

## To Request a Field Trip

1. Visit NHMU's field trip page at <https://nhmu.utah.edu/fieldtrip-availability>

## Use the Field Trip Availability Calendar

1. Check or uncheck the boxes at the top to toggle a calendar on or off.
2. Using the Field Trip Availability Calendar, find the date you would like to visit.
 

Occurrences on the calendar indicate that we still have some availability on that date.

  - a. The calendar updates every 5 minutes to show what is currently available. If you don't see an occurrence on the date you are interested in, there is no more availability on that date.
  - b. **Want to arrive in the morning?** Select a "Morning Arrival Window (9:45-11:45)" and see the "Field Trip Request Web Form" instructions below.
  - c. **Want to arrive in the afternoon?** Select an "Afternoon Arrival Window (12:00-3:30)" and see the "Field Trip Request Web Form" instructions below.
  - d. **Want to request lunch space at the Museum?** Select a lunch space time slot and see the "Field Trip Lunch Space Request Web Form" instructions below.

☒ Afternoon Arrival Window
 ☒ Lunch Space Request
 ☒ Morning Arrival Window

month
week
day

September 2019

<
today
>

| Mon   | Tue   | Wed   | Thu   | Fri   |
|---|---|---|---|---|
| 2   | 3   | 4   | 5   | 6   |
|   | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Lunch Space Request (11:30 am -<br>+5 more   | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Lunch Space Request (11:30 am -<br>+5 more   |   |
| 9   | 10  | 11  | 12  | 13  |
| Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Afternoon Arrival Window (12:00 p<br>+3 more |   |
| 16  | 17  | 18  | 19  | 20  |
|   | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Afternoon Arrival Window (12:00 p<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Lunch Space Request (11:30 am -<br>+5 more |

3. To expand a particular date, click where it says + more.

## September 2019

< today >

| Wed   | Thu  | Fri |
|---|--|-----|
| 4   | 5  | 6   |
| Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Lunch Space Request (11:30 am -<br>+5 more    |     |
| 11  | 12   | 13  |
| Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -<br>Afternoon Arrival Window (12:00 pi<br>+3 more |     |

## September 2019

< today >

| Wed   | Thu   | Fri   |
|---|---|---|
| 3   | 4   | 6   |
| Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Thursday, September 5<br>Morning Arrival Window (9:45 am - 11:45 am)<br>Lunch Space Request (10:30 am - 10:50 am)<br>Lunch Space Request (11:00 am - 11:20 am)<br>Lunch Space Request (11:30 am - 11:50 am)<br>Afternoon Arrival Window (12:00 pm - 3:30 pm)<br>Lunch Space Request (12:00 pm - 12:20 pm)<br>Lunch Space Request (12:30 pm - 12:50 pm)<br>Lunch Space Request (1:00 pm - 1:20 pm)<br>Lunch Space Request (1:30 pm - 1:50 pm)<br>+3 more |   |
| 10  | 11  | 13  |
| Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p<br>Lunch Space Request (12:00 pm -<br>+3 more | Afternoon Arrival Window (12:00 p<br>+3 more  |   |
| 17  | 18  | 20  |
| Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Afternoon Arrival Window (12:00 p   | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am -   | Morning Arrival Window (9:45 am -<br>Lunch Space Request (10:30 am -<br>Lunch Space Request (11:00 am - |

## Complete the Field Trip Request Web Form

1. Using the Field Trip Availability Calendar, find the date that you would like to visit and click on the appropriate arrival window link (Morning or Afternoon).
2. To start your request, enter the number of classes you will be bringing and click "CONTINUE".
  - a. Example 1:
    - i. You have: four classes with about 25 students each (100 students total)
    - ii. Enter: 4
  - b. Example 2:
    - i. You have: four classes of 32 students each (128 students total)
    - ii. Enter: 4

The screenshot shows the 'Field Trip Request - Morning Arrival' form for Thursday, September 5, from 9:45 AM to 11:45 AM. The form includes instructions to enter the number of classes and a 'CONTINUE' button. A red circle highlights the 'Number of classes' input field. The form also includes a 'VIEW CALENDAR' link and a 'PLEASE NOTE' section regarding availability.

**NATURAL HISTORY MUSEUM OF UTAH**  
Rio Tinto Center | University of Utah

CART MEMBERSHIP

VIEW CALENDAR

### Field Trip Request - Morning Arrival

**Thursday September 5** **9:45 AM – 11:45 AM**

To start your request, enter the number of classes you will be bringing and click "CONTINUE".

1. Example 1:  
• You have: four classes with about 25 students each (100 students total)  
• Enter: 4

2. Example 2:  
• You have: four classes of 33 students each (132 students total)  
• Enter: 4

**PLEASE NOTE:** If your desired quantity is no longer available (e.g., you have 4 classes and there are only 3 class spots left), you may want to look at alternate dates because there is a high likelihood your request will not be able to be accommodated.

Self-Guided Field Trip

Number of classes

CONTINUE

3. Fill out the form as best you can. We know that some details might change before your visit. Click "REVIEW REQUEST" at the bottom of the page when you are finished.
4. Review the information and click "SUBMIT REQUEST".
  - a. If you need to make changes to the information, click "Edit request details."
5. You did it! You will receive an email acknowledging that your request has been received by NHMU field trip staff.
6. If you need to request lunch space at the Museum, don't forget to go back to the Field Trip Availability calendar and submit those requests separately.
7. Watch your inbox. Within 5-10 business days you will receive a confirmation email with all of the details of your visit or you will be contacted for alternate dates. We do our best to provide accurate availability information, but please keep in mind that requesting a date does not guarantee a reservation. **Your field trip is not reserved until you receive your Confirmation Email.**

## Complete the Field Trip Lunch Space Request Web Form

1. Using the Field Trip Availability Calendar, find the date that you would like to visit and click on the lunch space time slot you would like to request.
  - a. If a particular lunch space time slot is not showing on the calendar, it is no longer available.
  - b. **IMPORTANT NOTE:** Each lunch space request can accommodate **60 people** total (students, teachers, and chaperones). Large groups will need to request multiple lunch times.
2. Fill out the form as best you can. Click “REVIEW REQUEST” at the bottom of the page when you are finished.
3. Review the information and click “SUBMIT REQUEST”.
  - a. If you need to make changes to the information, click “Edit request details.”
4. You did it! You will receive an email acknowledging that your request has been received by NHMU field trip staff.
  - a. **IMPORTANT NOTE:** If your group is larger than 60 people total (students, teachers, and chaperones), please be sure to go back to the Field Trip Availability calendar and request additional time slots separately.
5. If you haven’t submitted your Field Trip Request yet, be sure to go back to the Field Trip Availability calendar and submit that separately.
6. Watch your inbox. Within 5-10 business days you will receive a confirmation email with all of the details of your visit or you will be contacted for alternate dates. We do our best to provide accurate availability information, but please keep in mind that requesting a date does not guarantee a reservation. **Your lunch space is not reserved until you receive your Confirmation Email.**