

# Instructions for Camp Samac bookings

**Step 1:** Go to the [www.wpc.scouts.ca](http://www.wpc.scouts.ca) website. Click on Camps in the top header and then click on Camp Samac.

**Step 2:** Half way down the page click on “**Request for a Booking Now**”

**Step 3:** choose the category (this is above the calendar) and they are as follows:

1. Weekend Overnight (from Friday afternoon until Sunday at 2pm)
2. Weekday Overnight (from Sunday afternoons after weekend until Friday mornings) \*\*
3. Day Usage (using buildings/sites during the week from Sunday afternoons until Friday mornings) \*\*
4. Programs (This is Archery, Pellets etc)
5. Hourly Programs (Campfires at Beaver Meadow) \*\*

\*\* If you choose the following categories: 2, 3, or 5, you will also have to choose the duration which is just under the calendar.

**Step 4:** Click on the Calendar that the date you are interested in. For example, Category 3-day usage, duration 1 day on Dec 19, 2019 – when these are chosen, the availability pops up in the centre of the screen.

**Step 5:** Choose the facility and click on “**RESERVE**”. This has now added your request to the shopping basket. You can continue to add more booking request or, go to the “**Check Out**”.

**Step 6:** Please complete your order with the required information

**Step 7:** payment with Visa or Mastercard.

Once you have completed your transaction, you will receive an email with a receipt. This is also your confirmation for the booking

