

Step by Step Instructions to Request a Field Trip Date:

- *Hint: Read all instructions before beginning your booking process*

1. Go to: <https://fairfax.usedirect.com/FairfaxFCPAWeb/> or click the **Request a Reservation** link on any Field Trip page.
2. Log in with a [ParkTakes](#) account, or create a new one. You can use a work or personal email.

Credentials ✕

EXISTING CUSTOMER

In order to use this part of the reservation system, you must log in.

If you need to recover your account or change your password the new password will need to be a mix of upper & lower case characters, numbers and special characters to increase password security for your protection.

Once you log in, you will be able to make and view reservations. You will also be able to modify or cancel your reservations.

If you forgot your password, you may also [recover your account](#).

Email Address

Password (case sensitive)

I'm not a robot

reCAPTCHA

NEW CUSTOMER

You need to have an account to make reservations or make any other purchases online. [Create Account](#)

3. After logging in, choose your desired location. Enter the park name into the search box and select it from the drop-down menu or click the site's icon on the interactive map.

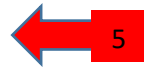
- **Hint:** you may need to maximize your screen.

4. Select the **Green** or **Red** button to see the site's rentable options.

The screenshot shows the Fairfax County Park Authority website interface. At the top, there are navigation links: HOME, ACTIVITY SIGN UP, RESERVATIONS, MEMBERSHIPS, Your Account, and LOGOUT. A search bar contains 'Annandale Park'. Below the search bar, there are filters for dates (09/24/2019) and duration (1 Night). A grid of search results shows four parks: Annandale Park, Hidden Oaks Nature Center, Osian Hall Park, and Hidden Pond Nature Center. Each result includes a photo and 'Overnight' and 'Day Use' options with 'RESERVE' buttons. To the right is an interactive map of Fairfax County with various park locations marked with green tree icons. A red arrow labeled '3' points to one of these icons on the map.

5. Select the or button associated with the School Field Trip option.

FAIRFAX COUNTY PARK AUTHORITY



6. This screen will help you identify which days are available. Available days are represented by a green box. Use the date selector or arrows to see future dates. When you find your desired date, click on the green box.

The screenshot shows the Fairfax County Park Authority website. On the left, there is a calendar for September and October 2019. The calendar has columns for days of the week (TUE, WED, THU, FRI, SAT, SUN, MON) and rows for dates (24-30). A grid of units is shown below the calendar, with green boxes indicating available days and red 'X' marks indicating unavailable days. On the right, there is a map of the park with various facilities labeled: 4H Barn, Indoor Arena, Playground, General Store, School House, Kidwell Farm, and Visitor center. The website header includes navigation links: HOME, ACTIVITY SIGN UP, RESERVATIONS, MEMBERSHIPS, LOGIN, and CREATE ACCOUNT.

- **Hint:** Although there is a drop-down menu for the number of nights (ex. 1 Night), the reservations are for day use. You can continue with your reservation.
- **Hint:** Confused about which unit to reserve? Visit the site's web page for definitions.

7. Click 'Reserve Unit' in the pop-up window.

The screenshot shows a pop-up window titled 'School Field Trip #>30'. It has three tabs: UNIT DETAIL, SPECIAL REMARKS, and DATES. The UNIT DETAIL tab is active, showing 'Use Type Day Use'. The SPECIAL REMARKS tab shows text: 'No fee due at time of reservation; payment due on day of program. If you would like a wagon ride during your visit please book one separately using the timed wagon ride units.' Below this is an AMENITIES section with a list of facilities and their availability: Equestrian Facilities Yes, Historic Feature Yes, Playground School Age & Tot Lot, Reservable Picnic Shelter 1 Shelter, Restrooms Yes, Trails Yes. The DATES tab shows the date 10/07/2019 and the number of nights 1. There is a photo of two people with a horse.

8. In the **Information** section. All fields with an asterisk are required.

Day use facility always select one night.

Reserve Unit



Information section. All fields with

- **Hint:** If you receive an error before the Booking Details screen, you have likely chosen a reservation date that is within two weeks of the current date. Please select a new date, or call the site directly to book a field trip within two weeks of the current date.
- **Hint:** There is a 20-character limit in the email field. Your email address may not fit. This information was captured when you logged in.
- **Hint:** When selecting the number of students, you will notice a drop-down menu. Please enter the maximum number of students for your trip. If you have more students than available in the drop-down, you may need to book an additional date. Sites limit the total number of students per day. Larger groups may be accommodated over multiple days.

9. After completing all information, check the box I agree with the above terms and conditions , then select **Book Site** . You will be taken to your shopping cart.

- **Hint:** To make another reservation, select “Reservations” at the top of the Shopping Cart page.




10. When you have completed making all field trip reservations, review your cart and select **Go To Checkout** .

Shopping Cart order within
25 Min : 53 Sec

Home / Shopping Cart

Note: Your Shopping Cart will expire after 30 minutes of inactivity. Once your shopping cart expires, the units you had selected will be blocked for an additional 10 minutes.

Description	
 Unit: Frying Pan Park - School - School Field Trip - School Field Trip Small Elementary AM Date: Wed 10/09/19 Classification: Regular Comments: Web Reservations School Field Trip/Wed 10/09/19 (Per 1 day) Unit Price: \$0.00 , Qty: 1 , Total: \$0.00	
Sub Total : \$0.00 Sales Tax : \$0.00 Grand Total : \$0.00	

Donation Details

Search Donation Type

Donation Amount

Donation Comments

Add Donation

Go To Checkout **Empty Cart** **Continue Shopping**

11. After you select **Go To Checkout** , a window will open verifying receipt of your request. You will also receive an email. There are no fees charged for a reservation request. Payment is due on the day of the program. Staff will be in touch to finalize your reservation.

Success



Your order was placed successfully.

Thank you for using the Online Reservation System

Your confirmation number is 990445.

A copy of your Confirmation document and other applicable documentation has been sent to the email address from your customer profile

Close