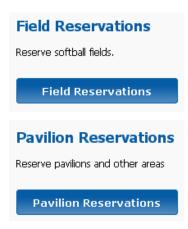
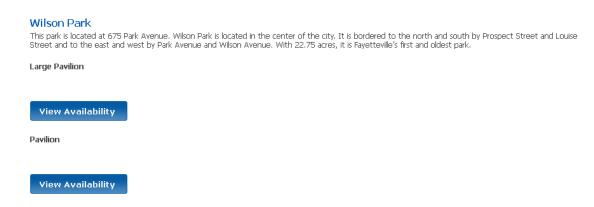
How to Reserve a Field or Pavilion

Field and/or pavilion reservations may not be available for all organizations.

To reserve a field or pavilion, select either "Field Reservations" or "Pavilion Reservations."



After selecting one of the options, a new screen will display similar to the one below listing all location and the areas within those locations that are available to reserve.



Once you find the pavilion or field you would like to reserve, click "View Availability."

A new screen will display with a monthly calendar view.

Pavilion Reservations							
		Select the dat	te you wish to reserve t	o view availability.			
		Wilso	n Park ~ Large	Pavilion			
Change Location							
Previous Month		th June 2013		Next Month			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
	View Available	View Available	View Available	View Available	View Available	View Available	
9 View Available	10 View Available	11 View Available	12 View Available	13 View Available	14 View Available	15 View Available	
16 View Available	17 View Available	18 View Available	19 View Available	20 View Available	21 View Available	22 View Available	
23 View Available	24 View Available	25 View Available	26 View Available	27 View Available	28 View Available	29 View Available	
30 View Available	1 View Available	2 View Available	3 View Available	4 View Available	5 View Available	6 View Available	

If you would like to choose a different location, select "Change Location." You will be redirected to the previous screen with the list of locations.

To change the calendar month, select "Previous Month" or "Next Month." You may also use the dropdown at the top of the page to change the month.

Choose the day on which you would like to make a reservation and select "View Available."

A new window will display listing the available time slots.



If you would like to change the day, select "Previous Day" or "Next Day."

Once you have found a desired time, click the "Click to Reserve starting at" link next to it.

A reservation form will display.

		* Required Fiel
	Individual Information	
First Name*	Last Name*	
Address*		
City*	State* Zip*	
Home Phone* Cell P	none Work Phone Email*	
	Reservation Information	
Reservation Date 5	tart Time End Time*	
	tart Time End Time*	
Reservation Date S Monday, June 03, 2013	tart Time End Time*	i
Reservation Date 8 Monday, June 03, 2013	tart Time End Time*	.al
Reservation Date 8 Monday, June 03, 2013	tart Time End Time* 0:30:00 AM	ः। I Confirmation Em

Use the "End Time" drop-down to select how long you would like your reservation to be.

Note that some locations have fees to reserve the time slot.

If there are any fees, the total amount will display on the reservation form.



Reservation fees will be added to your registration cart.

Some reservation locations allow you to enter in a discount code. If you have a discount code, select "Use Discount Code."

A textbox will display below.



If you would like an email confirmation of your reservation, check the "Send Confirmation Email" checkbox.

All fields with * are required.

Once you have filled out all necessary information, select "Complete Reservation."

You will be redirected to the monthly calendar view where you will see your reservation.

2	3 Reserved (8:00:00 AM~10:00:00 AM) (10:30:00 AM~12:30:00 PM)	4 View Available
	You may not reserve more then one block of time per day.	

Please note that you may not reserve more than one block of time per day.