

Jacksonville Park Reservation System

(Making Reservations Guidelines)

1. Click Camping Reservation, at the top right of the menu on the City of Jacksonville webpage.
2. Click My Reservation.
3. Enter your User Id and password (You must have created an account in order to make reservations. See, **Jacksonville Park Reservation System - Create an Account** document.).

**** User ID is the e-mail address used, when you created your account ****

4. Click Login.
5. Click New Reservation.
6. Click **Select Park** and choose Lake Jacksonville Campgrounds, or click the Lake Jacksonville Campgrounds picture (you can only make reservations for the campground, using the online system).
7. Scroll down to the site you would like to reserve.
8. Click the **Reserve Button**, to the right of the picture of the site you would like to reserve.
9. Check the calendar to make sure the date(s) you want are available.
10. If you want a reservation for just (1) day, click the date you want on the calendar.
 - a. If you want to make reservations for multiple days, select a date range with the start and end date boxes, then click the **Reserve Button** to the right of the date range.
11. Accept the Terms and Conditions in order to move to the payment process
12. Click **Pay Now** and go through the payment process to reserve your dates.

Disclaimer: During the Memorial Day, 4th of July, and Labor Day Holidays, there is a limit on reservation of (2) spaces per day for renters at the campground. Any reservations beyond set limit, may be subject to cancellation.