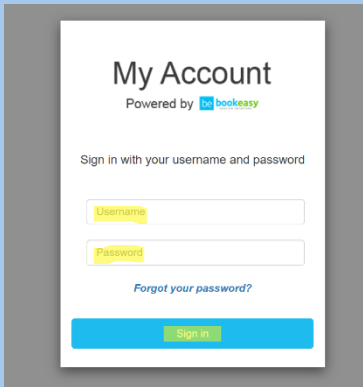
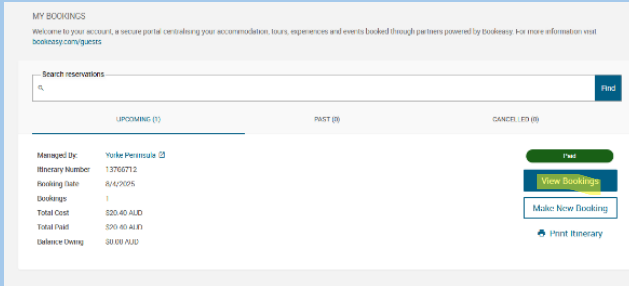


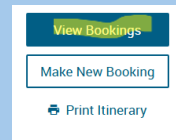
1. In your 'Reservation and Payment Confirmation' email Select 'Manage my bookings'
 You will be taken to My Account portal
 Username – your email – system generated password – then click “login”
 Note: you may need to enter password manually, not copy and paste.



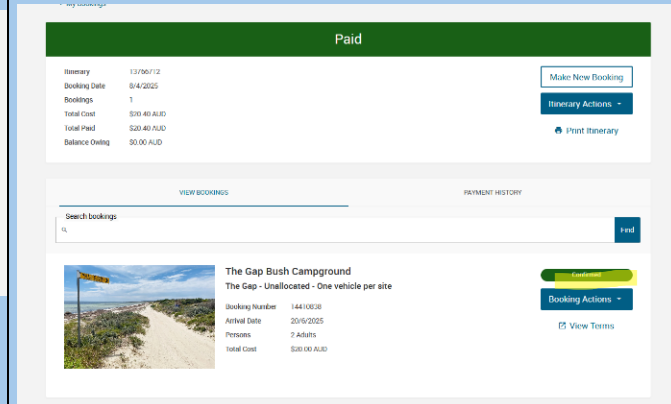
2. You can view your bookings or make a new booking or print your itinerary here



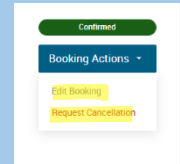
Click view bookings to edit or cancel a booking.



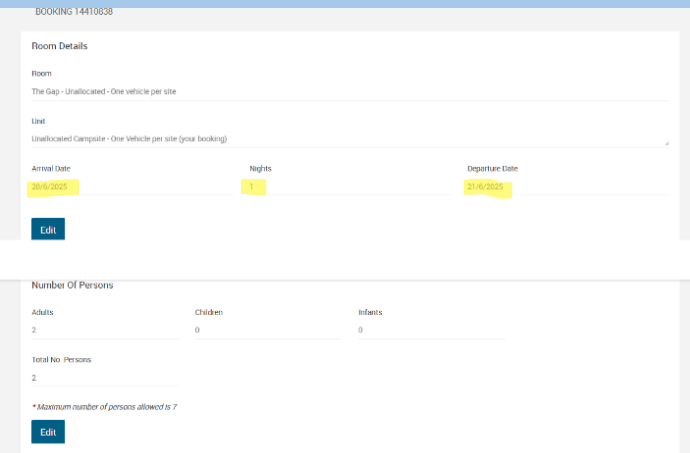
3. When searching “View Bookings” You will be taken to your booking screen.



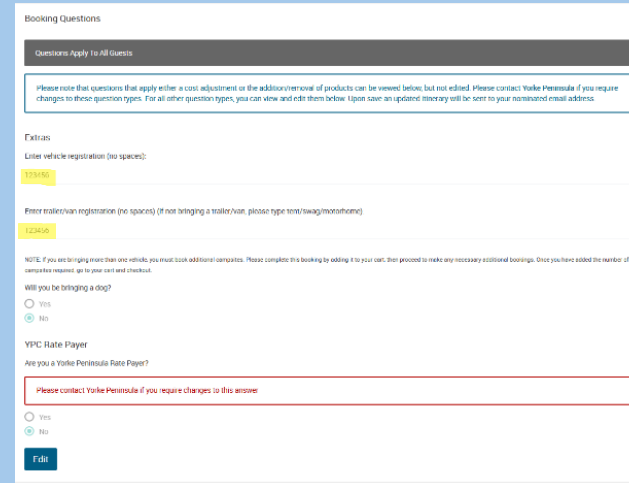
Click Booking actions – select Edit or Request Cancellation.



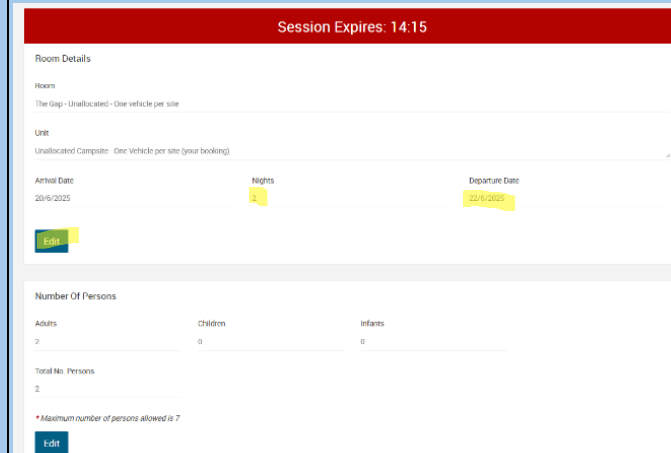
4. To edit arrival dates / nights – click edit – make changes – then click “apply” to save changes.



5. Scroll down to update Rego numbers, please ensure you do this before you arrive – please note many campgrounds have very limited phone/internet reception.
 *Vehicle Registrations is how our Rangers monitor our campgrounds. It is important you provide the correct rego numbers with your booking to avoid expiations.



6. If you add nights to your booking the timer will start for you to finalise and make payment.



7. On the same page you can also communicate to our Admin team, please enter information here. We endeavour to reply and action any requests promptly Mon-Fri 8.30am-5pm

Once you have written your message or made changes to your booking click “Apply” Apply changes or requests

8. You will be prompted to review and finalise changes.

9. You can edit / remove / discard alterations, if you change your mind before submitting.

10. Before submitting changes, please add an alteration reason – then click – “Process Alteration”.

11. Click – Yes proceed to save changes or make payment. Click - Ok

12. If you are adding extra nights / bookings you will be taken to the payment portal – click “make payment” – you can be charged to the saved credit card details or you can add new payment details.

*Once payment is made, you may automatically get logged out of your account. If this happens, please log back in to check payment and booking was successful. If not, please call reception Mon-Fri 8.30am-5pm on (08) 8832 0000, so we can check for you or make alterations for you. Afterhours, please email admin@yorke.sa.gov.au and we will respond during office hours.