

## HOW TO RESERVE AN ATHLETIC FIELD

First go into Internet Explorer NOT Google Chrome

Click on the **Reservation** tab

Click **Request Reservation**

Choose **Adult Athletics** or **Youth Athletics** in the drop down box

Write the team name or organization

Input number of players

**CONTINUE**

Choose a park

Choose the facility (Example: Baseball, Basketball 1, and Tennis 2)

*(To choose more than one facility, press SHIFT+CTRL and highlight from the top to bottom)*

Specify Facility Amenities – Drop down **One**

**CONTINUE**

On the following page, check the boxes of which fields you would like to use next to # of players

**CONTINUE**

Choose start date and finish date

Choose the time for use of the field

Enter the duration of the event (Example: 8am start – duration is 4 hours – 12 pm end)

**CONTINUE**

Choose Date Pattern (Example: Monday-Wednesday-Friday)

**CONTINUE**

Review highlighted area(s) in calendar form

**CONTINUE**

Review what you would like to reserve again, make sure boxes are checked

(If boxes have **X** then not all requests were available please contact us)

**CONTINUE**

Once it has been read, check agreement box

**CONTINUE**

Review a list of all fields, dates, and times

**CONTINUE**

Reservation Review

**SUBMIT**

### **Reservation Request Receipt**

An email will be sent out confirming we have received the request but it will be under review.

An email within 10 business days will be sent for approval or denial of your request.