

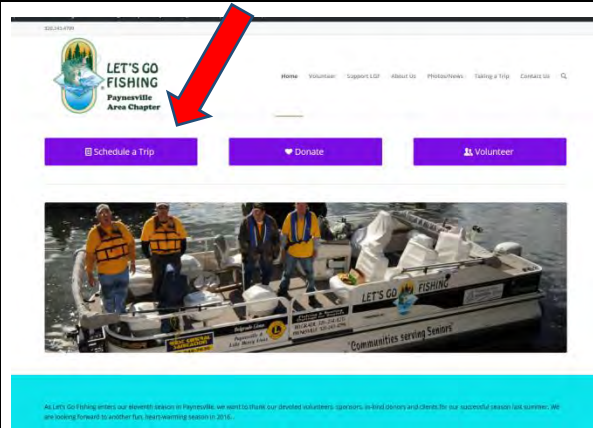
Let's Go Fishing Organization Instructions

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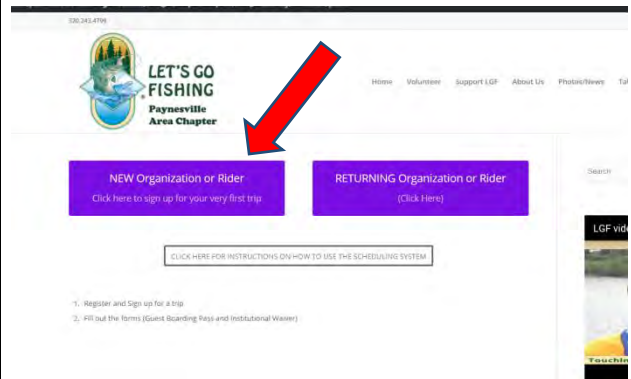
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Let's Go Fishing Organization Instructions

- Go to the Paynesville Let's Go Fishing home page –
www.paynesville.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 Rider
 - Returning Organization or Rider
 - 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.

Let's Go Fishing - Eden Prairie Test Chapter
[Home](#) / [Login](#) / [Register](#)

Event Calendar & Trip Scheduler
 May 16

Under Construction - We should be ready by April 15th

To Schedule a Trip: Select the desired Month above then click on an Open Trip (Blue) and fill out the Trip Request Form. Note that partially Booked trips will allow for Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

Please [Log In](#) or [Register](#) prior to Scheduling. Only registered Guests are allowed to Request Trips.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14

Mothers Day

Let's Go Fishing - Eden Prairie
[Home](#) / [Login](#) / [Register](#)

LET'S GO FISHING

Chapter Phone
612-734-9989

E-Mail us...
[Click here to register.](#)

E-Mail Address:
 Password:
 Login Type: **Guest**

Click here to register.

Let's Go Fishing - Eden Prairie Test Chapter
[Home](#) / [Admin](#) / [Trip Scheduler](#)
 CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

Event Calendar & Trip Scheduler
 July 16

Under Construction - We should be ready by April 15th

#1-16' Bass Master

To Schedule a Trip: Select the desired Month above then click on an Open Trip (Blue) and fill out the Trip Request Form. Note that partially Booked trips will allow for Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

[#1-16' Bass Master](#) [#2-16' Bass Master](#) [#3-16' Bass Master](#) [#4-16' Bass Master](#) [#5-16' Bass Master](#) [#6-16' Bass Master](#) [#7-16' Bass Master](#) [#8-16' Bass Master](#) [#9-16' Bass Master](#) [#10-16' Bass Master](#) [#11-16' Bass Master](#) [#12-16' Bass Master](#) [#13-16' Bass Master](#) [#14-16' Bass Master](#) [#15-16' Bass Master](#) [#16-16' Bass Master](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21

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](#)

Let's Go Fishing - Test Chapter

Welcome - Guest - John Doe

CALENDAR PICTURES MY PROFILE MY TRIPS MY ORGANIZATION TRIPS LOG OUT

Event Calendar & Trip Scheduler

June 2016

< Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >

Under Construction - We should be ready by April 15th

#1-16' Bass Master

is a Trip: Select the desired Month above then click on an Open Trip (Blue) and fill out the Trip Request Form. Note that partially Booked Now for Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

Master #2-38 Carver

Mo: Trip Mo: Organization Trip All Trip

Sun	Mon	Tue	Wed	Thurs	Friday	Sat
23	24	25	26	27	28	29
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

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](#)

Let's Go Fishing - Test Chapter

Welcome - Guest - Ann Sloan

CALENDAR PICTURES MY PROFILE MY TRIPS MY ORGANIZATION TRIPS LOG OUT

LET'S GO FISHING

Chapter Phone 612-734-9989

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Facebook YouTube

MEETS STANDARDS

Schedule a Trip

Please fill out form with necessary information and click the submit button below:

Organization/Group Name: Group's Test Group #2

Contact Name: [your name]

Phone Number: (000)000-0000 800-123-4567

E-Mail Address: test@comcast.net

Boat / Lake: Adult Trips / (don't)

Trip Date Requested: (mm/dd/yyyy) 06/06/2016

*Dates less than 2 weeks out will be accepted for Fishing & Boat Only.

Trip Time Requested: (hh:mm) 12:00

Trip Type: ☒ Fishing ☐ Boating Only - Excursion

Enter the Number of Guests Attending: []

Enter the Number of Staff Attending: []

How many in the group will be fishing: []

Note: The Total number of combined Passengers allowed is 12. There are currently 12 seats open. Also trips with less than 6 Passengers will not be accepted unless they are combined with another group.

How many Wheel Chairs will be Needed on Board? ☐ None ☐ One ☐ Two ☐ Three (Max Allowed Amount)

Veterans

How Many Guests are Veterans: []

Day of Trip Contact Info

Contact Name: (staff / partner as applicable) []

Contact Phone: (staff / partner as applicable) []

Contact Email: (staff / partner as applicable) []

Additional Information: []

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**](#)

Your Trip has been Accepted

Trip Request	
When	06/14/2016 - 9:00
Description	12P-EDEN PRAIRIE NE
Wheel Chairs	1
Organization	Eden Prairie Senior Center
Name	John Doe
Phone	852-321-7854
E-Mail	john.doe@epsc.org
Request Date	06/14/2016
Request Time	9:00
Excursion Type	Fishing
Groups	10
Staff	1
Number of Wheel Chairs	1
One Chair is Electric	
Veterans on Trip	4

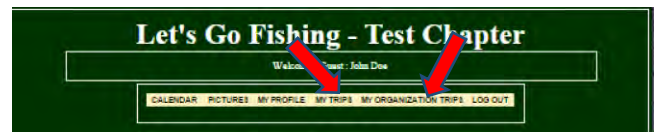
Please arrive half an hour Prior to Departure. The Boat Departs on the Scheduled Hour. If there are any Questions or concerns regarding the Trip please contact us at (612) 707-1111.

[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).

