

# **Recreation Dynamics**

**for Trainers**

Participant Guide

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## Activity 5: Splitting a Reservation

### Objectives:

- To help Field Staff split a reservation between two campsites.
- To teach PMO Staff and Subject Matter Experts about the Split a Reservation function.

Time: 5 minutes

### Activity

This activity is similar to the Mission assigned to Field Staff in the Hub; however, Field Staff will first have an opportunity to complete the **eLearning: Spitting a Reservation** which is also assigned to them in the Hub.

1. Be sure you are logged in to Recreation Dynamics.
2. Find and open the reservation you made for *Salazar* in a previous lesson.
3. Using the **Splitting a Reservation Job Aid** as a guide, split the reservation, moving last 3 days of it to another campsite.
4. If you have spare time, find and review the **eLearning: Spitting a Reservation** activity and any related **Discussion Forums** in the Hub.
5. Participate in the class debrief.

### Notes

Use this space and the following blank page to take notes during the discussion and/or debrief.

Be sure to consider:

- When to use the Splitting a Reservation function (as compared to the Cut and Paste function)
- Challenges that Field Staff may experience related to the Splitting a Reservation function

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**Notes**