



## MN School Counselors Online Booking Instructions

1. Visit <https://res.maddens.com>. This will bring you to the group online reservation screen.
2. Enter the **Group ID: #5445, Password: 2879**. Click on **'Log in'**.
3. Please read the *'Group Comments'* portion for **important** details pertaining to your stay.
4. Click on **'Make Reservations'**; select your arrival date by clicking on that particular day on the calendar. Follow Steps 1, 2, and 3.
5. Step Four select **'Click here to enter your guest information'**
6. All required information is highlighted in **red**. Ensure the arrival/departure date, the number of nights and the number of adults and children are correct.
7. In the **'Comments/Special Requests'** box, please provide the following information as it pertains to your stay:
  - A) Dietary restrictions
  - B) Early arrival or an extension of your stay, please note the requested dates.
  - C) If you are sharing with another attendee, please note that persons name here.
8. Located below the group name; click on **'Continue Reservation'**.
9. Please review your information. Once complete check the box that states "I agree to the Terms and Conditions". At the bottom of the screen click on **'Make Reservation'**.
10. Once you have received your confirmation number, your reservation is complete. Please allow 4 business days for processing.

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**Madden's on Gull Lake \* Minnesota's Classic Resort**  
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