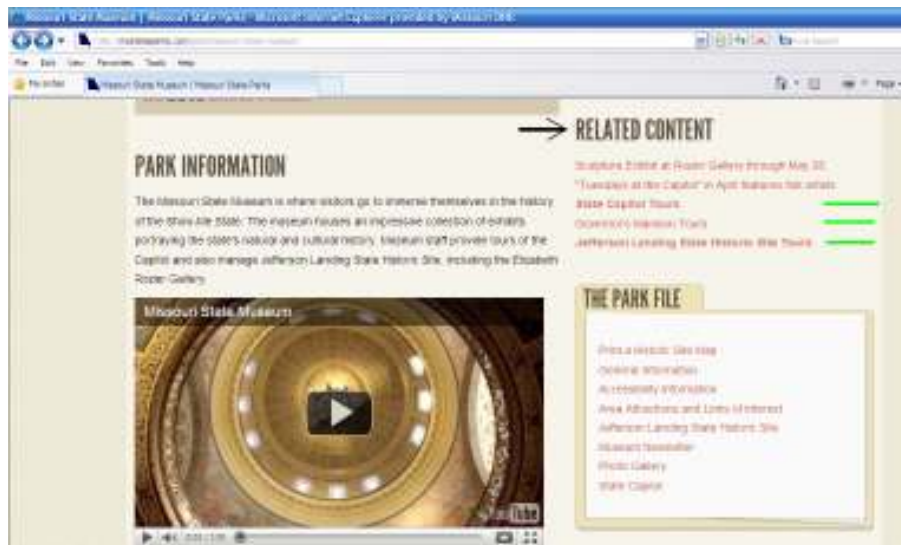
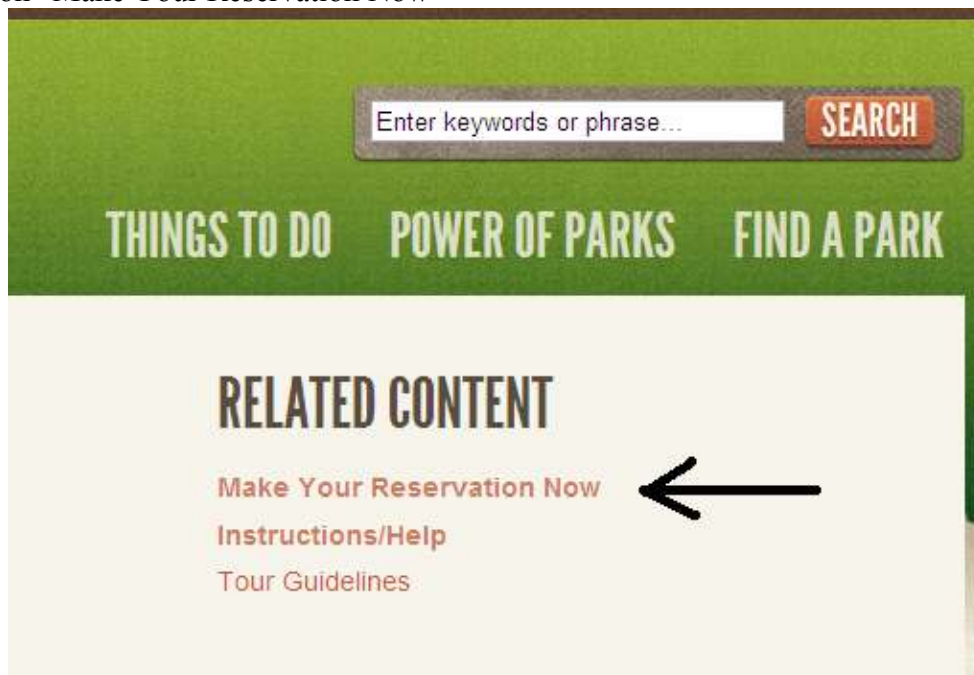


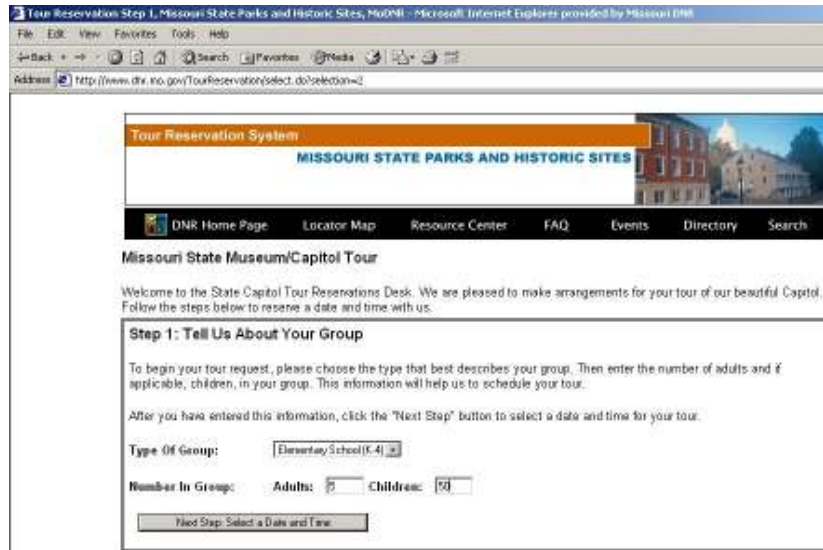
How to book a tour for the Missouri State Capitol, Jefferson Landing State Historic Site, and Governors Mansion

1. Start by pointing your Internet browser to <http://www.mocapitoltours.com>
2. Scroll to the “RELATED CONTENT” section and choose a tour site by clicking on it one time with the left mouse button.



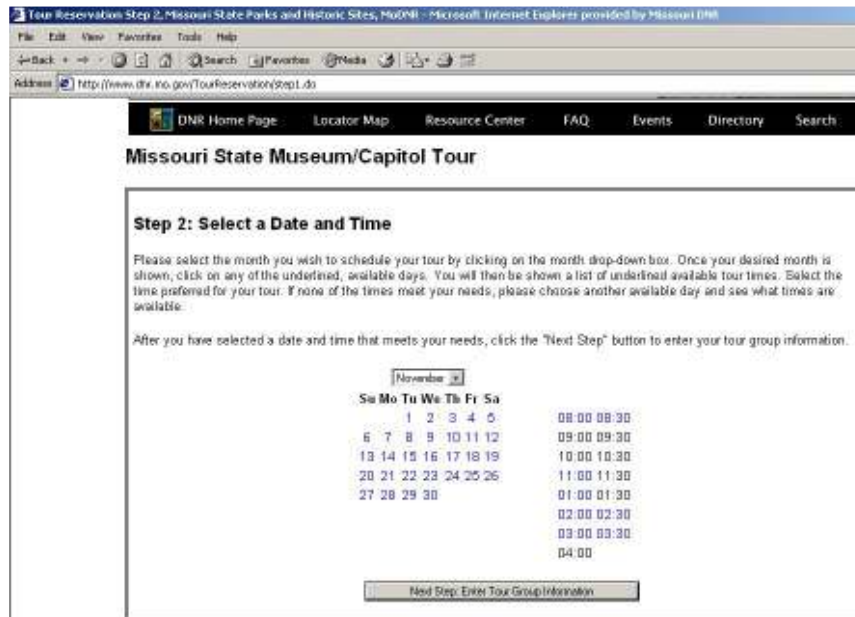
3. Click on “Make Your Reservation Now”





- Using the drop down menu, choose the type of group by clicking one time on the downward pointing triangle. Enter the number of adults and children in the appropriate boxes. Click on the *Next Step* button at the bottom. There is a **maximum of 60 adults and children** that can be booked for one tour. **If you have more than 60 adults and children you will need to schedule two or more tour times.**

- Using the drop down menu, choose the month in which you wish to book the tour. Then click on the day.



Times that are in blue can be scheduled for a tour. If the time is in black, then it is not a valid tour time or it is already scheduled. Once you have chosen your date and time, click the *Next Step* button at the bottom.

Enter new tour group information in the fields below. Please use the tab key to move from one field to another.

When you have entered your tour group information, click the "Next Step" button to enter or review your tour information.

Fields marked with a red asterisk (*) must be provided.

Tour:	Missouri State Museum/Capitol Tour
Tour Date and Time:	November 01, 2005 at 08:30 AM
Number in Group:	Adults: 5 Children: 50
Type of Group:	Elementary School (K-4)
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Organization/School:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
County:	<input type="text"/>
State:	Missouri
Zip:	<input type="text"/>
Phone Number:	<input type="text"/> * Format 123-123-1234

Enter the information about the group that is being scheduled for the tour. Fields marked with a red asterisk (*) are required information. If the tour group is from out of state, there is an option for out of state under the county field. The e-mail address is required and very helpful as the confirmation letter is sent via e-mail; more than one e-mail address may be entered (first e-mail address, comma, space, second e-mail address). When you have entered all the information about the group, click on the *Next Step* button at the bottom of the page.

- The next step is to review the information that you have provided to make sure it is accurate.

Missouri State Museum/Capitol Tour

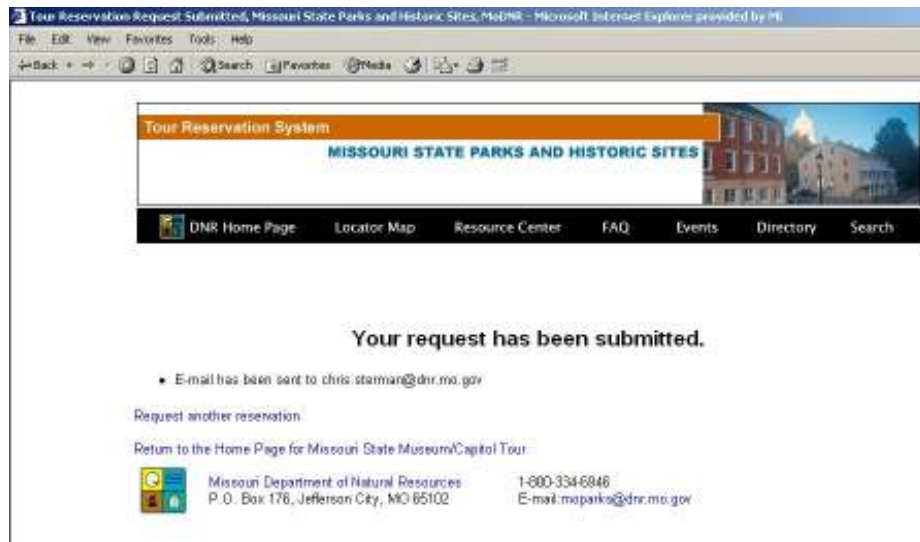
Step 4: Review Tour Request

Please review the information below. If it is correct, click the "Next Step" button to submit your tour request to our reservation system. If the information is not correct, please use the back button to return to the appropriate step you wish to modify. Please note that you will need to click on the "Next Step" button to permanently change information and to return to the "Review Tour Request" screen.

Tour:	Missouri State Museum/Capitol Tour
Tour Date and Time:	November 02, 2005 at 08:00 AM
Number in Group:	Adults: 5 Children: 50
Type of Group:	Elementary School (K-4)
First Name:	Chris
Last Name:	Sternan
Organization/School:	Buffalo Ridge Elementary School
Address:	310 Patterson AVE
Address 2:	
City:	Eldon
County:	Miller
State:	MO
Zip:	65026
Phone Number:	573-555-5555
Alternate Phone Number:	
Fax Number:	
Email Address:	chris.sternan@dre.mo.gov
Representative First Name:	Rodney
Representative Last Name:	Shad
Senator First Name:	Carl
Senator Last Name:	Vogel
Legislative Contact Name:	Connie Baspler
Legislative Contact Phone:	573-751-2077
Special Requests:	<input type="text"/>

If you need to change information, you may use your browser back button to return to the previous page and fix or add information. If anyone in your group has special needs,

please let us know by filling in the *Special Requests* field. Once you have reviewed the information for the group and it is correct, click the *Next Step* button at the bottom of the page.



7. You should receive an e-mail in a few minutes saying that your request is being processed and that you will be notified when it is confirmed. Once the request has been confirmed, you will receive an e-mail confirmation letter and tour guidelines.
8. If you are making multiple tour reservations for the same group or school, the browser will retain the information. **However, if you are making multiple reservations for different groups, you will need to press the *Clear Group* button. If you do not press the *Clear Group* button, all the information that you put in for the last group will be changed to the new group.**

