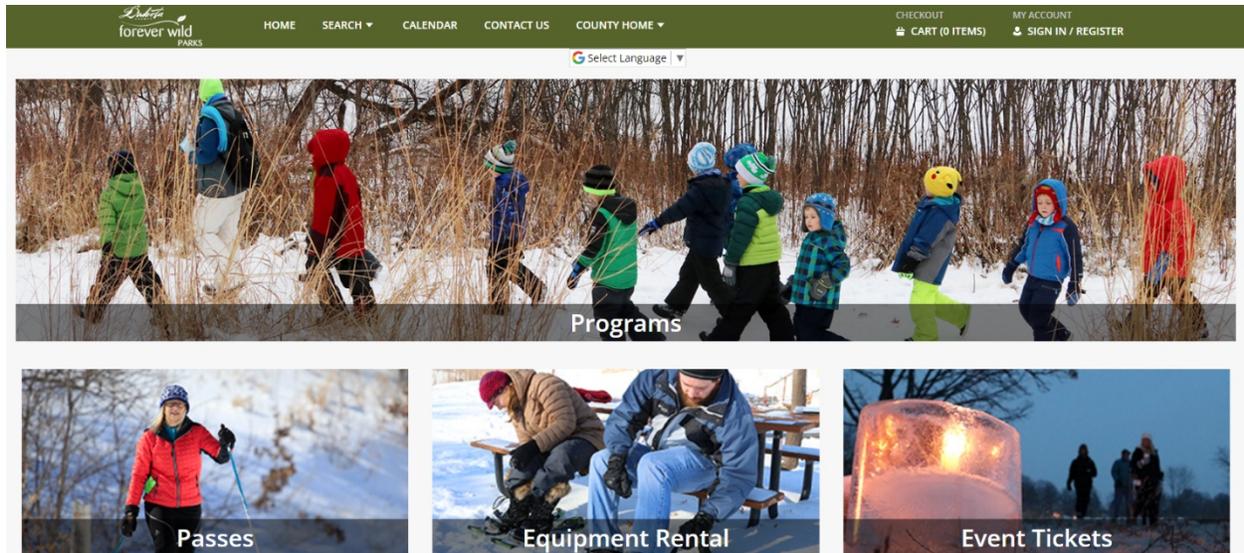


## How to Cancel a Campground Reservation

Step 1: Go to the Dakota County Parks [reservation site](#) and log in to your account by clicking on Sign In/Register in the upper right hand corner.



Step 2: Once you have logged in to your account, click on the my account tab in the upper right corner. From the menu of options that appears, select cancellations under cancel my purchase. This is located in the second column of options.



Step 3: A list of your current reservations available to cancel will display. Click the cancel item button next to the reservation you wish to cancel.

|                             | Description  | Name    | Date Range             | Status | Location                                       | Paid            | Balance        |
|-----------------------------|--|---------|------------------------|--------|--|-----------------|----------------|
| <a href="#">Cancel Item</a> | Cannon Shelter on 04/19/2023 at 10:00 am to 10:00 pm at Cannon Shelter, Miesville Ravine Regional Park | Kaylene | 04/19/2023 -04/19/2023 | Firm   | Cannon Shelter, Miesville Ravine Regional Park | \$ 27.85        | \$ 0.00        |
| <b>Grand Totals</b>         |  |         |                        |        |  | <b>\$ 27.85</b> | <b>\$ 0.00</b> |

Step 4: The cancellation fees that apply to the selected item will display on the screen. Review the fees then click the continue button to proceed with cancelling the reservation.

Fees

Cancellation Fee - Select Fee(s)

| Add                                 | Description   | Amount | Quantity |
|-------------------------------------|---|--------|----------|
| <input checked="" type="checkbox"/> | Picnic Shelter Cancellation/Date Change - 15 or more days in advance of booking date. | 50.00  | 1.00     |

[Continue](#) [Cancel](#)

Step 5: The item you are cancelling will be moved to your shopping cart. Click on proceed to checkout button to proceed to billing page.

Shopping Cart

|  | Description   | Name    | Total Fees       |
|--|---|---------|------------------|
| <a href="#">Remove</a>                         | Cannon Shelter on 04/19/2023 at 10:00 am to 10:00 pm at Cannon Shelter, Miesville Ravine Regional Park (Cancellation) | Kaylene | \$ 13.92-        |
| <b>Grand Total Fees Due</b>                    |   |         | <b>\$ 13.92-</b> |
| <b>Total Old Balances Not in Shopping Cart</b> |   |         | <b>\$ 0.00</b>   |

[Proceed To Checkout](#) [Continue Shopping](#) [Pay Old Balances](#) [Empty Cart](#)

Step 6: On the billing page, click on continue to complete the cancellation. If you received a refund from your cancellation, it will be added as an account balance on your account for a new reservation. If the credit is not used within 1 business day, the credit will be refunded back to the credit card used for payment.

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

[Continue](#) [Back To Cart](#)