

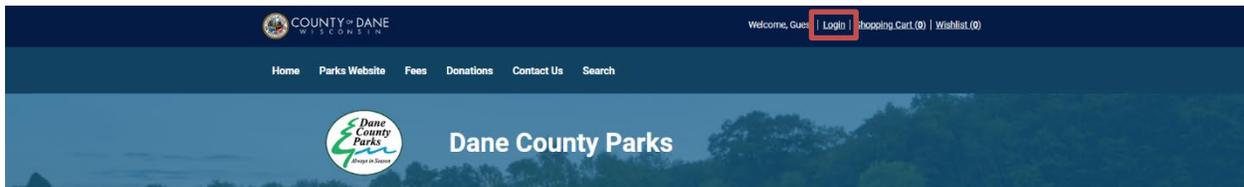
Welcome to our [new reservation system](#) for the Lussier Family Heritage Center. This guide should help you to learn how to do the following:

- A. Login to your account.....[Page 1](#)
- B. Check your current reservations.....[Page 2](#)
- C. Make a payment.....[Page 3](#)
- D. Book an event.....[Page 4](#)

### A. Logging in to Your Account

If you already have a 2020 or 2021 event scheduled at the Lussier Family Heritage Center, your account will already be setup. **Your username is the email of the first person listed on your 2020/2021 facility contract with us.**

1. On our reservation [website](#), click “Login”



**Welcome to the New Design of the Dane County Parks Online Reservation and Permit System**

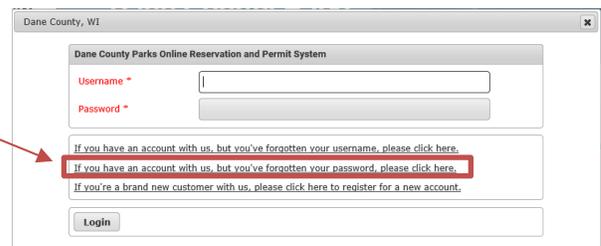
Note that all users must create a brand new account even if you had an account set up in our previous system. Click on 'Login' in the upper right of the webpage to do so.

**Important Information for 2021 (subject to change):**

- Shelter reservations are limited to 25 people.
- Group Camp reservations are limited to 25 people.
- Babcock, Mendota and W. G. Lunney Lake Farm County Parks have the following camping restrictions:
  - Only self-contained camping units with functioning toilet, septic tank and water storage are allowed.
  - Only one camping unit per site. No tents are allowed.
  - Only electric sites are available.
- Restrooms and showers are available to registered campers for emergencies.
- Brigham and Token Creek County Parks will open to all camping including tents.



2. Click on the second link, *“If you have an account with us, but you’ve forgotten your password, please click here”*



3. Enter your email address (the first person’s email listed on your 2020/2021 facility contract) & click **“Submit”**.

4. Check your email. You will receive an email from “DaneCounty@rectrac.com”
5. Click on “Reset my password”

You have requested your User Name for Dane County Parks's web registration site. Please follow the instructions below. If you have any questions or problems, email us at [dane-parks@countvofdane.com](mailto:dane-parks@countvofdane.com). DO NOT REPLY to this message.

1. Make a note of your User Name: [HeritageCenter@countvofdane.com](mailto:HeritageCenter@countvofdane.com)

2. Next, use the following link to reset your password: [Click Here To Reset Password](#)

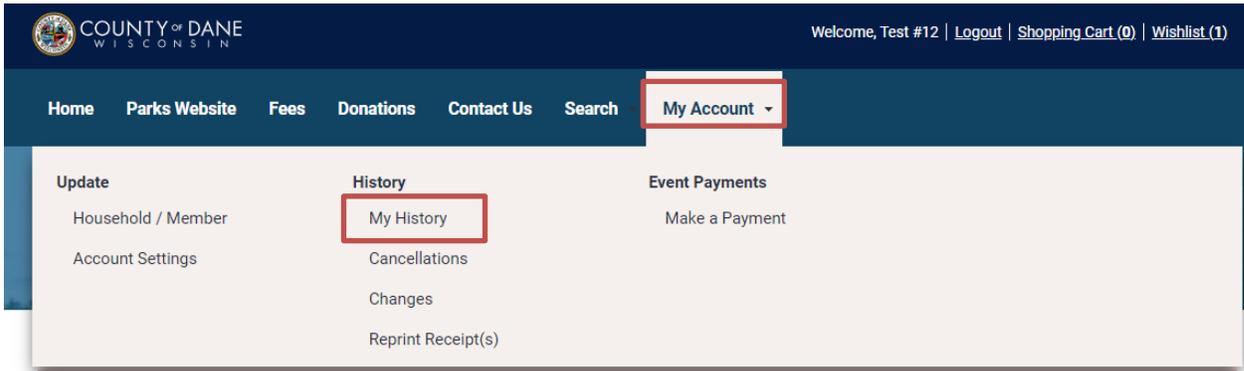
Note: If you did not register to use this web site then someone has mistakenly entered your e-mail address when registering. Simply ignore this message, or if you wish, you may email us at [dane-parks@countvofdane.com](mailto:dane-parks@countvofdane.com).

6. You now should be able to successfully login to the system.

## B. Check Current Reservations

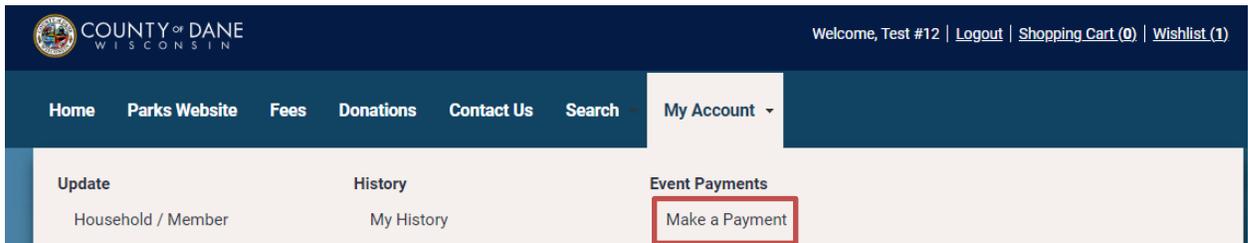
Any reservations you made for the end of 2020 or for 2021 will appear in your account.

1. Click on “My Account” and select “My History”. This will allow you to view all your reservations.



## C. Make a Payment

1. You can check outstanding balances and make payments by selecting the “Make a Payment” option under My Account.



2. Select an item you would like to pay for by clicking on the checkbox for that item. And then selecting “Add to Cart”.

Search Criteria

Begin Transaction Date: 10/02/2018 | End Transaction Date: 12/31/2021 | Sort Option: Date

Begin Item Date: 10/24/2019 | End Item Date: 12/31/2099 | Sort Order: Ascending

Module: System Admin

Buttons: Search, **Add To Cart**, Select All, Deselect All

**Your Balances**

Showing 1 To 4 | Total Results (4)

Description	Name	Date Range	Status	Location	Paid	Balance		
<input type="checkbox"/> Heritage Center Retreat on 09/30/2020 at 10:00 am to 3:00 pm at Lussier Center	Heritage	09/30/2020 -09/30/2020	Firm	Heritage Center	\$ 0.25	\$ 544.75	?	?
<input type="checkbox"/> Heritage Room (Main Level) on 10/21/2020 at 8:00 am to 2:00 pm at Lussier Center	Heritage	10/21/2020 -10/21/2020	Firm	Heritage Center	\$ 0.00	\$ 390.00	?	?
<input type="checkbox"/> LePine Room (Lower Level) on 11/03/2020 at 8:00 am to 4:00 pm at Lussier Center	Heritage	11/03/2020 -11/03/2020	Firm	Heritage Center	\$ 0.00	\$ 310.00	?	?
<input checked="" type="checkbox"/> Full Weekend Wedding Package on 10/08/2021 at 10:00 am to 10/10/2021 at 12:00 pm at Lussier Center	Heritage	10/08/2021 -10/10/2021	Firm	Heritage Center	\$ 0.00	\$ 4280.00	?	?
<b>Grand Totals</b>					<b>\$ 0.25</b>	<b>\$ 5524.75</b>		

3. Once in the cart, review the total fees, and select **“Proceed to Checkout”**
4. On this page you can decide how much to pay today. For example, you may choose to pay for your event in portions, you are able to do that so long as the total amount is paid for by the dates required (i.e. Weddings always have a minimum of 50% due within 2 weeks of booking, and the remaining balance is due by January 15, 2021).

#### **D. Booking an Event (at the Lussier Family Heritage Center)**

1. Click on Rent Facility of Room
2. Select the type of event (Meeting, Retreat, Memorial, Wedding)
3. Select the room/ event type from the list.
4. Select the date and time you would like to book.
  - a. To book multiple dates, you can add multiple dates and times to the cart.
  - b. Be advised that if you add multiple dates you are not adding these as “options” you are adding them to be booked. If you would like to see availability look at the calendar on the left hand side of the screen.
5. Add the Headcount for your event
6. Fill out the details, read & agree with our policies.
7. When you navigate to the cart, it will show it as “\$0” this is because this is currently an inquiry. After your event is approved, you will receive an email and can navigate to your account balance to pay for your event.

If you have any questions do not hesitate to reach out to our office  
[HeritageCenter@countyofdane.com](mailto:HeritageCenter@countyofdane.com) or 608-224-3604