

# School and Youth – Account Setup

**1. Create Account.**

*Once your account is created, you will receive an email with your USERNAME & PASSWORD and a Link to log into Account. This can take up to 1-2 business days.*

**2. Login to Account - NO COMPANY CODE NEEDED.**

**3. Choose if you would like a Pavilion.**

*If you selected Yes, a pavilion will be assigned based on your group's size and need.*

**4. Choose if you would like an Education Tour.**

*If you selected Yes, our School & Youth Coordinator will contact you to coordinate what Educational Tour(s) you are interested in and what times they are available.*

**5. Select a Ride Package.**

*You will need to select a date and time of visit first.*

**6. Select a Date.**

*Available dates highlighted in Grey. After selecting an available date, Click on SCHOOL PICNIC on the same screen.*

**7. Choose how many tickets needed (Ticker on righthand side of option) \*If ONLY getting ride plan hit add to cart to advance to the next page.**

**8. Decide on food.**

*Are you bringing your own or choosing a Knoebels a meal option. Choose how many meal plans needed (Hit add to cart to advance to the next page)*

**9. Verify FREE faculty passes (Click add to cart).**

**10. Check out (verify cart options).**

**11. Enter Billing and Shipping information**

**12. Choose a method of payment:**

*If you choose credit card or check, you have the option of having the vouchers mailed or they can be held and picked up at the park.*

*If you choose NET 30 as your form of payment you will receive a paper invoice in the mail so your organization can mail a check. Once the check is received, you have the choice to have vouchers mailed or you can pick them up at the park.*