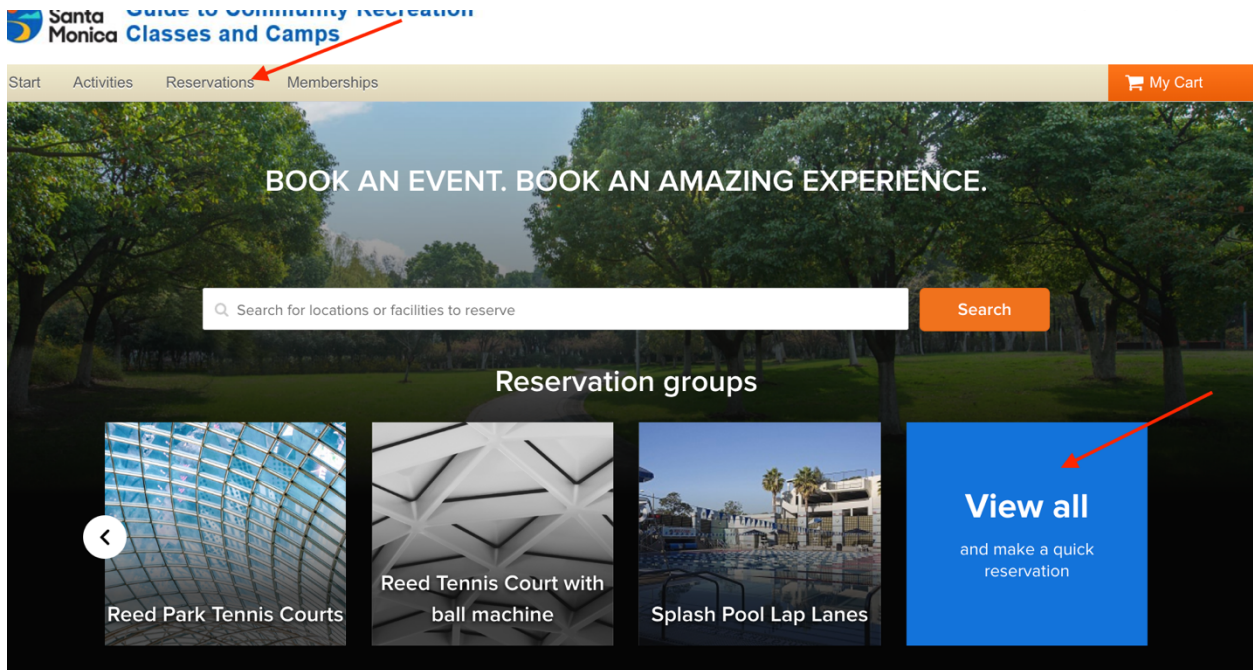


Santa Monica Group BBQ Online Reservation Guide

Updated May 2023

Online, navigate to: <https://www.smgov.net/reserve> and sign in.

1. Navigate to “Reservations” and “View All” option (pictured below).



Steps 2-7 are pictured below

2. Select who the reservation is for (*myself or another in household*)
3. Select the Group BBQ Area you would like to reserve
4. Select the date for reservation
 - Group BBQ reservations open at midnight 21 days in advance for Santa Monica residents or 14 days for non-residents, and remain available for reservations up to 3 days in advance.
 - Group BBQ Areas are reservable from 11am-3pm only.
 - WHITE space indicates the date is available. GRAY space indicates the date IS NOT AVAILABLE

5. Select the time you wish to reserve by clicking in the white box pertaining to such. A blue box with the time will appear with the white box selected (pictured below)
6. Add an EVENT NAME to reservation, highlighted below (ie: Thomas Family BBQ)
7. Scroll down to the bottom of the page and click “Confirm Booking”

STEPS 2-7 PICTURED HERE

The screenshot shows the 'Quick reservation' page. At the top, there's a navigation bar with 'Start', 'Activities', 'Reservations', and 'Memberships'. A 'My Cart' button is on the right. Below the navigation bar, the breadcrumb 'Start > Reservations > Quick reservation' is visible. The main heading is 'Quick reservation'. Below it, instructions state: 'To quickly reserve facilities/equipment: 1. Select the person/organization, facility/equipment group and date. 2. For each facility/equipment, select the required time blocks and enter the guest count/equipment quantity. 3. Click/tap Continue.' The interface includes a 'Reserve for myself' button and a selected reservation: 'Group BBQ Virginia Ave. Park 11am - 3pm' for 'Thu, Jun 1, 2023'. A 'Resources and quantities' section shows 'VAP Group BBQ Area' with a quantity of 1. A time slot grid shows '11:00 AM' to '3:00 PM' selected, highlighted in blue. An 'Event name (Required)' field is empty. At the bottom, it says '1 Resource(s), 1 Booking(s) selected' and has 'Clear all bookings' and 'Confirm bookings' buttons. Red arrows with numbers 2 through 7 point to specific elements: 2 points to 'Reserve for myself', 3 points to the reservation title, 4 points to the date, 5 points to the selected time slot, 6 points to the event name field, and 7 points to the 'Confirm bookings' button.

8. Click all required disclaimers and waivers
9. Select “Reserve”
10. Follow prompts for payment
11. A confirmation of your booking will be generated, and a receipt number provided.

Congratulations! You have successfully completed your reservation on the new public reservation interface.