

# Making Online Reservations

## for Camp Sites and Picnic Shelters



### Getting Started

### Reservations

### Payments

### Confirmations

### Required Documents

#### Steps for getting started:

1. Register
2. Login
3. Reserve

#### **Registration is required before you may reserve a camp site or picnic shelter.**

1. Register by calling the Eastman Recreation office during normal office hours.
2. Login to the online reservation system. Do not share your login credentials.
3. Reserve a camp site or picnic shelter.

#### **Who is eligible to make reservations?**

Eastman employees and Eastman Recreation Club members may reserve picnic shelters. Only Camping Club Members may reserve camp sites. View detailed guidelines on the [Eastman Recreation website](#).

#### ***Questions?***

*Having difficulty getting started?*

Call the Eastman Recreation office at 423-229-3771

#### **Office Hours**

Monday, Tuesday and Thursday from 7 a.m. to 8:30 p.m.  
Wednesday and Friday from 7 a.m. to 4:30 p.m.

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1. Enter arrival and departure dates. Note the departure date must be after the arrival date.
2. Select a Site Type from the drop-down menu. Note picnic shelters have specific times.
3. Enter number of guests/pets.
4. Click the map or the tab labeled Select Site to select the specific site.
5. Click Continue to advance to the next screen.

**Reservations can be made from a computer or mobile device. Google Chrome is the recommended browser. Read all messages on the screen before beginning.**

Click to learn more about reservations

The screenshot shows the 'Eastman Recreation Club' reservation page. It is divided into three tabs: '1 Site Details Dates / Site / Equipment', '2 Reservation Details Name / Add-Ons', and '3 Payment Details Address / Phone / Payment'. The 'Site Details' tab is active, displaying an 'IMPORTANT NOTE' about 30-day reservation start dates, a disclaimer that the park is not public, picnic shelter size indicators (Small=circle, Medium=triangle, XLarge=rectangle), and a pet policy. Below the notes are date pickers for 'Arrival' (03-08-2022) and 'Departure' (03-09-2022). A 'Filters' section shows 'Site Type' set to 'Picnic Shelter AM: 8am-4pm'. At the bottom, there are counters for 'Adults' (6), 'Children' (3), and 'Pets' (0). A map of the campground is visible in the background. Numbered callouts point to: 1. Arrival date field, 2. Site Type dropdown, 3. Adults counter, 4. Map area, and 5. Continue button.

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1. Click Continue to advance to the next screen.

**Click Continue to acknowledge the reservation messages. The confirmation email you receive will contain a link to complete required documents. Required documents MUST be signed prior to check-in.**

Click to learn more about reservations

Site Selection Disclaimer

Reservations must be accompanied by a signed COVID Guidelines form. If the form is not complete, the reservation is subject to cancellation.

Shelter 2 - 8AM-4PM  
No pets allowed in picnic area.

Close 1 Continue →

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Payments

Confirmations

Required Documents

1. Confirm the dates and site is correct
2. Add vehicle information. Only the caretaker and security will refer to this information.
3. Pre-purchase bags of ice (optional).
4. Click the Accessibility button to increase the amount of time you need to make the reservation.
5. Click Continue to advance to the next screen.

Confirm your reservation details and enter additional information.

Click to learn more about reservations

**4** Accessibility Sign Up Log In

Eastman Recreation Club

Site Details ✓ Dates / Site / Equipment

Reservation Details 2 Name / Add-Ons

Payment Details 3 Address / Phone / Payment

Please finish your reservation within 13 minutes

Shelter 2 - 8AM-4PM

Vehicles 2 No vehicles added

Available Add-Ons 3

Bagged Ice - 7lbs (\$1.83)

Name / Email

First Name Sharon Last Name Hardin Email Address sghardin@email.com

Shelter 2 - 8AM-4PM	1	\$0.00
Tue, Mar. 8 → Wed, Mar. 9		
Add-Ons		\$1.83
Taxes		\$0.17
Total		\$2.00

Back Continue 5

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1. Login
2. Click your name at the top right corner of the screen
3. Click the Cancel Reservation icon

### What if you need to cancel a reservation?

1 Log In

Email Address (or Username)

Password

Keep me logged in

Reset Password Log In

EASTMAN RECREATION

Hardin, Sharon Log out

Eastman Recreation Club

1 Site Details Dates / Site / Equipment

2 Reservation Details Name / Add-Ons

3 Payment Details Address / Phone / Payment

The park is closed until March 4, 2022

0 Available

Map Buttons

Invoice for Reservation 11415047

Cancel Reservation

Shelter 5 - 8AM-4PM | Sun Mar 06, 2022 → Mon Mar 07, 2022

Eastman Recreation Club

# 37259869 Made on Thu Feb 10, 2022

Confirmed 1 1 0 0

Invoice 12122234 Invoice for Reservation 37259869 \$2.00 \$0.00

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1. Enter billing address.
2. Enter phone number.
3. DO NOT enter special requests or create a CampLife account.
4. Add a payment method if you have a total due.
5. Click Agree & Make Reservation to continue.

Enter a payment method only if there is a total due.

Eastman Recreation Club

Site Details: Dates / Site / Equipment

Reservation Details: Name / Add-Ons

Payment Details: Address / Phone / Payment

Please finish your reservation within 16 minutes

Review the following information

Site Details: Shelter 2 - 8AM-4PM, Tue, Mar 8 - Wed, Mar 9, 9 guests, Add-Ons \$1.83, Taxes \$0.17, Total \$2.00

View Breakdown of Charges

Reservation Details: Name Sharon Hardin, Email sghardin@ema

Special Requests (optional)

Create CampLife account (optional)

Payment Information: No Payment Method Selected

1: Country dropdown

2: Phone Number field

3: Special Requests and Create CampLife account sections

4: Add Payment Method button

Example of no total due.

Payment Information

No payment due at this time

Total: \$0.00

By clicking 'Agree & Make Reservation', you agree that all the information on this page is correct, and will abide by the [Terms & Conditions](#) of Eastman Recreation Club and the CampLife [Terms & Conditions](#) and [Privacy Policy](#).

Back Agree & Make Reservation

5: Agree & Make Reservation button

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1. Print the confirmation from the screen if you want a copy.
2. Finish required documents before you arrive.
3. Check-in when you arrive. You may also scan in at the onsite registration stand by scanning a QR code with your smart phone.

Confirmations are displayed on the screen and emailed to you. The email will come from [confirmation@camplife.com](mailto:confirmation@camplife.com).

**Confirmation**  
You're all set!

**Reservation Confirmation**

Shelter 2 - 8AM-4PM Tue, Mar 8 → Wed, Mar 9 9 guests	\$0.00
<b>Total</b>	<b>\$0.00</b>

You're all set, Sharon.  
Thank you for choosing Eastman Recreation Club!

Here is your confirmation code  
**61387704**

An email confirmation has been sent to 'sghardin@email.com'

**1** [Print this Page](#)

[Eastman Recreation Club Details](#)

[Make another reservation at this property](#)

Eastman Recreation Club - [Get Directions](#) | [Terms & Conditions](#)

**EASTMAN RECREATION**  
KINGSPOUR TENNESSEE

Thank you for choosing  
**Eastman Recreation Club**

<b>Guest</b>	Sharon Hardin
<b>Arrival Date</b>	03/05/2022
<b>Departure Date</b>	03/06/2022
<b>Confirmation Code</b>	51277986

**Eastman Recreation Club is ready for you to complete important documents. We look forward to seeing you!**

**2** [Finish Required Documents →](#)

**Check in on your phone when you get here!**

Questions? Give us a call: [+1 \(423\) 229-3771](tel:+14232293771)

**3** [I'm here. Check me in! →](#)

**Site Details**

Site Name	Shelter 7 - 8AM-4PM
Site Type	Picnic Shelter AM: 8am-4pm

**Site Description**

**Invoice Details**

Description	Quantity	Item	Price	Amount
L / XL Shelter(1) * [\$ 0.00]: Sat, Mar 05 Shelter 7 - 8AM-4PM	1		\$0.00	\$0.00
<b>Total</b>		<b>\$0.00</b>	<b>Balance</b>	<b>\$0.00</b>

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1. Read the document.
2. Enter your full name.
3. Sign your name inside the box with your finger or a stylus or click the Draw My Signature toggle to have your name automatically signed.
4. Click Sign to complete the required document.

**Required documents MUST be signed prior to check-in.**

**Acknowledgement of the COVID Guidelines is required.**

**Reservations not accompanied by a signed COVID Guidelines form will be cancelled.**

**Review: COVID Guidelines** 1

We ask that you follow these guidelines to ensure protection and prevention of COVID-19 for the entire community. Failure to comply with these guidelines could result in your being disqualified from using these facilities.

By signing this form, you agree to:

- Follow all U.S. Centers for Disease Control (CDC) guidance regarding the use of face masks to protect others and yourself against COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html> for the latest CDC guidelines.
- Clean and disinfect the site which includes picnic tables, benches, grills and light switches before and after use. (Sanitizing wipes are provided in the 5 gallon buckets inside each shelter while supplies last)
- Cancel your reservation if the circumstances outlined below change prior to your reservation date.

You are also attesting that to the best of your knowledge:

- You are not sick or have tested positive with COVID-19
- You have not been exposed to COVID-19
- No member of your group is sick with or has tested positive with COVID-19
- No member of your group has been exposed to COVID-19

**Your Signature**

**Confirm your full name and signature**  
As you enter your name, a signature image will be created for you. If you prefer to draw your own on the signature pad, you may select Draw My Signature.

Full Name\* 2

3

Draw My Signature

By clicking Sign, I agree that this will be an electronic representation of my signature on the document, and is binding in the same way that a pen-and-paper signature would be.

4

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