



## IT'S EASY TO USE OUR ONLINE SYSTEM!

It all starts at [www.pendletonparksandrec.com](http://www.pendletonparksandrec.com). Look for the bright orange “Register/Reserve” link at the top right corner of the screen.

### CREATE OR ACTIVATE AN ONLINE ACCOUNT

1. Determine if you already have an account. Have you registered someone in your family for an activity, reserved a facility, or purchased a pool pass since September 2014? If yes, then you have an account in the system already - go to step 1a. If not, go to step 1b.
  - a. Your login ID is typically your email address. Next click “Forget Your Password?” and the system will send an email with a password and instructions. Follow those instructions and you should be able to access your account. If the system doesn’t recognize your email, contact the office to verify the email in the system.
  - b. Select “Create An Account” in the top right corner. The system requires an adult be added to an account first and you’ll add any children after that. The rest of the account creation process is standard and easy to follow.

### REGISTER FOR AN ACTIVITY

1. Start by selecting “Activities” in the gray menu bar. You’ll see a list of drop-down filters for activity categories.
2. Tip: Use the search box and filters. They are there to make finding your activity easier. If you have the activity #, listed in our Activity Guide, this is the fastest way to find an activity. The age range filter at the very bottom can sometimes be the most helpful.
3. Not sure which activity is the right one? Use the “Quick View” button below each activity heading.
4. When you’re ready to select an activity, look for the “Add to Cart” button on the far right. Check-out is pretty much the same as any online website.
5. After entering your credit card information you’ll have a final chance to review your selection before finalizing your registration. If you need to change an item, click on the green “My Cart” button and it will return you to an editable screen.

### RESERVE A FACILITY

1. Start by selecting “Reservations” in the gray menu bar. Next, select the gray “Reserve A Shelter” button. If you haven’t already, the system will prompt you go login.
2. Choose park shelters or pool shelters from the reservation group drop down list. Enter your desired reservation date and time, then select “Check Availability.”
3. Scroll down to see the availability list. An open box indicates available and a red check is an unavailable date/time. Check the open box for each hour you’d like to reserve, type in the

name of the event, respond to the required questions and the estimated number of attendees.

4. Click "Calculate Charges" to see your reservation cost and adjust your selections and recalculate until the total is okay. Then check the box indicating waiver agreement, click "Reserve" and check out.

## **PURCHASE A SEASON PASS**

1. Start by selecting "Memberships" in the gray menu bar.
2. Select the desired membership package from the list or read the description column to help determine the appropriate package. Click "Add To Cart" button.
3. Choose the number of family members that will be on the pass and click "Add To My Cart" button on the right.
4. Review the list of family members on your account. Follow links to modify family account details or add new family members. To return to the pass in progress, click the green "My Cart" button and then "edit." When you are finished, click "Continue."
5. Verify that the persons you've listed on your pass meet the definition of family by selecting yes using the drop-down list. If they do not, change participants until they do or cancel the transaction. Click "Continue."
6. Review the pass information and, if correct, select "Proceed To Checkout."
7. Complete required waiver checkboxes and select "Next."
8. Enter credit card information and select "Pay and Finish."

Beginning in 2015, we offered a payment plan for season passes at the Aquatic Center. This can only be processed through the Parks Office and requires automatic charges to your credit card. Charges are billed in three installments, April 1, May 1 and June 1. This allows families to take advantage of the 10% early bird pricing discount and, we hope, make it easier for more to enjoy the pool each year.

As always, if you have any questions or problems, please call the Parks Office at 541-276-8100.