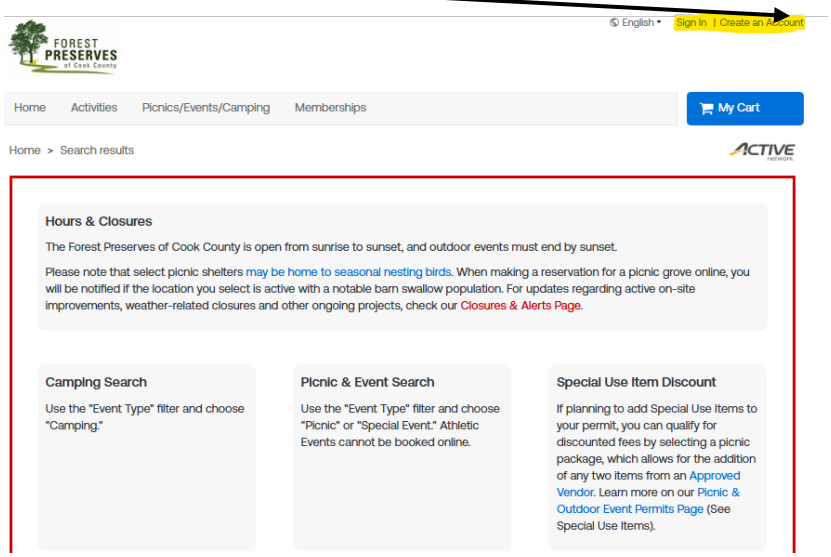
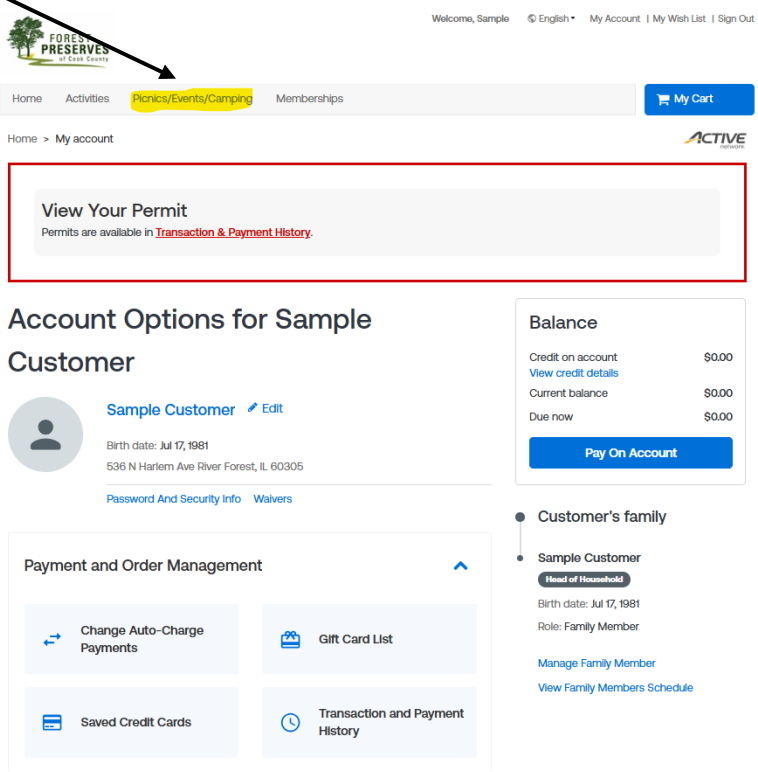
How to Book Permit Online

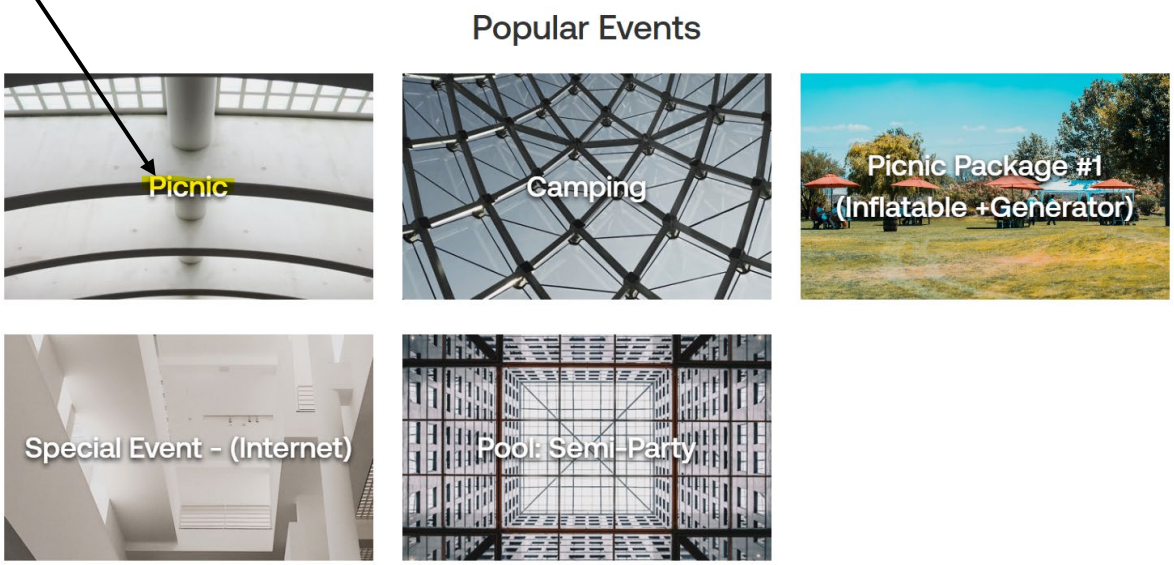
1. **Click on the Permit Reservation Link**
2. **Sign in or Create an Account – (see yellow highlight)**



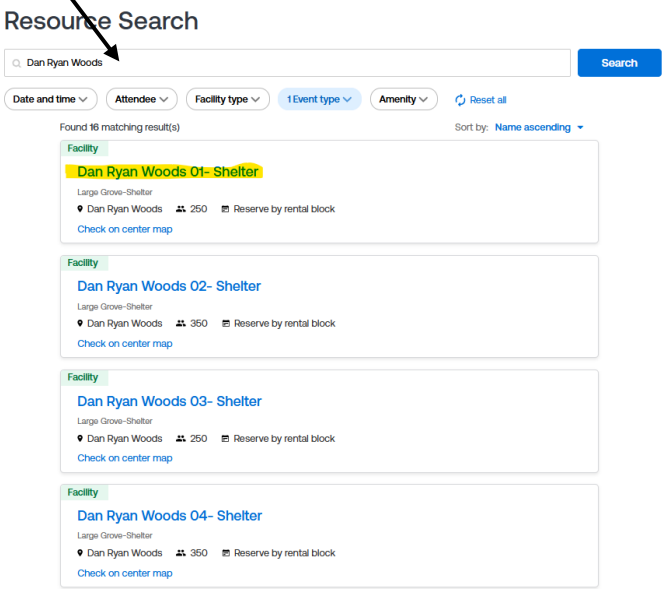
3. **Once signed in, click on "Picnics/Events/Camping"**



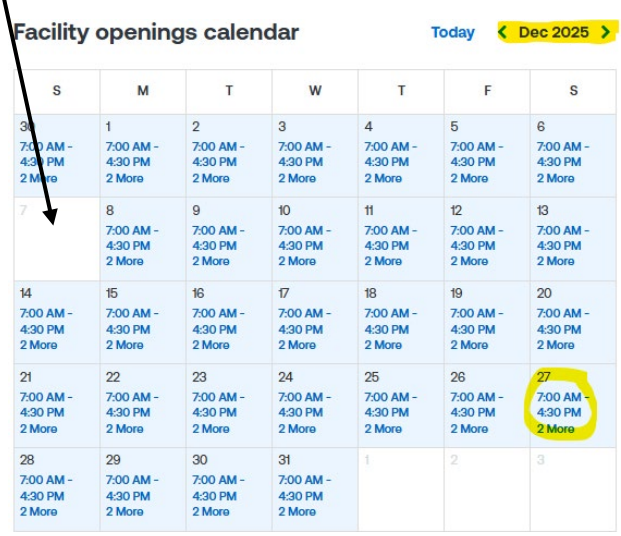
4. **Select “Picnic”**



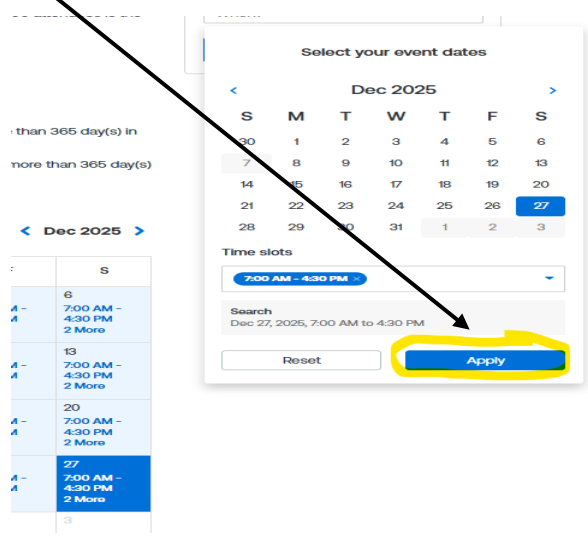
5. **In the “Resource Search” bar, add name of preserve and select the desired picnic grove.**



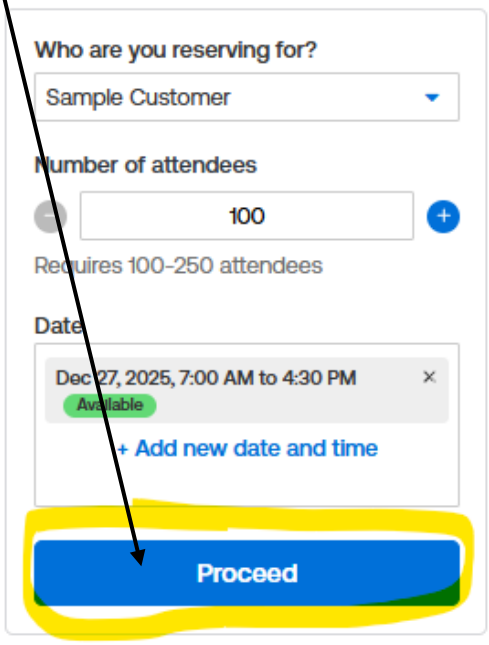
6. **Using “Facilities openings calendar,” choose month and date of your picnic.**



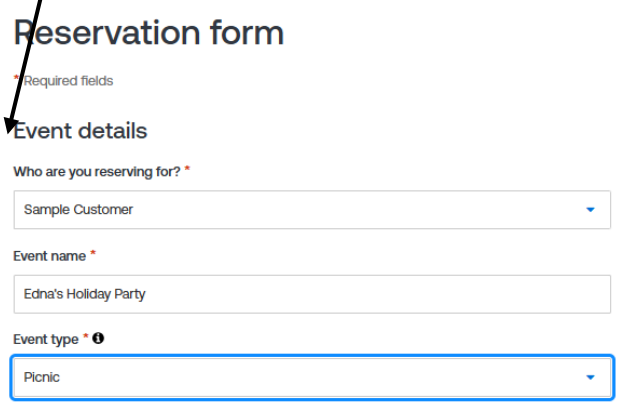
7. **Click on “Apply”**



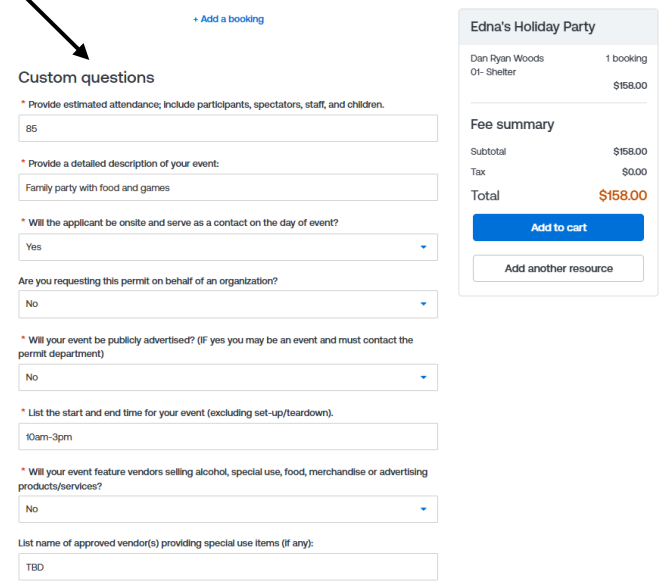
8. **Set number of attendees (minimum of 100 even if party is less than 100 people), click on "Proceed."**



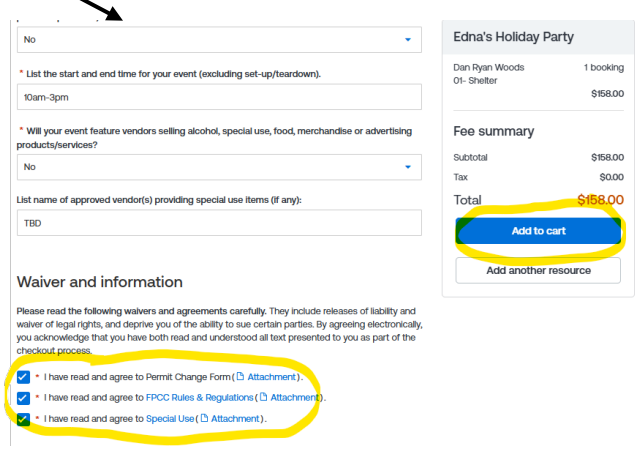
9. **Complete the "Event details," and select "Picnic" as the event type.**



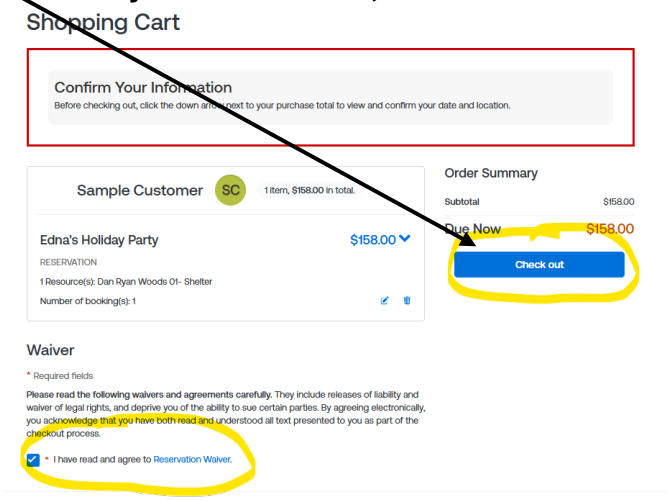
10. Complete Custom questions (be specific with number of attendees here)



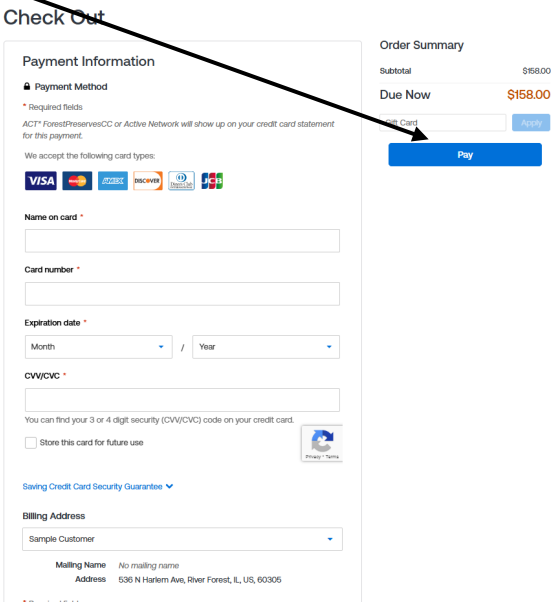
11. Read then check the waiver and information boxes, then click "Add to cart."



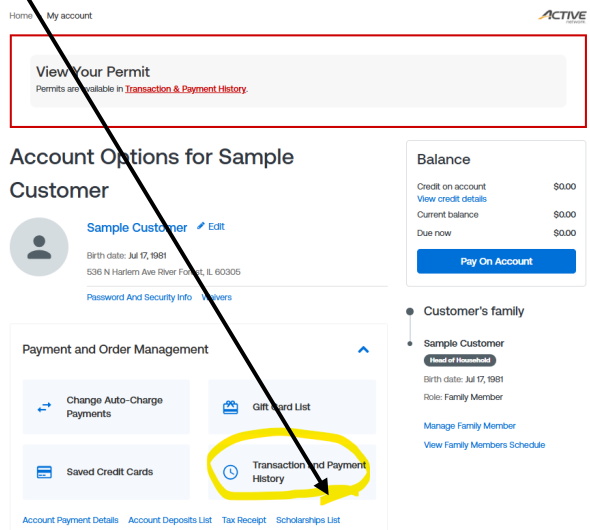
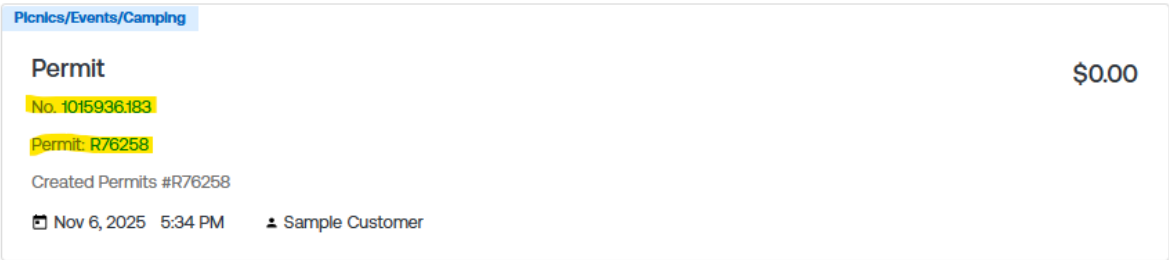
12. Confirm your information, check the waiver box, then click on "Check out."



13. **Add payment method then click "Pay"**



14. **Once paid, you can view, download and/or print your permit or receipt on your account page by clicking on "Transaction and Payment History."**



15. **In the example below, No. 1016936.183 is the receipt and R76258 is the permit.** Once clicked on, each will open.