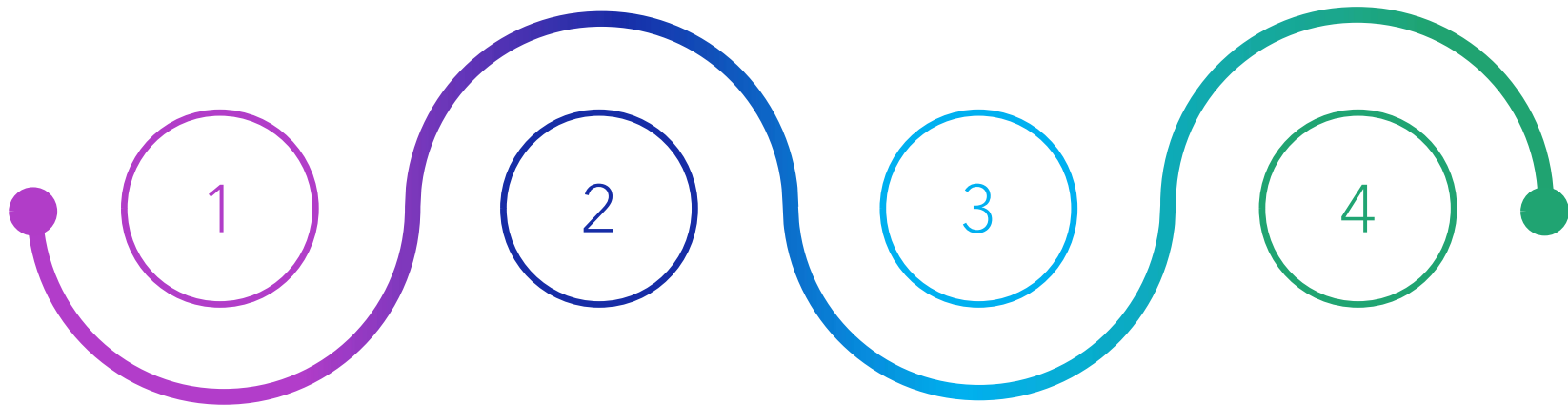


# RESERVATION REQUEST ROADMAP



## Set-up Online Account

Create online account or Log into your account to start a reservation request.

## Click Facility >Reservation

Click RESERVE icon. Add your information, dates, time slots, and upload required documents (if any). Follow all the prompts to complete your reservation request.

## Request Approval

Requested dates will be reviewed and held by Recreation Admin. If approved, payment will be required upon approval notification.

## Permit Approved

To finalize the reservation, log into your account, click the shopping cart to pay the invoice in full. The renter will automatically receive a permit number and receipt via email.