

Let's Go Fishing Organization Instructions
Registration and Booking Trips

TABLE OF CONTENTS

Page 2	Accessing the scheduling system
Page 3	Register your Organization & creating a password for the coordinator (1 time only)
Page 4	Login to the system
Page 5	Booking a trip
Page 6	View all of your trips in either calendar mode or list mode

Let's Go Fishing Organization Instructions Registration and Booking Trips

- Go to the **Fairmont** Let's Go Fishing home page – <https://fairmont.lgfws.com>
- Select Taking a Trip then
- 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 2 links near the top:
 - Accessing the Scheduling system
 - Instructions for using the scheduling system
- Click on the link to access the Scheduling 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



Let's Go Fishing Organization Instructions Registration and Booking Trips

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 #).

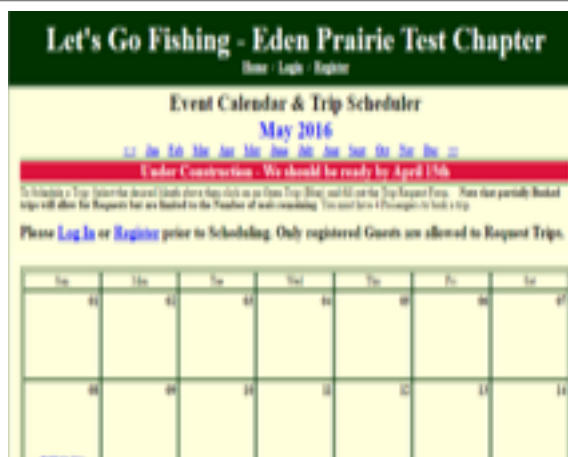
Click: **Submit, Thank You!**



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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).



BOOKING A TRIP

To schedule a trip, click on any trip that is highlighted in blue that displays: **Open**

[XFINITY Connect](#) [x](#) [Tickets | The S.](#) [x](#) [MyChart - Log](#) [x](#) [Inbox - ephig-](#) [x](#) [Inbox](#)

→ → ↻ https://www.kjefes-cal.org/schedule_a_trip.php?boat=1&dt=06/01/2016

Let's Go Fishing - Test Chapter

[Welcome](#) - [Guest](#) [Join Now](#)

[CALENDAR](#) [PICTURES](#) [MY PROFILE](#) [MY TRIPS](#) [MY ORGANIZATION/TRIP](#) [LOG OUT](#)

Event Calendar & Trip Scheduler

June 2016

[<<](#) [Sun](#) [Mon](#) [Tue](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#) [Sun](#) [Mon](#) [Tue](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#) [Sun](#)

Under Construction - We should be ready by April 15th

#1-16' Bass Master

For 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 Red for Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

[Home](#) [About Us](#) [Contact Us](#)

[All Trips](#) [All Open Trips](#) [All Closed Trips](#)

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
28 9:00-Open 12:00-Open 3:00-Open	29 9:00-Open 12:00-Open 3:00-Open	30 9:00-Open 12:00-Open 3:00-Open	31 9:00-Open 12:00-Open 3:00-Open	01 9:00-Open 12:00-Open 3:00-Open	02 9:00-Open 12:00-Open 3:00-Open	03 9:00-Open 12:00-Open 3:00-Open
04 9:00-Open 12:00-Open 3:00-Open	05 9:00-Open 12:00-Open 3:00-Open	06 9:00-Open 12:00-Open 3:00-Open	07 9:00-Open 12:00-Open 3:00-Open	08 9:00-Open 12:00-Open 3:00-Open	09 9:00-Open 12:00-Open 3:00-Open	10 9:00-Open 12:00-Open 3:00-Open
11 9:00-Open 12:00-Open 3:00-Open	12 9:00-Open 12:00-Open 3:00-Open	13 9:00-Open 12:00-Open 3:00-Open	14 9:00-Open 12:00-Open 3:00-Open	15 9:00-Open 12:00-Open 3:00-Open	16 9:00-Open 12:00-Open 3:00-Open	17 9:00-Open 12:00-Open 3:00-Open
18 9:00-Open 12:00-Open 3:00-Open	19 9:00-Open 12:00-Open 3:00-Open	20 9:00-Open 12:00-Open 3:00-Open	21 9:00-Open 12:00-Open 3:00-Open	22 9:00-Open 12:00-Open 3:00-Open	23 9:00-Open 12:00-Open 3:00-Open	24 9:00-Open 12:00-Open 3:00-Open
25 9:00-Open 12:00-Open 3:00-Open	26 9:00-Open 12:00-Open 3:00-Open	27 9:00-Open 12:00-Open 3:00-Open	28 9:00-Open 12:00-Open 3:00-Open	29 9:00-Open 12:00-Open 3:00-Open	30 9:00-Open 12:00-Open 3:00-Open	31 9:00-Open 12:00-Open 3:00-Open

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

Worksheet Created: June 2008

CALCULATOR PERMITTED NO PENCILS NO TRAPS NO DISCUSSIONS TRAP # 1-800-527-1077

Chapter Phone:
612-734-9999

Schedule a Trip

Please fill out form with necessary information and check the relevant below options.

Organization/Group Name:	Groups Year Group #0
Contact Name:	Joe Wolfe
Phone Number: (area code)	952-254-6977
E-mail Address:	joe@josephwolfe.net
Draft Date:	April 19th / 2010
Trip Type Requested: (check one)	<input checked="" type="checkbox"/> Day <input type="checkbox"/> Weekend
Date you are looking to go on trip (month/day/year)	08/08/2010
Trip Times Requested: (check one)	12:00
Trip Type:	<input checked="" type="checkbox"/> Fishing <input type="checkbox"/> Boating Only / Recreational

Enter in the number of Guests Attending:

Enter in 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 Vehicle Chairs will be needed or Board?

- ☒ None
- ☐ One
- ☐ Two
- ☐ Three (Max Allowed Amount)

Veterans

How Many Guests are Veterans:

Day of Trip Contact Info

Contact Name: joe@josephwolfe.net
Contact Phone: joe@josephwolfe.net
Contact Email: joe@josephwolfe.net

Additional Information:

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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	
<p>When : 06/14/2016 - 9:00</p> <p>Description : LIP-EDEN PLAINNE NE</p> <p>Wheel Chairs : 1</p>	
Organization	Eden Prairie Senior Center
Driver	John Doe
Phone	972-321-7674
E-Mail	john@jdoe.org
Request Date	06/14/2016
Request Time	9:00
Extension Type	Parking
Guests	05
Infant	0
Number of Wheel Chairs	1
One Child in Vehicle	
Visitors in Trip	4

Please arrive half an hour prior to Departure. The Host Departs on the Scheduled Hour. If there are any Questions or concerns regarding the Trip please contact us at (972)707-1011.

[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).

[illegible]