



## ON-LINE RESERVATION INSTRUCTIONS

### STEP 1: LOGGING IN

The Peter Kiewit Foundation will assign and send you a password for logging in. If you haven't received your password, please contact Stephanie Burkholder at [smb@pkfdn.org](mailto:smb@pkfdn.org). To login, enter your email address and password and press the login button. People who are contacts for multiple agencies will receive unique passwords for each agency site.

### STEP 2: ADDING RESERVATIONS

The Main Menu and top navigation menu provides options for adding new reservations, viewing current reservations, viewing shopping cart, review your contact information or log out. To add a new reservation, click the 'New Reservation' button.

### STEP 3: CHOOSE AN AVAILABLE PROGRAM

The first step in adding a reservation is to select a program from the list of available programs. Click on an available program to proceed to the next step of reserving an event.

### STEP 4: REVIEW PROGRAM INFORMATION

The Program Details and Open Events screen shows additional details about the program.

### STEP 5: SELECT AN EVENT

At the bottom of the Program Details and Open Events screen is a listing of open events for the program. At the top of the list is a drop down list to filter by month. To select an event, click on the event and the event date and time will appear on the right.

### STEP 6: ENTER RESERVATION DETAILS

Enter the number of adults, children, and children ages. The "Bus Needed" check box will be checked by default. If bus transportation is required, leave it checked and enter the pickup times. If you do not need a bus, uncheck the check box. There are validations to ensure group sizes do not exceed the limits and also to ensure the proper number of adult chaperones. **If there are multiple workshops or event options described in the program description, please enter the workshop or event option in the text box for reservation notes.** Add your reservation to the cart by clicking the 'Add To Cart' button at the bottom of the screen.

### STEP 7: REVIEW RESERVATION IN CART

After submitting a reservation to your cart, review the details as they were entered. If you need to change a cart item, click the 'Edit Reservation' button. A cart item can also be removed by clicking the 'Remove from Cart' button.

### STEP 8: CONTINUE SHOPPING

Proceed to add additional reservations to your cart by clicking "Add New Reservation" at the bottom of your screen or by choosing the top menu navigation item for 'New Reservation.' At any time, you can view items in your cart by clicking the 'View Cart' options. The cart is a temporary holding place to make and update your reservation list prior to submitting your cart or checking out.

### STEP 9: SUBMIT RESERVATIONS

After your cart is finalized, you will go to the 'View Cart' screen for a final review of the reservations you have made. Click the 'Submit Reservations' button at the bottom of the list. This will put your reservations in a queue for review and approval by the host organizations and Peter Kiewit Foundation. As reservations are approved, emails will be sent to notify you of the status of your reservation lists.

### STEP 10: MONITOR RESERVATION STATUS

As reservations are approved, you can login and review the status of your reservations from the 'Current Reservations' screen. The 'Status' column on the far right shows the current status of your reservation. The following table describes different statuses for a reservation.

Reservation Statuses	
Status	Description
In Cart	You have added this item to your cart and your cart has not been submitted. Reservations can be added, edited, or removed when they are in the 'In Cart' status. You must submit your cart before they are sent to the host organizations and Peter Kiewit Foundation for review and approval.
Approval Pending	Your cart has been submitted and the reservations are being reviewed and approved by the host organizations and Peter Kiewit Foundation.
Approved	The host organizations and Peter Kiewit Foundation have approved your reservation and your reservation has been finalized.
Cancelled	To cancel a reservation, please send an email to <a href="mailto:smb@pkfdn.org">smb@pkfdn.org</a> . Any reservations that are denied will also appear as cancelled.