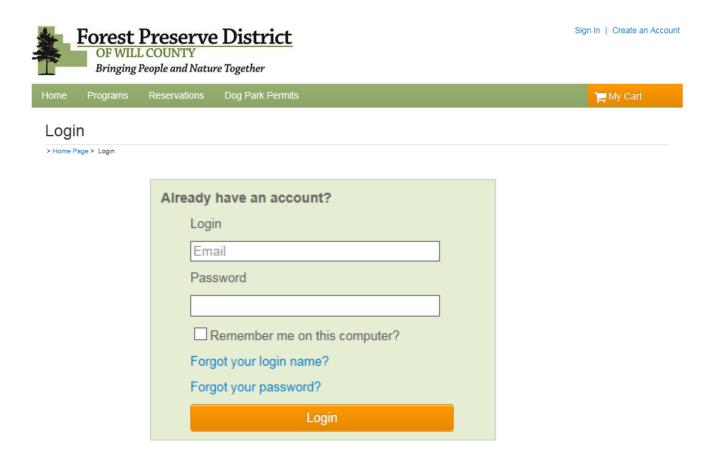


#### **Reserving a Picnic Shelter**

1. To begin the process of reserving a picnic shelter for your next function, login to your online account.

If you have not previously created an online account, enter your email address and click *forgot password* to be sent a temporary password. This password will allow you to access your account with us. If your email is not recognized, that means you are not currently in our system or we do not have your current email address. You will need to create a new account by clicking *Create an Account*.



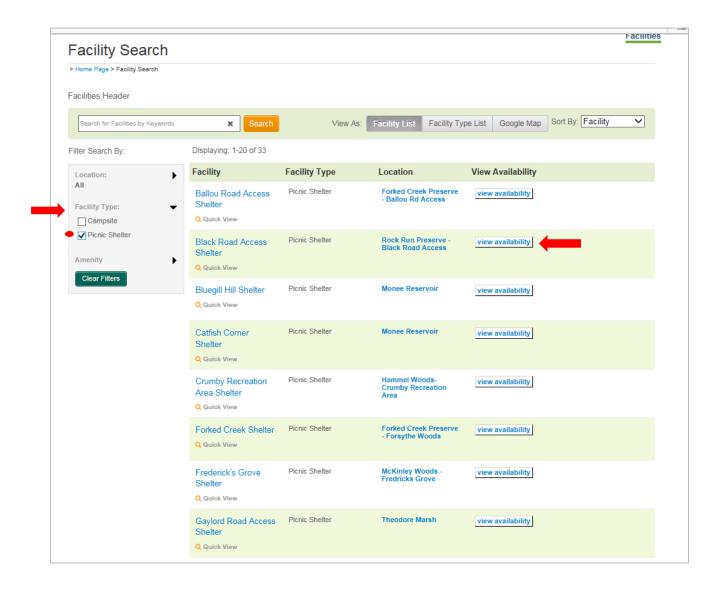


**2.** Once you have successfully logged in, click on *Reservations* in the upper toolbar. That will direct you to the page where you can check availability and reserve your desired shelter. It is recommended that you begin by checking availability to avoid reserving a location and day that is unavailable. Do this by clicking *Check Availability*.



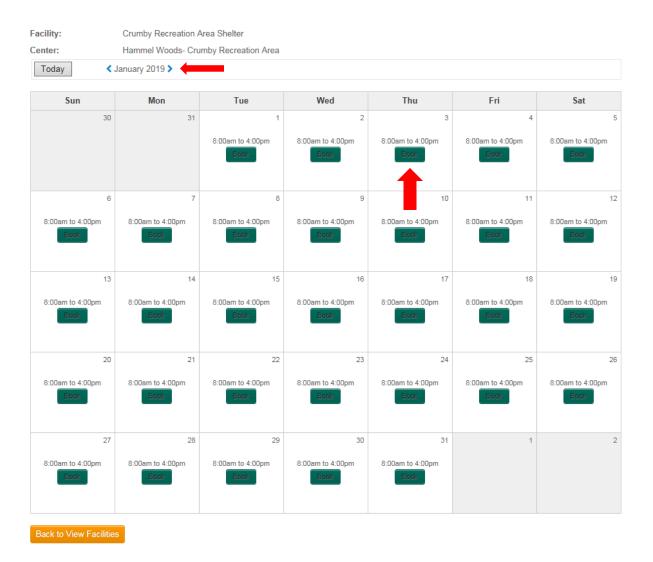


**3.** On the next page, you will find a list of all of our picnic shelters and campsites. You can filter this list to only see picnic shelters by clicking *Facility Type* in the left-hand toolbar. Then check the picnic shelter box. You can now locate your desired shelter by sifting through the alphabetical list. Click *view availability* when you locate your desired shelter.



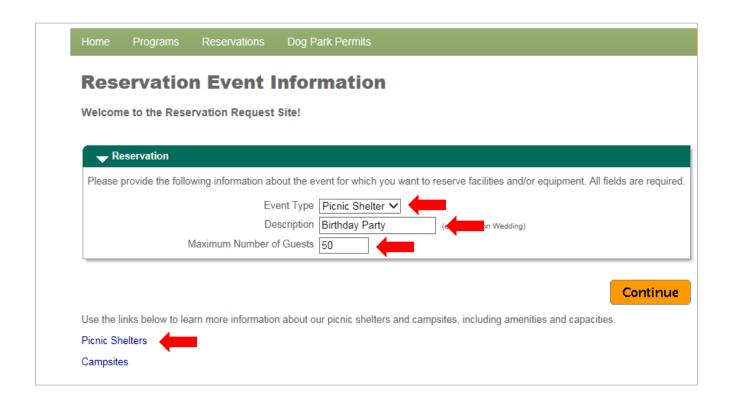


**4.** You will now be on the calendar page for the selected facility. You can navigate to your desired month using the arrows at the top of the calendar next to the month name. The times shown in the date boxes are the times the shelter is available. Dates that state *Fully Booked* are not available. Once you have decided on a date to reserved, click *Book* in the date box.



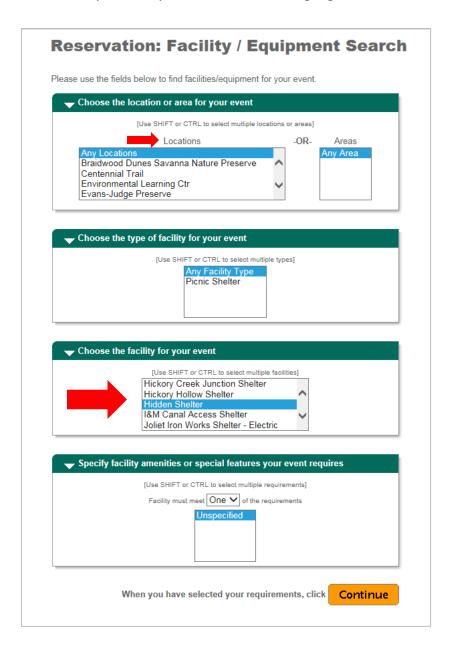


**5.** You will now be directed to the beginning of the reservation process. Start by selecting *Picnic Shelter* as the *Event Type*. Next, enter a title for your reservation. This can be something like, birthday party, reunion, wedding ceremony, etc. The final step on this page is to enter an attendance for your function. If you are unable to book your desired shelter on the following pages, it could be because you entered an attendance that exceeds the shelter capacity. You must book a shelter that can accommodate your attendance number. You can view the capacity of all the shelters by clicking on the *Picnic Shelters* button in the footer of the webpage. Click *Continue* when you're ready.



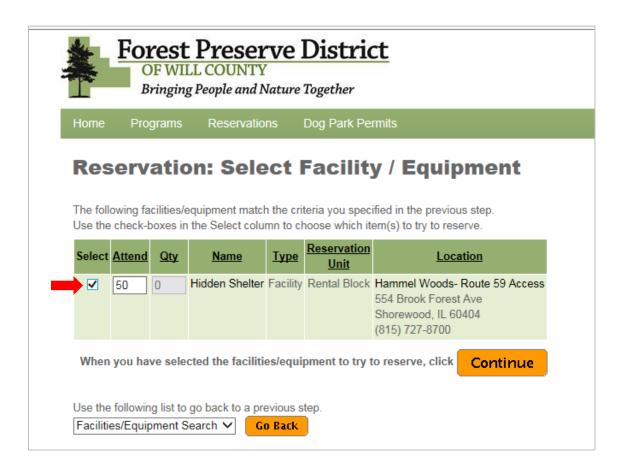


**6.** The next page is where you will select which shelter you would like to reserve. You can start by selecting the preserve that the shelter is located in under *Locations*. Or you can go straight to the facilities box to scroll through the alphabetical list of shelters and select the one you would like to reserve. Once you have your desired shelter highlighted, click *Continue*.



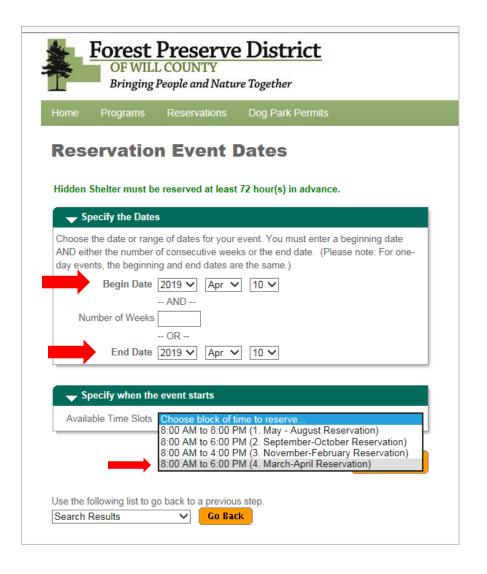


7. Check the box next to your shelter selection. Click Continue.





**8.** This page is where you will pick the date of your function. Keep in mind reservations must be made at least 72 hours in advance. You can only book a shelter for one day so make sure you enter the date of your function as the *Begin Date* and *End Date*. Ignore the *Number of Weeks* section. Next, choose your block of time based on the month of your reservation. When you book a picnic shelter, your reservation is valid for the entire day. However, our preserve closing times vary by season. So make sure you pick the time slot that corresponds with the month of your reservation. For examples, a reservation for April 10<sup>th</sup>, select the *Time Slot*: 8:00AM to 6:00PM (4. March – April Reservation). Click Continue.





**9.** The next page is a calendar so you can review the date you selected. If you are happy with the date you chose, click *Continue*.



**10.** The final review step is just to confirm your location and show the fee you will be charged. If everything looks correct, click *Continue*.





11. You are now on the waivers page. There are two waivers that you must agree to before continuing. The first is the Additional Amenity Information Waiver. This waiver outlines the rules and conditions associated with bringing certain amenities to your picnic reservation. This waiver is accompanied by our District Approved Vendor sheet which lists approved vendors for customers wishing to rent an inflatable for their function. The second waiver that must be agreed to is the Picnic Rules Waiver. These are all the rules that the permitee must abide by during their reservation. Please carefully read both waivers before initialing. It is recommended that you print the Additional Amenities Information Waiver to keep with your permit and refer back to. You do not need to print the Picnic Permit Rules Waiver as those will appear on your permit. Click *Continue*.



**12.** LAST STEP! On the final page of the reservation process, review your reservation and click *Continue*. You will then be directed to the payment screen. Enter your payment information and click *Continue*. Your permit is now complete! You can refer back to your permit by visiting your Account Page. You will also receive an email confirming your reservation with a link to your account page.