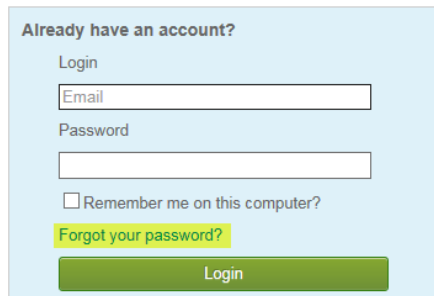


IMPORTANT NOTES BEFORE YOU BEGIN YOUR ONLINE RACQUETBALL RESERVATION:

- *Racquetball reservations can only be made for one hour*
- *Racquetball reservations must be made on the top of the hour (Example: 10:00 – 11:00 am, 2:00 – 3:00 pm)*
- *Only one racquetball reservation per customer, per day, is permitted*
- *Racquetball reservations can't be reserved more than one day in advance*
- *Customers reserving the racquetball court online, must scan in with a DPR membership or pay daily admission upon arrival*
- *To cancel a racquetball reservation, please contact Glenarm Recreation Center at 720-865-3380*

Reserving the Glenarm racquetball court online

- To begin your online racquetball reservation, please visit: <https://apm.activecommunities.com/denver>
- All individuals reserving a racquetball court must first create an account. In order to create an account, please click on 'Create an Account' and complete all required fields.
 - If you have done business with Denver Parks & Recreation in the past year, you most likely already have an account. Please avoid creating a duplicate account. If you have an account and have forgotten your password, please click on the 'Forgot your password' link as shown below.



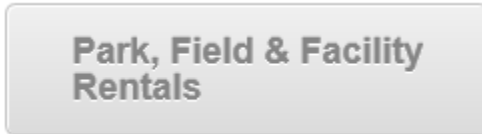
The screenshot shows a login form with the following elements:

- Section header: **Already have an account?**
- Label: **Login**
- Input field: **Email**
- Input field: **Password**
- Checkbox: Remember me on this computer?
- Link: **Forgot your password?** (highlighted in yellow)
- Button: **Login** (green)

- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to reserve the Glenarm racquetball court online.
- From the online Home Page, click on the 'Reserve a Facility | Permits' link as shown below.



- Next, click on 'Park, Field, & Facility Rentals'



NOTE:

If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address (login) and your password.

- Once logged in, you will be directed to the **Reservation Event Information** page. From the Event Type drop down menu, select 'REC: Racquetball'

Reservation Event Information

Welcome to the Reservation Request Site!

Continue

- Next, you are required to enter a Description. Type in your first and last name for the Description.
- Then, enter the number of guests that will be playing racquetball during your reservation.
- Then click Continue.

- You will then be directed to the **Reservation: Facility / Equipment Search** page.
- Do not select a location or area in the 'Choose the location or area for your event' field – leave the selections as 'Any Locations' and 'Any Area' as shown below.

▼ **Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

Locations	-OR-	Areas
Any Locations		Any Area
13th & Xenia Park		E Region
46th & Pecos Park		Mountain
51st & Zuni Park		NE Region
Adaptive/Community Rec. Ofc		NW Region

- Scroll down to the 'Choose the type of facility for your event' field and click on 'REC: Racquetball'.

▼ **Choose the type of facility for your event**

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
REC: Racquetball

- Then scroll down and select– 'Glenarm: Racquetball Court'.

▼ **Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Glenarm: Racquetball Court

- Click Continue.
- You will then be directed to the **Reservation: Select Facility / Equipment** page as shown below.

Glenarm: Racquetball Court cannot be reserved more than 1 day(s) in advance.

▼ Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2018 ▼ Sep ▼ 20 ▼

-- AND --

Number of Weeks

-- OR --

End Date 2018 ▼ Sep ▼ 20 ▼

▼ Specify when the event starts

Start at ▼

Exact Time

am

pm

▼ Specify how long the event lasts

Duration: (hours)

To review your event dates, click [Continue](#)

- Click on Continue

NOTE:

If you need to go back to a previous screen, use the drop down box to select a page and then click on 'Go Back'

- You will next be directed to the **Review Reservation Event Dates** page.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request
* indicates a date which you have changed from the requested pattern of dates and times.

▼ September, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 1:00 pm 1 hour	21	22
23	24	25	26	27	28	29
30						

- On this page, your requested date will be highlighted in the calendar. If the highlighted date is accurate, click on Continue at the bottom of the page.
- You will then be directed to the **Reservation Facilities/Equipment Availability** page.
- If the checkbox under 'Request' is checked, and the rest of the information looks correct, click on Continue.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Glenarm: Racquetball Court	Facility	Glenarm Recreation Center 2800 Glenarm Pl. Denver, CO 80205 (720) 865-3380	--	Charge : --	0	Review selected time.

- If there is a red 'x' under 'Request', then the site you selected is not available on the date you entered.

Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Glenarm: Racquetball Court	Facility	Glenarm Recreation Center 2800 Glenarm Pl. Denver, CO 80205 (720) 865-3380	--	Charge : --		1 date is not available

After clicking on Continue, you will be directed to the **Reservation Checklist / Questions** page. From here, you will need to acknowledge the checklist item – *'Racquetball users must scan in (with membership) or pay daily admission upon arrival'*

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: IF	No	Racquetball users must scan in or pay admission --	

When you are done, click

Continue

- After acknowledging the checklist item, click on Continue
- You will be directed to the **Reservation Review** page.

Reservation Review

This is the final step in your reservation!

Review the information carefully.

Glenarm: Racquetball Court at Glenarm Recreation Center

#	Day	Date	Time
1	Thursday	Sep 20, 2018	1pm to 2pm

For all transactions that require online payment: By entering your credit card information and submitting for payment you are authorizing Denver Parks & Recreation to process your payment. If full payment is not received, Denver Parks & Recreation reserves the right to cancel any membership, permit, or activity enrollment. Any questions about using your card online should be directed to your bank or financial institution.

If you acknowledge that you have carefully reviewed
and consent to the waiver set forth above, click

Submit

- On this page, review your selection and make sure all information is correct.
- After clicking on Submit, your reservation is complete.

Please print your receipt/permit before closing out of the browser.