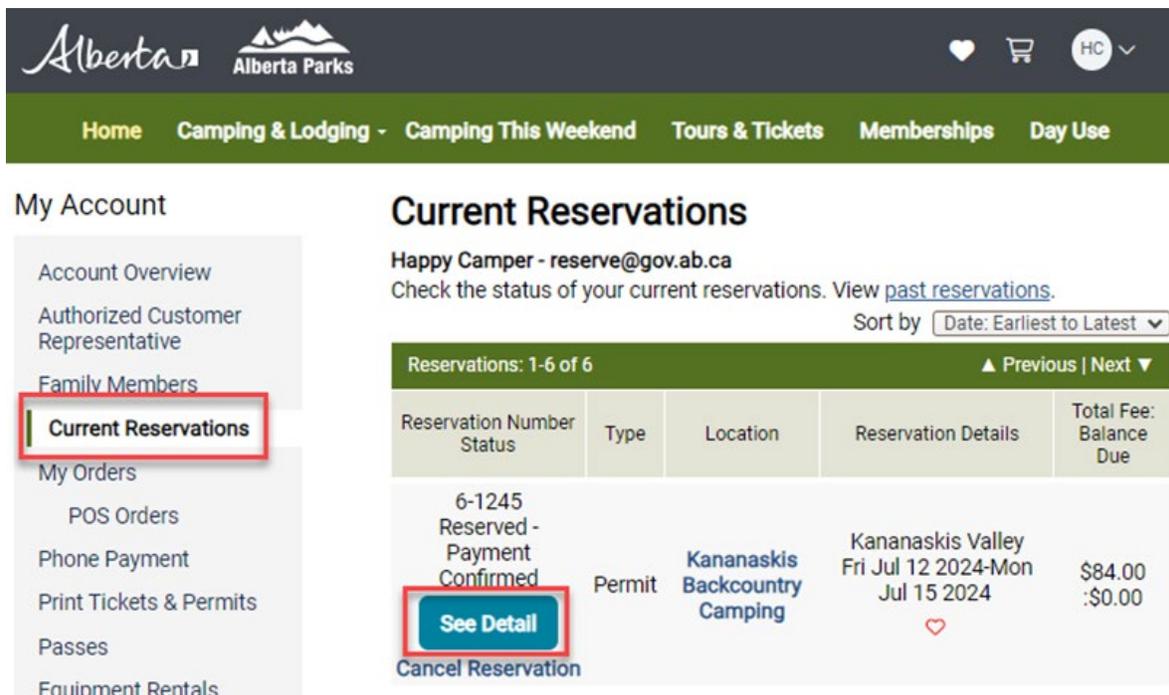


Changing a Backcountry Permit

Note: If you have printed your backcountry camping permit, you are not currently able to make any changes. Please contact the Alberta Parks Call Centre to process the required changes.

1. Sign into your Shop.AlbertaPark.ca account.
2. Select “Current Reservations” from the options on the left-hand side
3. Select the “See Detail” button of the reservation you would like to change.

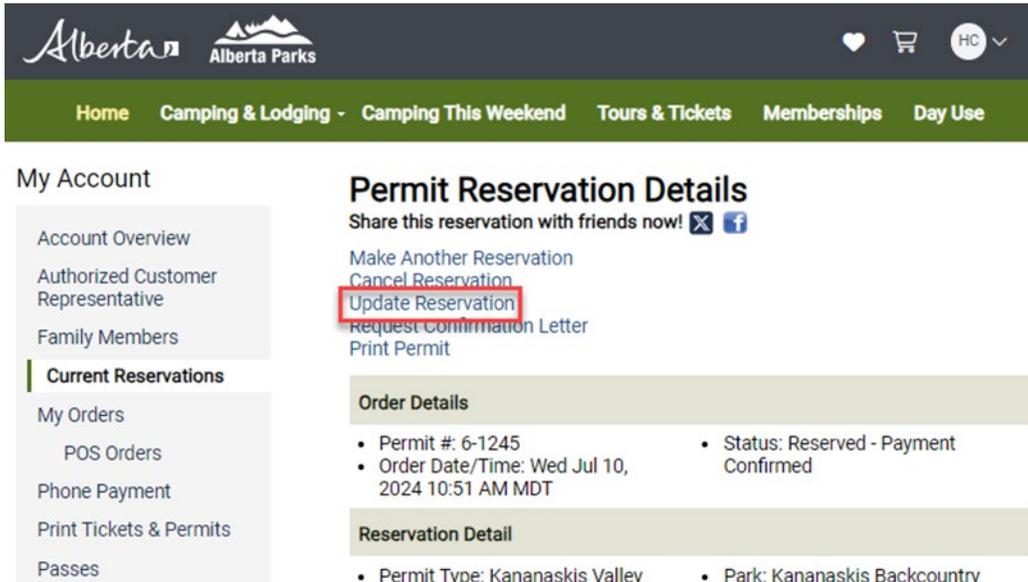


The screenshot shows the Alberta Parks website interface. The top navigation bar includes the Alberta Parks logo and a user profile icon labeled 'HC'. Below the navigation bar, there are menu items: Home, Camping & Lodging, Camping This Weekend, Tours & Tickets, Memberships, and Day Use. The main content area is divided into two sections. On the left, under 'My Account', there is a list of options: Account Overview, Authorized Customer Representative, Family Members, Current Reservations (highlighted with a red box), My Orders, POS Orders, Phone Payment, Print Tickets & Permits, Passes, and Equipment Rentals. On the right, under 'Current Reservations', the user is identified as 'Happy Camper - reserve@gov.ab.ca'. Below this, there is a 'Sort by' dropdown menu set to 'Date: Earliest to Latest'. A table displays the current reservations, with one reservation highlighted. The reservation details are: Reservation Number 6-1245, Status Reserved - Payment Confirmed, Type Permit, Location Kananaskis Backcountry Camping, Reservation Details Kananaskis Valley Fri Jul 12 2024 - Mon Jul 15 2024, and Total Fee: Balance Due \$84.00. The 'See Detail' button for this reservation is highlighted with a red box. Below the table, there is a 'Cancel Reservation' link.

Reservation Number Status	Type	Location	Reservation Details	Total Fee: Balance Due
6-1245 Reserved - Payment Confirmed	Permit	Kananaskis Backcountry Camping	Kananaskis Valley Fri Jul 12 2024 - Mon Jul 15 2024	\$84.00 :\$0.00

4. Click the “Update Reservation” link on the Reservation Details page.

- If the permit dates or location do not need to be changed, you can update group and emergency contact information here.



The screenshot shows the 'Permit Reservation Details' page. On the left is a 'My Account' sidebar with options like 'Account Overview', 'Current Reservations', and 'My Orders'. The main content area is titled 'Permit Reservation Details' and includes a 'Share this reservation with friends now!' link, a 'Make Another Reservation' link, and a red box highlighting the 'Update Reservation' link. Below this are sections for 'Order Details' and 'Reservation Detail'.

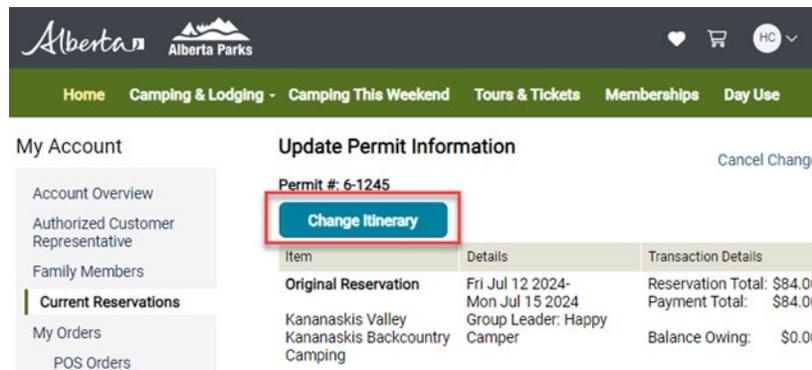
Order Details

- Permit #: 6-1245
- Order Date/Time: Wed Jul 10, 2024 10:51 AM MDT
- Status: Reserved - Payment Confirmed

Reservation Detail

- Permit Type: Kananaskis Valley
- Park: Kananaskis Backcountry

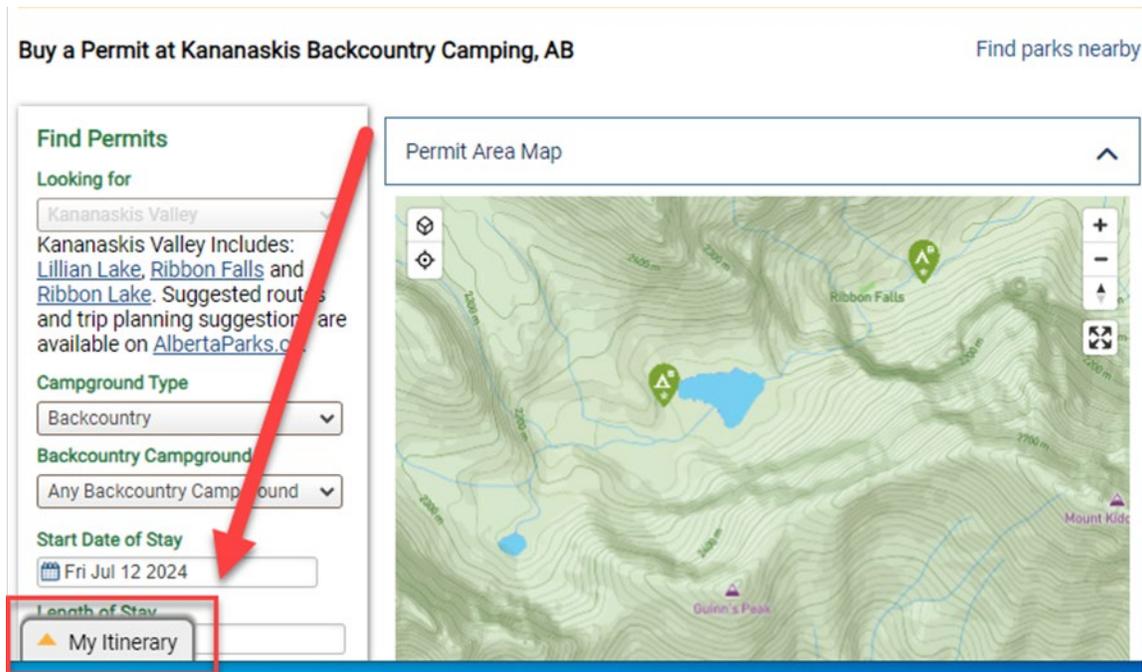
5. To change the dates or camping locations, select the “Change Itinerary” button.



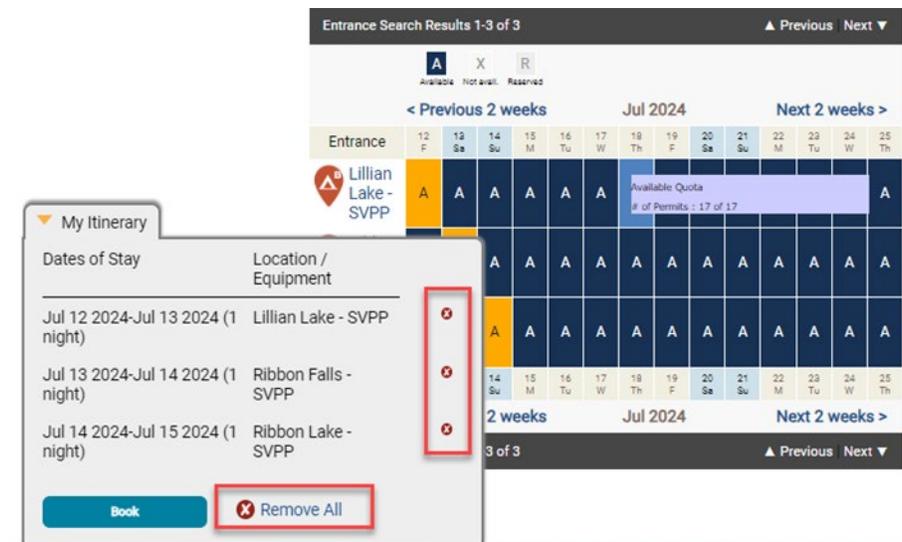
The screenshot shows the 'Update Permit Information' page for permit # 6-1245. A red box highlights the 'Change Itinerary' button. Below the button is a table with three columns: 'Item', 'Details', and 'Transaction Details'.

Item	Details	Transaction Details
Original Reservation	Fri Jul 12 2024- Mon Jul 15 2024	Reservation Total: \$84.00 Payment Total: \$84.00
Kananaskis Valley Kananaskis Backcountry Camping	Group Leader: Happy Camper	Balance Owning: \$0.00

- The Itinerary window may be minimized at the bottom of the browser window. Click on the tab to expand it.

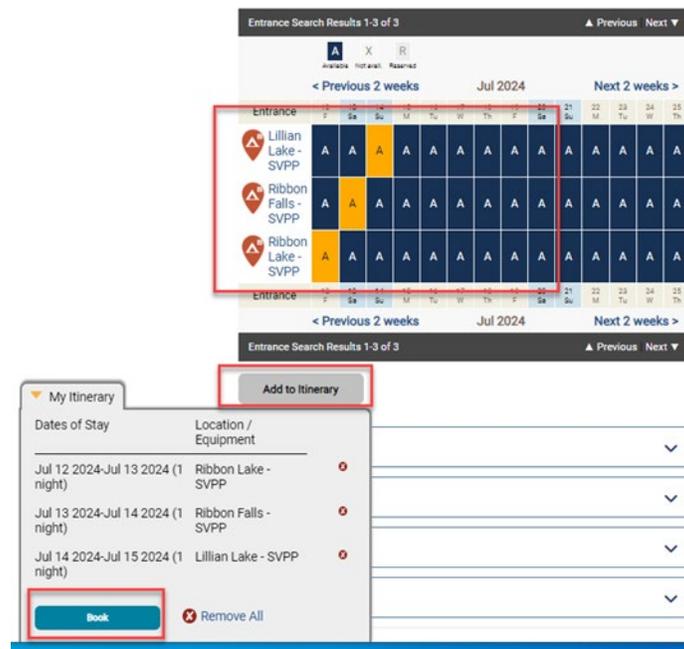


- Remove all or the portions of your current permit itinerary to you'd like to change.



8. Select you new dates and/or locations and select the “Add to Itinerary” button. Once your dates/locations have been confirmed, click the “Book” button on the My Itinerary tab.

- If you want to change your camping stay to another backcountry park, first cancel the original permit and make a new reservation for the new backcountry park.



9. If required, update your group or emergency contact information and then select the “Confirm Changes” button at the bottom of the window. This will add your changes to the cart to process applicable fees. There is a \$10 fee for changes and if dates or people have been added/ removed, the payment required will be adjusted.

10. After payment has been processed, the changes can be confirmed/ viewed through the “Current Reservations” link.