

## Advance Reservations Check In- DK

The EDU Department will also provide a copy of the reservation inquiry or receipt to Admission Desk in case they need to check in manually for their daily records. We will bring back our Accordion daily File System.

### **Manually Inputting a Booking for a future Reserved Tour and Field Trip:**

1. Go to Event Management
2. Go to Facilities Tab
3. Under Category Select All (so all programs will populate)
4. Choose the Program under Details
5. On Left side choose “New Reservation”
6. Select Date and use Customer Name for reservation name
7. Go to Check Out
8. Select the right ticket and add on amounts
9. Press Continue
10. Select Check Out- Change the Billing and Customer info to the client
11. Press issue Receipt to mail the invoice to the customer (I believe this also gives the client the ability to pay in advance from their email if they choose)

### **Checking IN Future Reservations from Admission Desk for Payment:**

1. Go to Event Management
2. Go to Facilities Tab
3. Under Category Select All (so all programs will populate)

4. Choose the Program under Details
5. Select Manage Reservations
6. Select under action bar in far right- View Reservation- to make edit to tickets select Edit Reservation and them proceed to check out
7. Select Make Payment from bar below
8. Select Check Out
9. Click the Visa or mailbox icon on top of page and select
10. Fill in Credit Card info or accept cash

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