A reservation can be made for up to seven (7) nights. No more than two (2) reservations can be booked at one time, and reservations cannot be back-to-back.

Check-in is at or after 3:00 p.m. and Check-out is by 1:00 p.m.

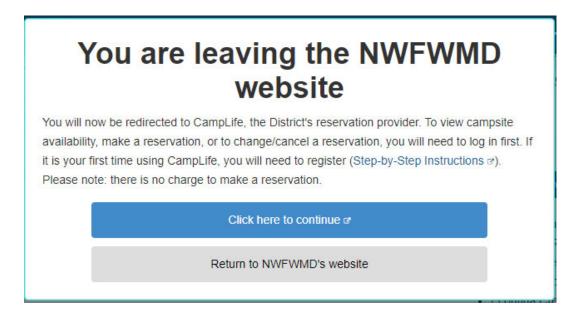
How to make reservations

- 1) The reservation system works best in Google Chrome but will also work in Firefox. For those who have Windows 10, it will also work in the Edge browser. This system will not work in Internet Explorer or Safari (the default browser on Apple products). If you have an iPhone, you should download the Google Chrome browser to your phone for using this system.
- 2) Using one of the browsers referenced above, go to http://nwfwater.com, click on "Recreation" found in the middle of the Northwest Florida Water Management home page.
- 3) Once you are on the "**Recreation**" page, scroll below the District Recreation map where you will find two different options for making your reservation.

<u>First Option:</u> If you know where you would like to camp, click on the link "Camping Reservation System" found on the left side of the page below the map.

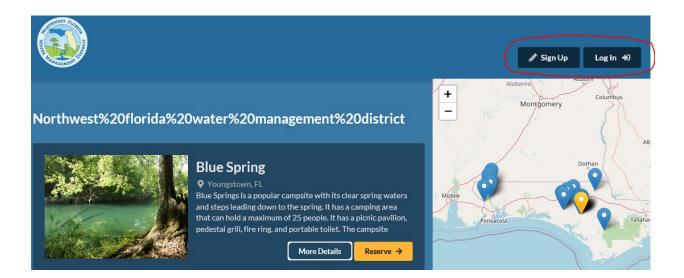
<u>Second Option:</u> If you are not sure where you want to camp, you can review information under "Recreation by Area," found on the right side of the page below the map. With this option you will need to click on the Water Management Area (WMA) at which you would like to camp. After you have clicked on the WMA, you will be able to view photos and site diagrams for the different individual sites available. Once you click on the individual "Recreation Site" by **name** and camping is available, you can make your reservation by clicking on "Reserve a Site," found on the left side of the page, as shown below:

- Reserve A Site
- · Recreation Activities Matrix
- Site Diagram @
- 4) When you click on the link "Camping Reservation System" or "Reserve a Site" from one of the two reservation options referenced above, you will receive a pop-up box (shown below) telling you that you are leaving our website. You will then need to click into the blue box to continue.

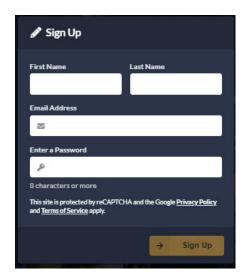


5) This will take you to a page that lists all the District campsites as shown below or the individual recreation site you have chosen. At the top of the page you will see a "Sign Up" or "Log In" button:



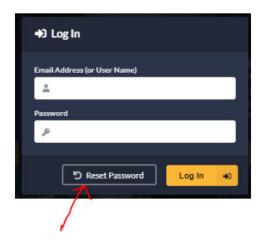


If this is your first-time camping on District lands, <u>you must sign up and</u> then log in before the calendar will work for you. Once you have signed up and created your profile, you will not have to do this again to make other reservations.



You will create your password from this page. <u>Passwords are case</u> <u>sensitive</u>, so you need to remember how you typed it in from this page.

6) Once you have signed up, you can log in. If you forget your password, you can reset it by clicking on the "Reset Password" button. When you reset your password, an email will be sent to you with reset instructions.

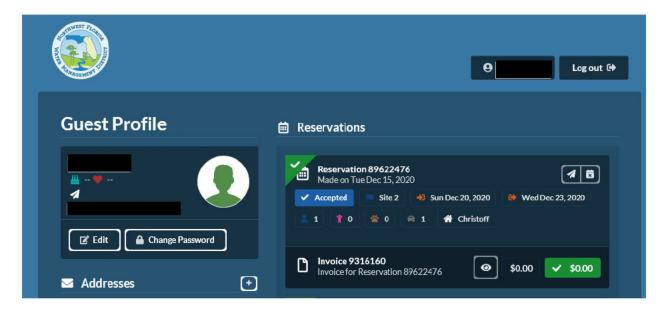


7) When you are logged in you will notice that your name will appear at the top of the page.



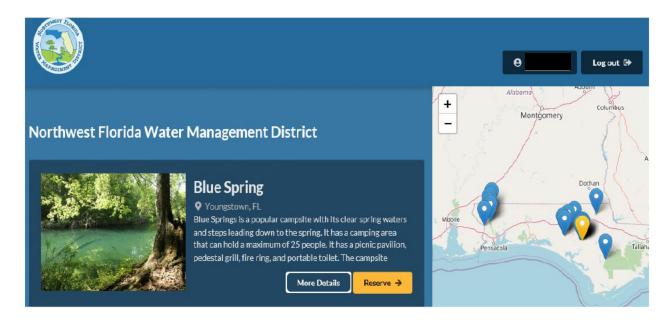
If you click on your name, it will take you to your "Guest Profile" page.

Below is what your "Guest Profile" page will look like.



On the "Guest Profile" page you can view your account information and any reservations you have made. Reservations made will be found on the right side of the page.

If you want to make a new reservation from the "Guest Profile" page, please arrow back at the top of the page to the list of reservable campsites page as shown below).



8) Once you have logged in, you can click on the desired campsite location by clicking on the "More Details or Reserve" button. This will take you to the next page.



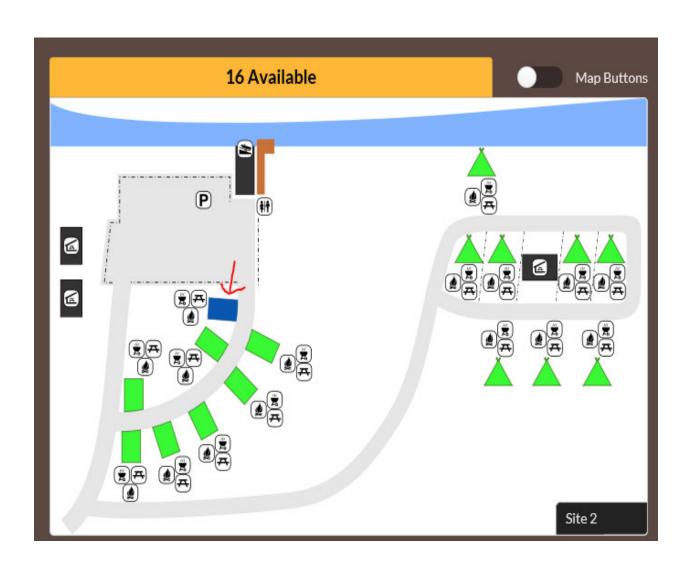
9) On the next page you will see a "Check Availability" button, photos, a description, and Google map. Click on the "Check Availability" button. This button takes you to page "1 Site Details" where you can make a reservation for that site. See below.

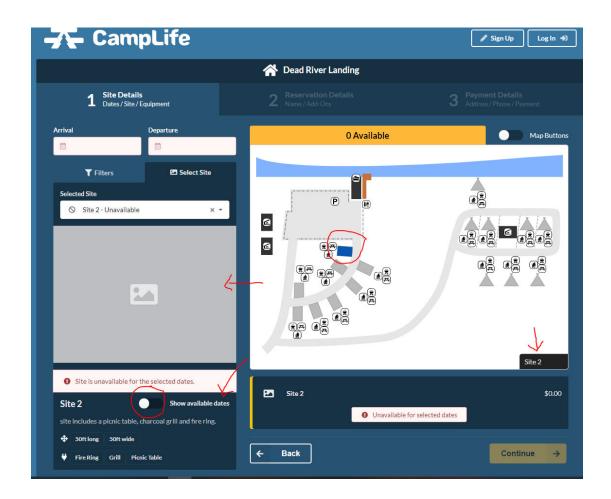


See "1 Site Details" Page Below:

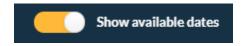


- 10) Complete the information requested in the filters to the left.
- 11) On the site diagram, if making a reservation on a computer, when you put your cursor on a <u>green</u> campsite (available sites), at the bottom right corner of the site diagram, the campsite number will appear. When you click on a campsite, the campsite will turn blue and a gray box will appear where the filter screen was. See the below two diagrams:

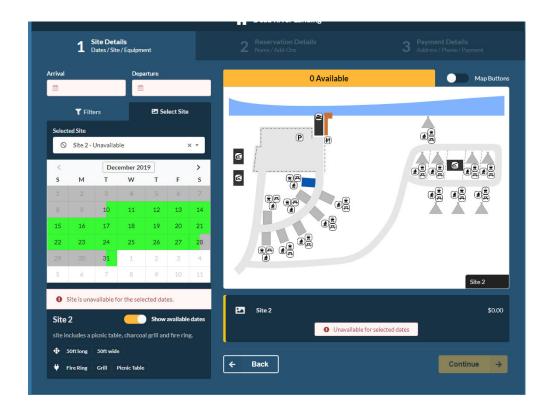




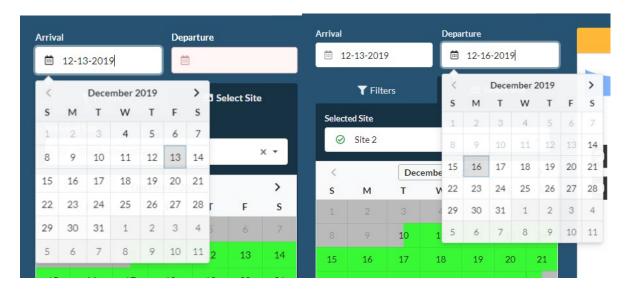
12) On the Site Details reservation page below the gray box, you will see **"Show Available Dates."** Click on the white button and slide it to the right and the calendar will appear. The dates highlighted in green on the calendar are the dates that are available for that campsite.



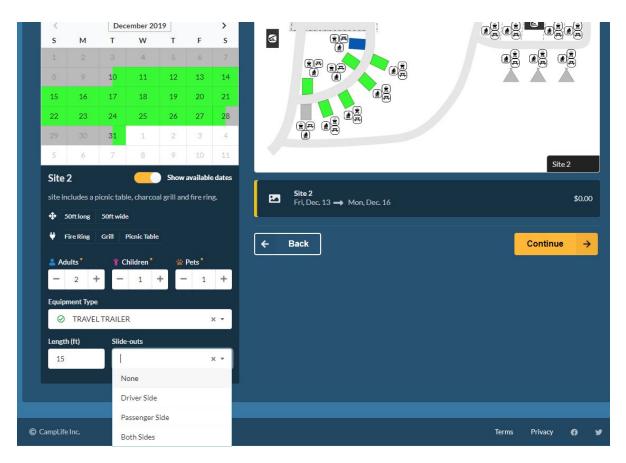
See "1 Site Details" Page Below:



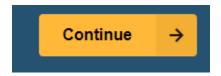
13) The available dates are highlighted in green. Next you will click on the arrival button shown at the top of the site details page. A calendar pops up when you are selecting your dates. Click into this calendar for your arrival date and your departure date.



14) Complete the information shown under the calendar. Notice that when you have logged in, the campsites are highlighted in green. When you select your campsite by clicking into the site, it turns blue.



15) Once you have completed page 1, click the continue button.

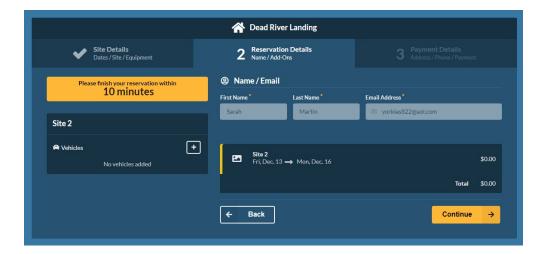


16) You now have 13 minutes to finish your reservation. <u>If you don't</u> complete your reservation, the system will time-out and you will then need to go into your profile page by clicking on your name to finish your reservation.

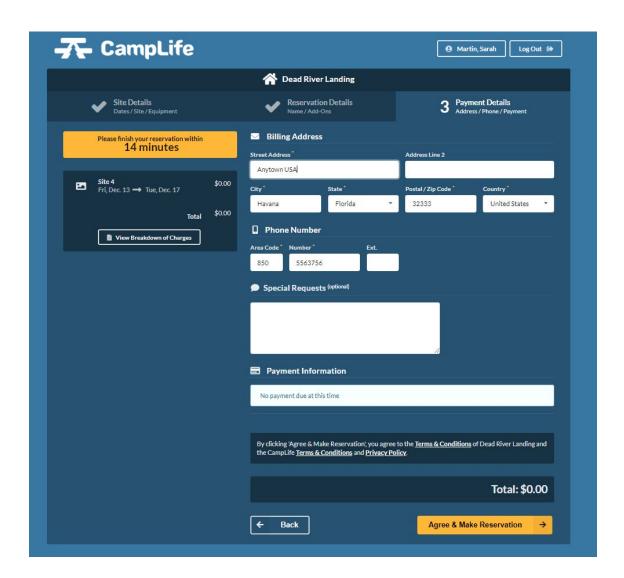


17) Click on the to add your vehicle information and then click the "Continue" button.





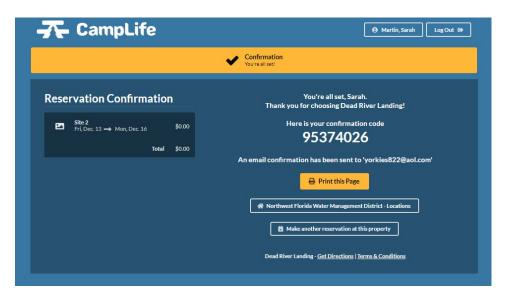
18) When you click the "Continue" button, it will take you to the 3rd page which is the Payment Details page. The District does not charge to camp, but you will need to insert your name, address, and phone number. The District only uses this information to contact you in case of Emergency or to alert you of any campsite closures. See below.



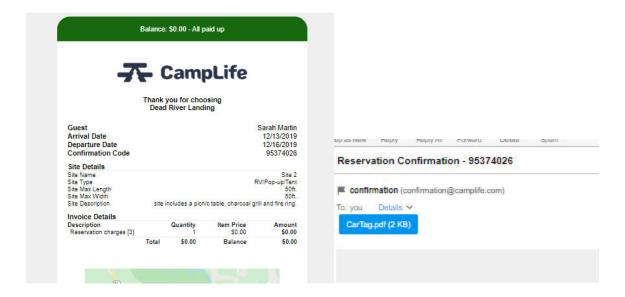
Agree and make your reservation.

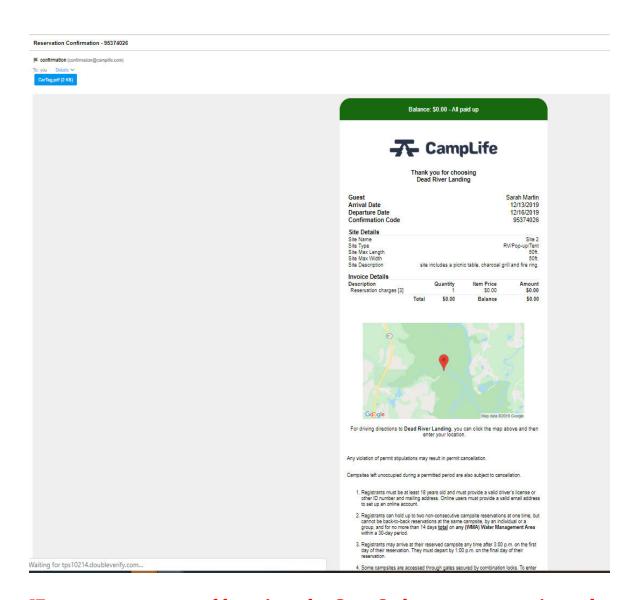


19) At the end, you will receive a confirmation code. You can print this page and carry it with you.

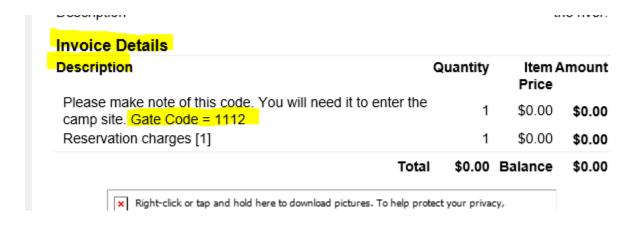


20) The system will e-mail you your camping permit that you should print and carry with you to the campsite. This will come from an e-mail address that shows confirmation@camplife.com. This is your camping permit. Notice you have a PDF of a car tag that you can print out also to put in the dash of your vehicle. You can take a screenshot and save it to your cell phone, but our officers prefer to see a hard copy. Under the map are the permit conditions.





IF you camp at a gated location, the Gate Code on your permit can be found here:



RESERVATIONS BY CELL PHONE:

If you arrive at a campsite and wish to make a reservation, and you have a smart phone, you would follow the same steps. You still need to use the Google Chrome browser which is a free download to your cell phone. When using your cell phone, you will be scrolling up.

You will put in your search bar: "nwfwater.com" and click on the large bullet that reads "Recreation." This will take you to the page where you will probably see just the tip end of the map depending on your phone. Scroll up and you will see the "Camping Reservation System" link. Click into this link. Swipe left and you will see the pop-up box telling you that you are leaving our website. Click into the blue box to continue.

This will take you to the page where all the campsites are located. At the top of the screen you will see the "Sign up" and "Log In" box. If you have camped with the District before, you will just need to Log In. If you have never camped with the District you will need to Sign Up first and then Log In. Scroll up on the screen until you find the campsite you wish to camp at and follow the same steps as noted above.

Congratulations! You successfully made your reservation!

We hope you enjoy your stay while camping on the Northwest Florida Water Management District lands!