



## **RESERVING A SHELTER USING THE ONLINE SYSTEM**

***It's easier than the long instructions make it look!***

- 1) Click "Sign In" from the top right corner of the screen.***
- 2) You'll be prompted to log into your account if you already have one. If you haven't used the online system before but you've registered yourself or a family member for activities with Parks and Recreation, your login is typically your email address. Click "forget your password?" and follow instructions. Then proceed to Step 4.***
- 3) If you don't have an account, click "Create New Account," follow prompts and then proceed to Step 4.***
- 4) Click "Reservations" or "How do I reserve facilities."***
- 5) Click "Reserve A Shelter"***
- 6) Select "Park Shelter" or "Pool Shelter using the drop-down arrow under "Reservation Group."***
- 7) Use drop-downs to indicate the preferred date and time and click on "Check Availability."***
- 8) Scroll down to see all of the available shelters for your selected date and time.***
- 9) If your preferred shelter, date and time are available, complete "Event Name," respond to the custom questions, enter the estimated number of guests in the "Attend" box of the appropriate shelter, and click the boxes for all hours you'd like to reserve.***
- 10) At the bottom of the shelter list you can click on "Calculate Charges" to find out the cost of your reservation. Adjustments to dates and times can be made until you have exactly what you want.***
- 11) Click the "Agree to Waiver" box and "Reserve."***
- 12) Enter your credit card information and click "Continue" complete your reservation.***
- 13) Print your permit and take it with you on your event date.***
- 14) Remember that if you will be serving alcohol, selling alcohol or using amplified sound, you will need to contact the Parks office to complete additional paperwork.***