From our website, saudervillage.org/field-trips, click on the “Book a Field Trip Today” button, and it will take you to the Explorable Places registration site. Scroll down to the bottom of the page to see our different learning opportunities, and then select either the “Self-Guided Tour with Lunch Space” or the “Self-Guided Tour- No Lunch Reservation”. These reservations will be slightly different when it comes to booking. Please review the notes under each designated tour in order to be fully informed.

### Registration Steps for a Self-Guided Tour with Lunch:

1. Begin by clicking the green “book now” button.
2. Double check that your learning experience says “self-guided field trip tour w/ lunch space.”
3. Select the month you are wanting to come.
4. Review the available lunch slots/times. Please note that the time you are choosing from the calendar will be based off of your lunch time, not your arrival time.
5. Once you pick a lunch time, you will be prompted to make an account, or login to your existing account. This is necessary to do for us to obtain all of your contact information for future interactions.
6. Next it will bring you to a required registration form. This is where you will note what time you will be arriving/departing, how many adult chaperones, teachers, and students you will be bringing, etc.
7. Please note that we book off group sizes of 50. If you need space for more than 50 people, select the green “add group” button within the registration form. There can be up to 200 people per lunch time, per building. If your numbers exceed 200, you will have to create an entirely new booking at a different time, or in a different location.
8. Click “accept” to the terms and conditions, and then submit your request.
9. Once it has been reviewed by a Sauder Village staff member, you will get an email confirming your booking.

### Registration Steps for a Self-Guided Tour- No Lunch Reservation:

1. Begin by clicking the green “book now” button.
2. Double check that your learning experience says “self-guided tour- no lunch reservation.”
3. Select the date you are wanting to come.
4. Click the green button that says “Flexible 10am-12:45pm.”
5. Once you do that, you will be prompted to make an account. This is necessary to do for us to obtain all of your contact information for future interactions.
6. Next it will bring you to a required registration form. This is where you will note what time you are arriving (any time between 10:00am and 12:45pm) how many adult chaperones, teachers, and students you will be bringing, etc.
7. Click “accept” to the terms and conditions, and then submit your request.
8. Once it has been reviewed by a Sauder Village staff member, you will get an email confirming your booking.