

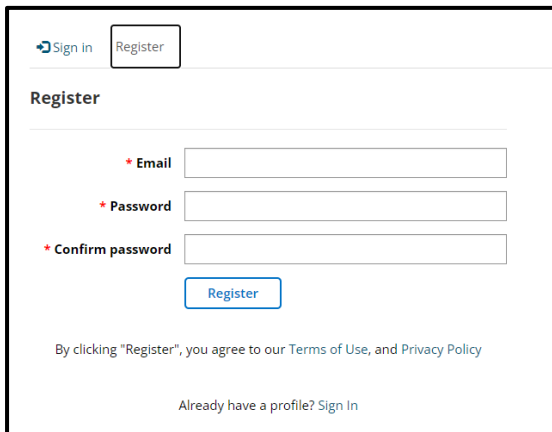
# OFFICIAL

## How to guide – making a Junior Ranger summer booking

The Junior Ranger program has moved to a new booking platform. You might be wondering what's changed for you and your families. Firstly, you'll need to create a ParkConnect profile on the new booking platform. Once you are logged in, you will be able to book into Junior Ranger activities by visiting the What's On tab on ParkConnect.

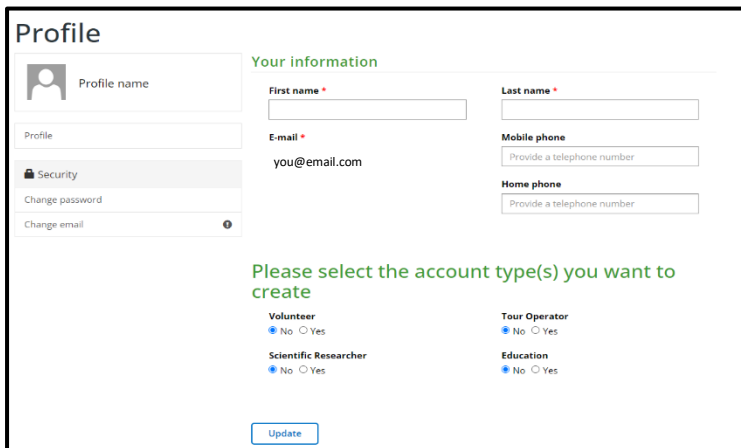
### How do I make a profile?

Visit [www.parkconnect.vic.gov.au](http://www.parkconnect.vic.gov.au) and click sign in, then select register. Enter your email address and create a password, then click the button that says *register*. If you already have a ParkConnect login, you can skip this step and just sign in.



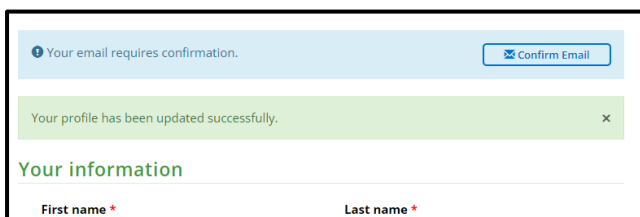
The screenshot shows the 'Register' page on the ParkConnect website. At the top, there are two buttons: 'Sign in' and 'Register'. Below them is the 'Register' heading. There are three input fields: '\* Email', '\* Password', and '\* Confirm password'. A blue 'Register' button is positioned below the password fields. At the bottom, there is a link for 'Terms of Use, and Privacy Policy' and a text link that says 'Already have a profile? Sign In'.

Once you have clicked register, your profile page will load. Add your first and last name and your contact phone number(s). Scroll to the bottom of the page and click the button that says *update*.



The screenshot shows the 'Profile' page. On the left, there is a sidebar with 'Profile name', 'Profile', and 'Security' (including 'Change password' and 'Change email'). The main area is titled 'Your information' and contains several input fields: 'First name \*', 'Last name \*', 'E-mail \*' (with the value 'you@email.com'), 'Mobile phone' (with a placeholder 'Provide a telephone number'), and 'Home phone' (with a placeholder 'Provide a telephone number'). Below these fields, there is a section titled 'Please select the account type(s) you want to create' with four radio button options: 'Volunteer' (selected), 'Scientific Researcher', 'Tour Operator', and 'Education'. Each option has 'No' and 'Yes' radio buttons. A blue 'Update' button is at the bottom.

Click the *confirm email* button at the top of the page. You will receive an email from ParkConnect asking you to confirm your login details. Once this step is complete, you can sign in.

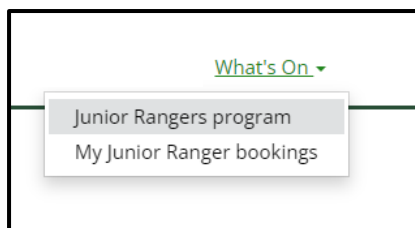


The screenshot shows the 'Profile' page with a blue notification banner at the top that says 'Your email requires confirmation.' and a 'Confirm Email' button. Below the banner is a green success message: 'Your profile has been updated successfully.' with a close button. The 'Your information' section is partially visible, showing 'First name \*' and 'Last name \*' fields.

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## How do I find activities?

Junior Rangers activities can be found under the What's On tab on ParkConnect. You can view and book into activities by selecting *Junior Rangers program* from the drop-down menu. You can also view activities that you are booked into for summer by selecting *My Junior Ranger bookings* from the drop-down menu. You must be signed in to make a booking and to view your upcoming bookings.



You can use the search bars at the top of the activities to search by park, activity name and/or date. Once you have found an activity you like, click the *book now* button and enter your contact details and number of children attending.

## Why do I need a profile to view activities?

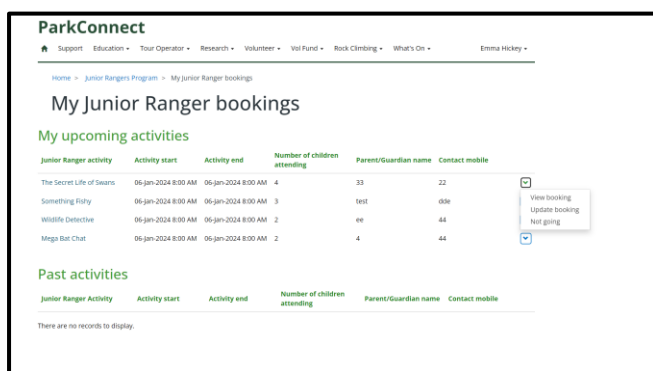
Creating a profile makes booking into an activity faster. It also means that all your bookings are saved in one place, so you can manage and cancel bookings easily.

## Do I need to make a booking to attend an activity?

Families who wish to attend a Junior Ranger activity require a booking. This helps us to run safe and enjoyable activities in nature.

## How do I manage or cancel a booking?

Select *My Junior Ranger bookings* from the drop-down What's On menu. Find the booking you wish to edit or cancel in your list of bookings. Click on the arrow and select 'not going'.



## Who do I contact for more information/support?

Please email [JuniorRangers@parks.vic.gov.au](mailto:JuniorRangers@parks.vic.gov.au) or call 131963 for more information and support.