

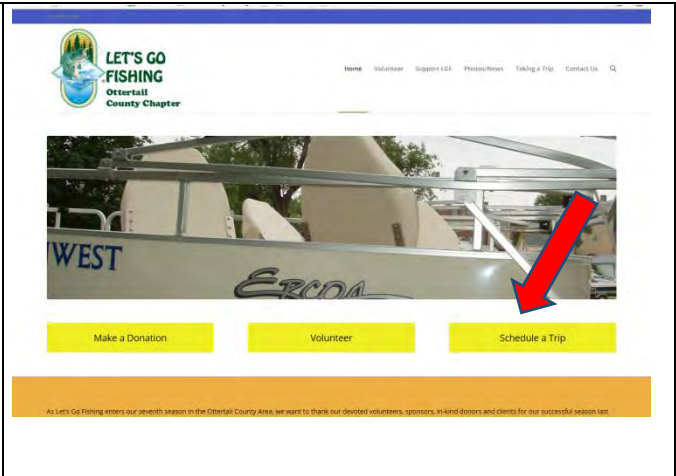
Let's Go Fishing Organization Instructions

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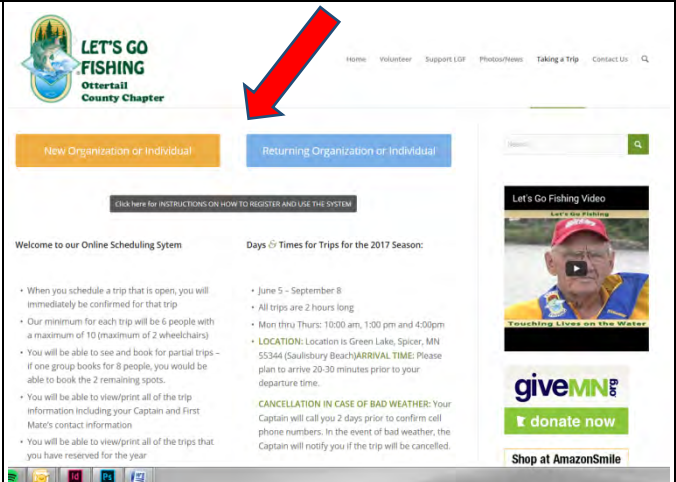
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Let's Go Fishing Organization Instructions

- Go to the Ottertail Let's Go Fishing home page – www.ottertail.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 3 links near the top:
 - New Organization or Individual
 - Returning Organization or Ind.
 - Instructions on how to use system



- 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

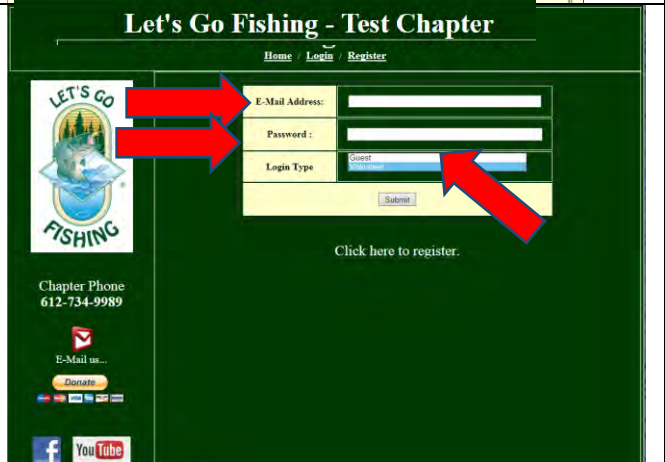
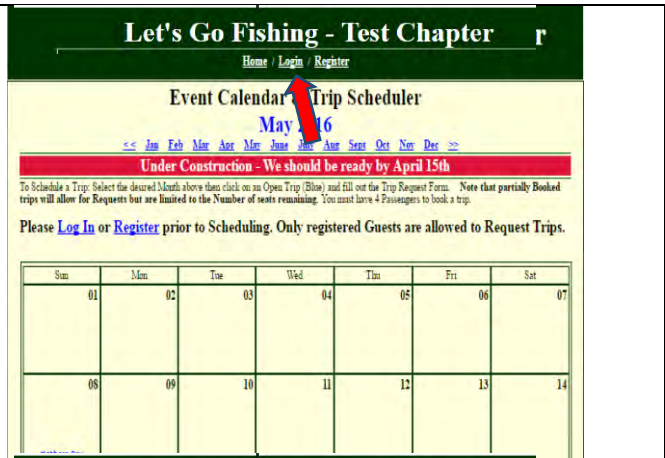
Click **Login**

- 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.



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](#)



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).

