

# Online Boarding Reservation Instructions

\*You and your pet must be setup in our system in order to take advantage of online reservations. If you are not yet set up give us a call at (435)882-5266 or email us at [RushLakeKennels@wirelessbeehive.com](mailto:RushLakeKennels@wirelessbeehive.com).

\*If you are setup for online reservations, follow these simple instructions:

1. Copy and Paste this url into your web browser: <http://support.bluecrystalsoftware.com/olr/olrformb.asp?n=rushlake>
2. Enter your email address that we have on file
3. Enter "rushlake" as the password
4. Enter your pet(s) names
5. Enter your desired drop off and pick up dates and times:
  - a. M-Sa 9am-11:30am & 4pm-7pm
  - b. Su 5pm-7pm
  - c. Holidays 9am-11:30am
6. Enter any special instructions such as:
  - a. Pick up and/or drop off service
  - b. Grooming: Bath, Brush, Nails, Ears
7. Hit "submit"

The screenshot shows a web form for online boarding reservations. At the top, it says "Fields marked with \* are required fields." The form includes the following fields: "Email ID:" (required), "Password:" (required), "Pet 1:" through "Pet 5:", "In Date and Time:" (required), "Out Date and Time:" (required), and "Special Instructions:". The "In Date and Time:" and "Out Date and Time:" fields have dropdown menus for dates and radio buttons for AM and PM. At the bottom, there are "Submit" and "Reset" buttons. Arrows from the instructions point to the "Email ID:", "Password:", "Pet 1:", "In Date and Time:", "Special Instructions:", and "Submit" fields.

\*You will receive the following online message:

Your Online Reservation request has been successfully submitted to our servers. You will receive a confirmation email from us when your reservation was accepted. If you did not receive a user ID or password from us to be able to make an online reservation, your reservation request will not be received. Please contact us immediately to get this set up.

\*If you do not receive a confirmation email within 48 hours, please contact us as there was an issue with your reservation.