

How to book the Milford Track with the Department of Conservation

STEPS TO TAKE BEFORE BOOKING DAY

- Create your account Create a new account with DOC <u>here</u>. You'll need your name and address details. Setting this up beforehand will save you precious time on booking day!
- **Confirm your hiking buddies' details** Collect the full names, ages and nationalities of everyone travelling, as you will need this when it comes to making your booking.
- Consider a range of dates

Discuss with your travel buddies a few different date options, just in case your first choice isn't available. This will allow you to spring into 'Plan B' if needed.



Great Walks

Select Great Walk *		Start Dat	e *	Number	of Nights *		Number of Pe	opie *
Select Great Walk	~		29/07/2020	1		~	1	~
Accommodation			Direction					
Huts and campsites		~	Select Direction		~			Search

BOOKING DAY

It will be busy, so be prepared! Think purchasing sought after concert tickets – it is almost exactly the same.

Set your alarm and be at your computer at least a few minutes before bookings open (say 9.25 am if space is released at 9.30 am).

STEP 1: Log in

First, log into your newly created Department of Conservation account.

Account Login

Home / Login
To create, view or modify a booking, or cancel an existing booking, please log into your account using your email address and password. If you
have previously held an account with the Department of Conservation, you will need to create a new account as this is a new booking
system.

If you have forgotten your password, please click **Recover your Account**. A temporary password will be emailed to the nominated email address of your account profile. Please follow instructions on your email to reset your password.

By submitting information through this web site, you agree that it is true and correct. Your personal information will be handled in accordance with
our privacy policy.

Credentials		
	•	
Email Address		
Password (case	ensitive)	
	Log In	

STEP 2: Set up your booking

- Key in the details of what you would like to book.
- Select *Milford Track* from the drop-down menu.
- Select your start date, the number of nights (3), the number of people, then hit SEARCH.

Great Walks

Select Great Walk *	Start Date *	Number of Nights *		Number of People *
Milford-MacKinnon Experi 💙	17/12/2020	3	~	3 🗸
				Search

Your screen will then show your dates and availability.

17/12/202	20 - 28/12/2	2020 🕥										Rese	erve
Available for re	servation		!	8 or f	fewer spa ings not	aces avail available	lable		# F	ull or una eople sea	available arched	for numl	ber of
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		17	18	19	20	21	22	23	24	25	26	27	28
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Clinton Hut	ž ሰ	—	-	-	-	-	-	-	—	—	—	—	—
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Dumpling Hut	2 🕥	—	—	—	—	-	—	—	-	—	—	—	—

IMPORTANT TIP: If you are logging in before the system is officially opened for bookings, all space will appear to be blocked out (red buttons) and will do until it is open. If this is the case and you've logged in before (which is highly advised!), wait patiently until the clock ticks over to that magical time. Then, keep refreshing your browser screen until it shows available space (green buttons).

STEP 3: Book your space

• Once your screen shows green boxes, click on the date you would like to start and all three huts will automatically be selected for you. Then click **RESERVE**.

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	!	8 or f	fewer spa ings not	aces avail available	able		# F	ull or una eople se	available arched	for numb	er of
u.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Mon.
3	09	10	11	12	13	14	15	16	17	18	19
r	Apr	Apr	Apr	Apr	Apr	Apr	Apr	Apr	Apr	Apr	Apr
						-					

STEP 4: Enter your details

Follow the form instructions and enter the details for all travellers in the fields. *Note all fields have to be completed otherwise you won't be able to progress any further.*

Occupant Details

Your accommodation is now 'reserved' but is not confirmed until you complete the payment process. You have 25 minutes from now to complete the payment process. If you already have an active Shopping Cart, you need to ensure you have enough time remaining to complete the booking and payment. If you have less than 3 minutes remaining when completing this form, you will be prompted to 'Extend Time' to start the new booking again.

First Name*	Last Name*	Country Of Citizenship or Ordinary () Residence*	Age at trip*	Gender*
		Select Coun 💙		Select 🗸
		Select Coun 💙		Select 🗸
		Select Coun 💙		Select 🗸

STEP 5: Check your details

- A summary of what you have booked will now be displayed.
- Check the details are correct, then select **BOOK GREAT WALK**.

NOTE: If any of the details entered are incorrect and need to be changed:

- If it relates to the information about your travellers, we recommend completing the booking process, then go back and fix after.
- If it relates to the dates you have selected, then you will need to go back and start from scratch.

Save & Continue

Cancel

C Booking Dates	💼 Great Walk	Booking	
Nights	View Occupan	ts	
3	Facility	Date	Persons
Arrival:		11/04/2021	3
11/04/2021	Facility	Date	Persons
		12/04/2021	3
	Facility	Date	Persons
		13/04/2021	3
S Fees			
Classification			
Regular			
A full breakdown of fees is displayed in the shopping cart on the next screen			
	/		

Booking Details

STEP 6: Final Check

Your final booking summary will now appear along with costs. Tick that you agree to the Terms and Conditions, then **GO TO CHECKOUT**.

 Stay: Sun 11/04/21 - Mon 12/04/21 (1 night) Cancel Comments: Web Bookings Adult Fee - Great Walk Tent Site 11/04/21 12:00 PM - 12/04/21 11:59 AM Unit Price: Stay: Mon 12/04/21 - Tue 13/04/21 (1 night) Comments: Web Bookings Adult Fee - Great Walk Bunk 12/04/21 12:00 PM - 13/04/21 11:59 AM Unit Price: Stay: On 12/04/21 - Tue 13/04/21 12:00 PM - 13/04/21 11:59 AM Unit Price: Stay: Tue 13/04/21 - Tue 13/04/21 12:00 PM - 13/04/21 11:59 AM Unit Price: Stay: Tue 13/04/21 - Tue 13/04/21 12:00 PM - 13/04/21 11:59 AM Unit Price: Stay: Tue 13/04/21 - Vue 14/04/21 (1 night) Comments: Web Bookings Adult Fee - Great Walk Bunk 13/04/21 (1 night) Comments: Web Bookings Adult Fee - Great Walk Bunk 13/04/21 12:00 PM - 14/04/21 11:59 AM Unit Price: Stay: Tue 13/04/21 - Tue 13/04/21 12:00 PM - 14/04/21 11:59 AM Unit Price: Stay: Tue 13/04/21 12:00 PM - 14/04/21 11:59 AM Unit Price: Stay: Tue 13/04/21 - Tue Tue Tue Tue Tue Tue Tue Tue Tue Tue	\odot			
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Sub Total : GST : Grand Total :		Adult Fee - Great Walk Bunk 13/04/21 12:00 PM - 14/04/21 11:59 AM Unit Price: #16000, Qty: 3 , Total: 12:00 PM - 14/04/21 11:59 AM		
Grand Total :			Sub Total : GST :	\$3
			Grand Total :	\$4

STEP 7: Pay

This is where you complete your payment details.

WELL DONE - YOU CAN NOW RELAX!



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