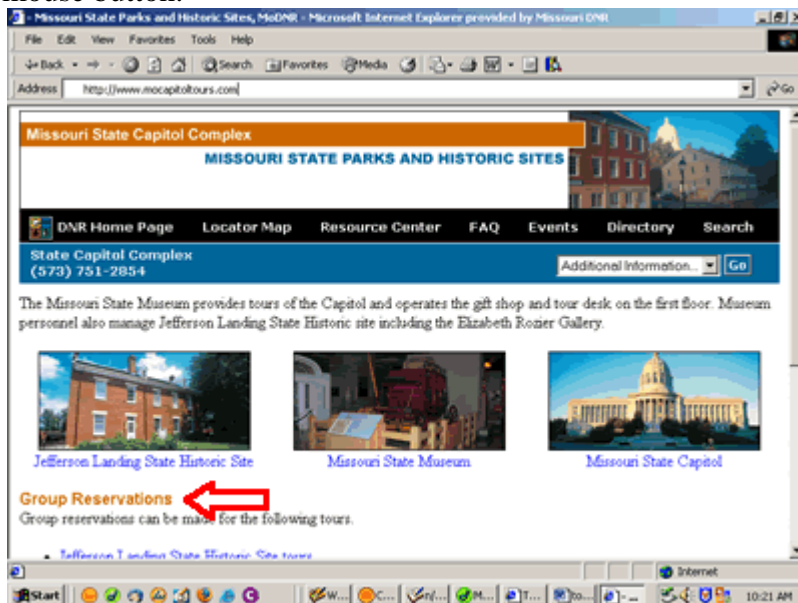

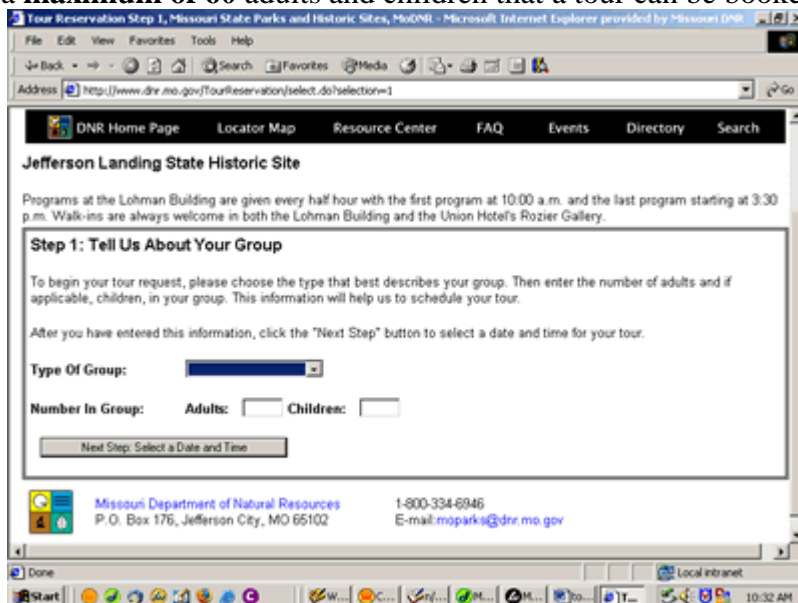


How to book a tour in the Tour Reservation System

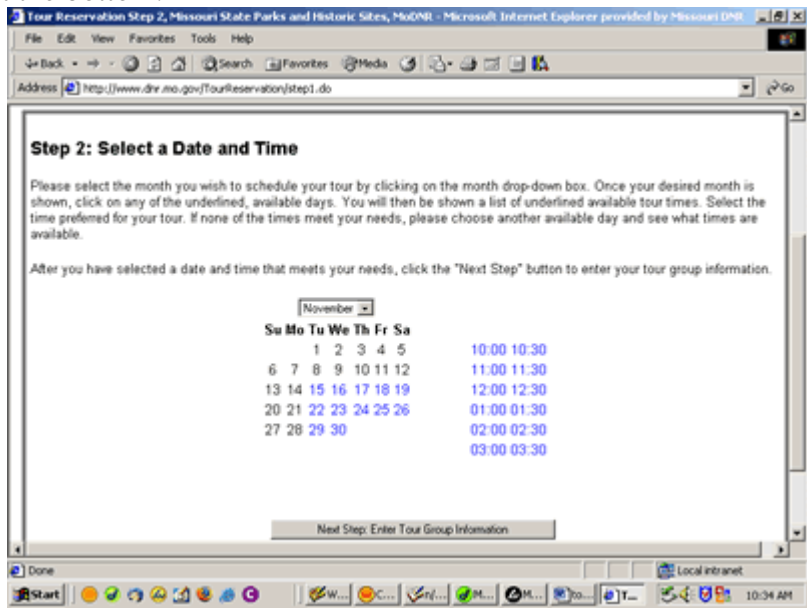
1. Start by pointing your internet browser to <http://www.mocapitoltours.com>
2. Under **Group Tour Reservations**, choose the site that you want to book the tour for by clicking it one time with the left mouse button.



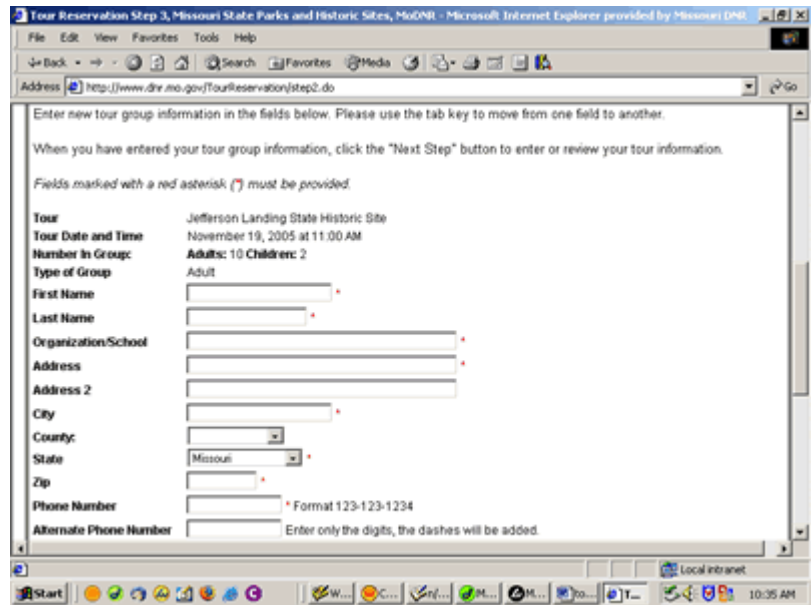
3. After reading the information about the tour, click on the  button.
4. Using the drop down menu choose the type, by clicking one time on the downward pointing triangle. Enter the number of Adults and Children in the appropriate boxes. Click on the next step button at the bottom. There is a **maximum of 60** adults and children that a tour can be booked for.



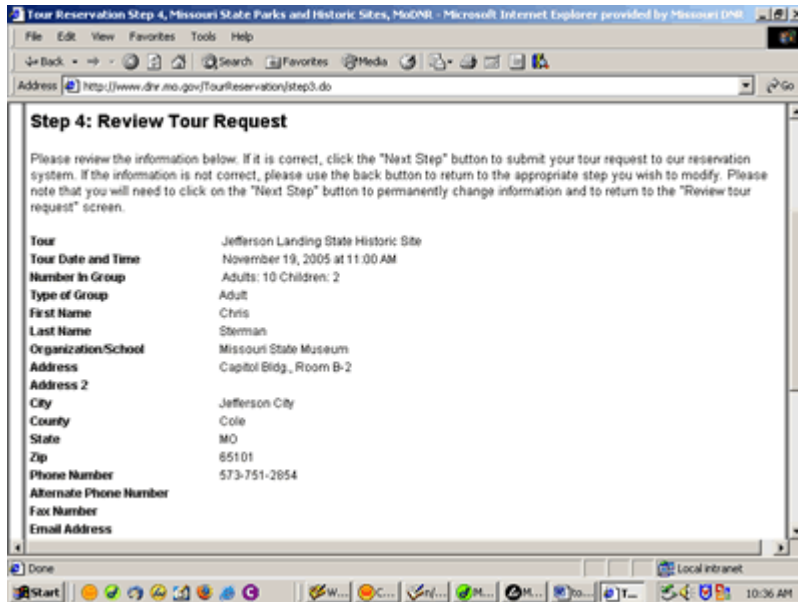
- Using the drop down menu choose the month in which you wish to book the tour. Next click on the day of the month (only days/times that are blue are available). A list of available times will display on the right. Click on the tour time you would like. Once you have chosen your date and time click the next step button at the bottom.



- Enter the information about the group that is being scheduled for the tour. Fields marked with a red asterisk (*) are required information. If the tour group is from out of state, there is an option for out of state under the county field. The e-mail address is not required but very helpful as the confirmation letter can be sent via e-mail. More than one e-mail address may be entered if more than one person needs to receive the confirmation. (first_address@example.com, second_address@example.com) When you have entered all the information about the group, click on the next step button at the bottom of the page. When no e-mail is entered confirmation letters are sent via U.S. Postal Service.

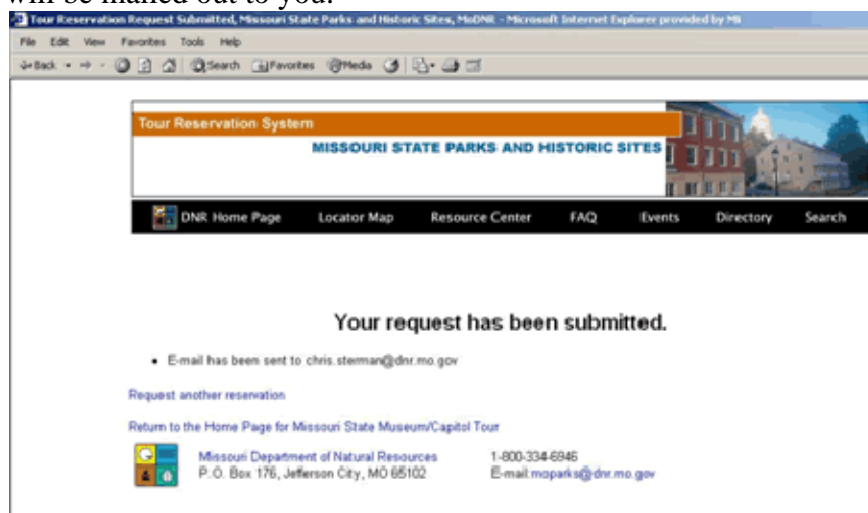


7. The next step is to review the information that you have provided to make sure it is accurate.

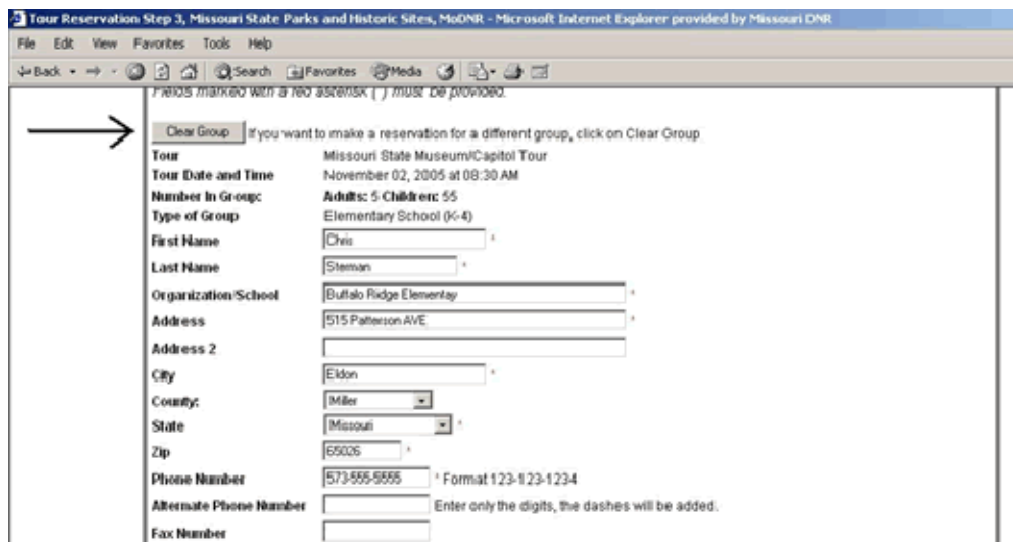


If you need to change information you may use your browser back button to return to the previous page and fix or add information. If anyone in your group has special needs please let us know by filling in the Special Requests field. Once you have reviewed the information for the group and it is correct click the next step button at the bottom of the page.

8. You should receive an e-mail in a few minutes saying that your request is being processed and that you will be notified when it is confirmed. Once the request has been confirmed you will receive an e-mail confirmation letter and tour guidelines. If you did not provide an e-mail address the confirmation and guidelines will be mailed out to you.



9. If you are making multiple tour reservations for the same group or school, the browser will retain the information. **However if you are making multiple reservations for different groups you will need to press the Clear Group button.** If you do not press the Clear Group button all the information that you put in for the last group that you made a reservation for will be changed to the group that you are putting in.



The screenshot shows a web browser window titled "Tour Reservation Step 3, Missouri State Parks and Historic Sites, MoDNR - Microsoft Internet Explorer provided by Missouri DNR". The browser's address bar contains the URL "F:\MSIS\MARKING WITH A RED ASCIISK () MUST BE PROVIDED". The main content area displays a form with the following fields and values:

<input type="button" value="Clear Group"/>	If you want to make a reservation for a different group, click on Clear Group
Tour	Missouri State Museum/Capitol Tour
Tour Date and Time	November 02, 2005 at 08:30 AM
Number In Group	Adults: 5 Children: 55
Type of Group	Elementary School (K-4)
First Name	<input type="text" value="Chris"/>
Last Name	<input type="text" value="Steman"/>
Organization/School	<input type="text" value="Buffalo Ridge Elementary"/>
Address	<input type="text" value="515 Patterson AVE"/>
Address 2	<input type="text"/>
City	<input type="text" value="Eldon"/>
County	<input type="text" value="Miller"/>
State	<input type="text" value="Missouri"/>
Zip	<input type="text" value="65006"/>
Phone Number	<input type="text" value="573-555-9555"/> * Format 123-123-1234
Alternate Phone Number	<input type="text"/> Enter only the digits, the dashes will be added.
Fax Number	<input type="text"/>