



RESERVATION QUICK START GUIDE

Step 1: Check the Facility Matrix

Depending on the facility, reservations and request are processed differently. Start here to view the list of facilities available for online requests and to determine which reservation process to follow.

Step 2: “View Facility Details” /Note Availability

To continue with an online requests, use View Facility Details to check and note availability before you request the reservation. Then proceed to step 3A or 3B instructions. You may opt to follow step 3C for any facility that is available to be booked using Location Maps.

Step 3A: Book using “Quick Reserve”

Follow these instructions to immediately reserve a facility via the Quick Reserve process.

Step 3B: Book using “Request Reservation”

Follow these instructions to reserve a facility via the Request Reservation process

Step 3C. Book using “Reserve Facility Using Location Maps”

Follow these instructions to immediately reserve a facility using the maps feature.



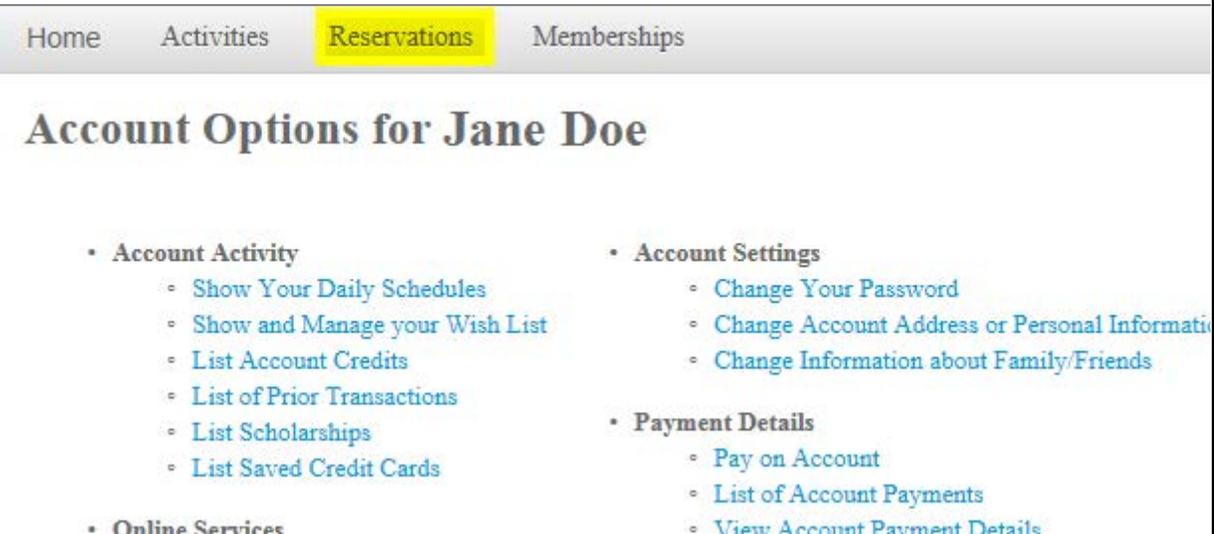
You will follow only one of these processes depending on the facility type you are trying to reserve. Refer to the facility matrix (Step 1) to determine which process to follow.

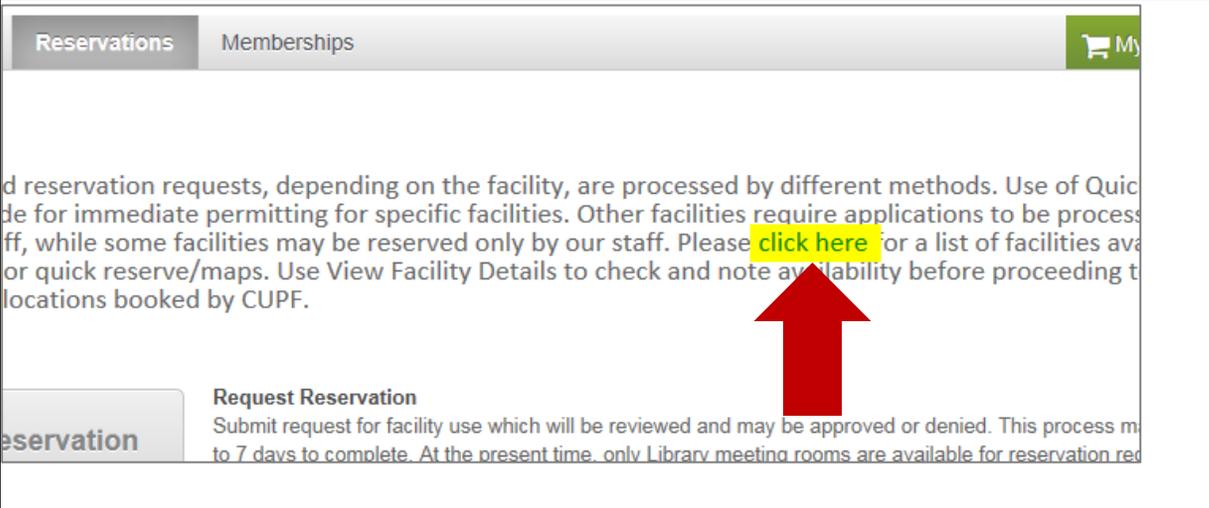
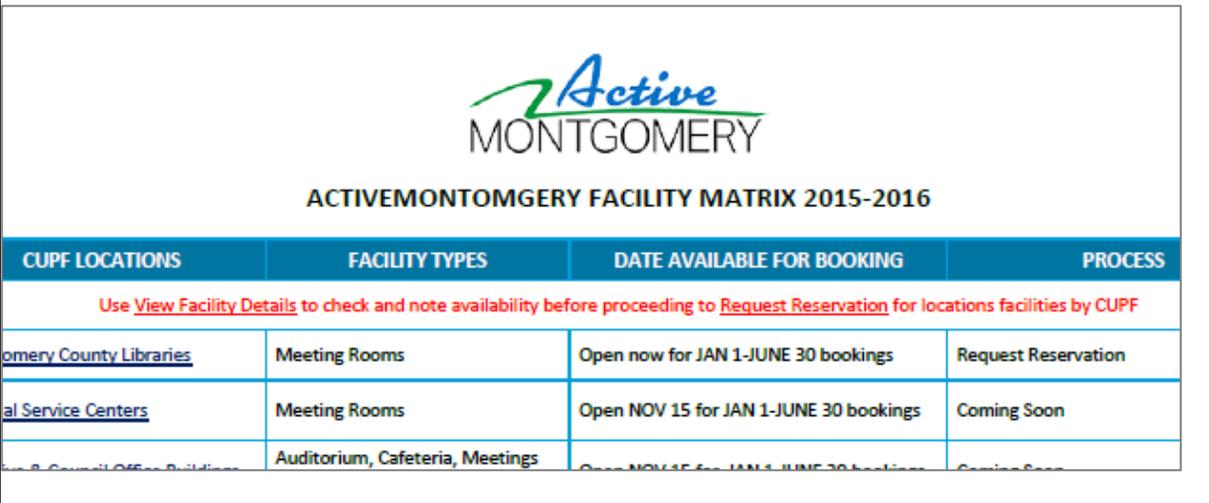
Appendix

Review for tips on how to book single and/or multiple dates

Step 1: Check the Facility Matrix

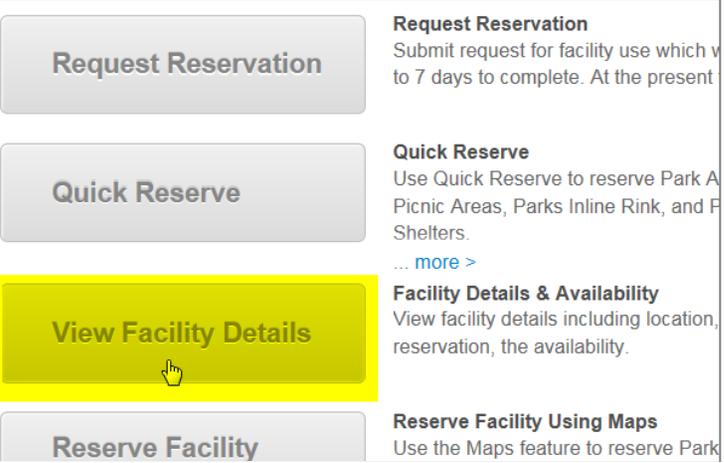
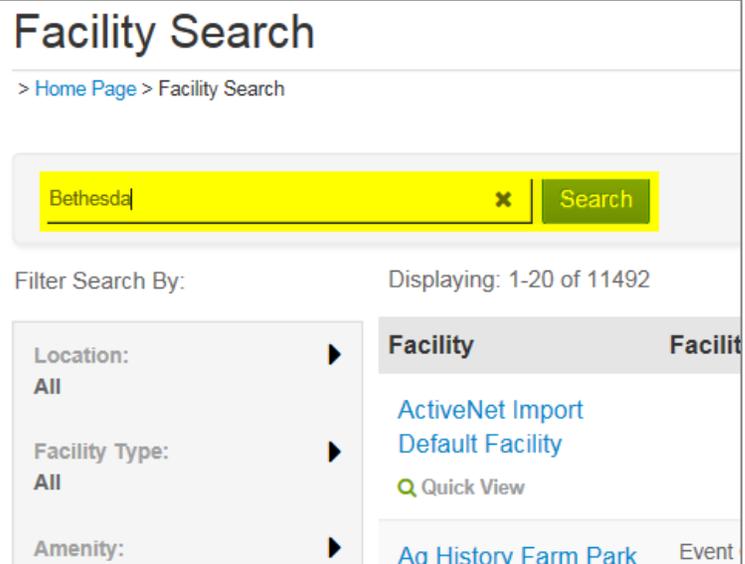
Start here to determine which reservation request process to follow.

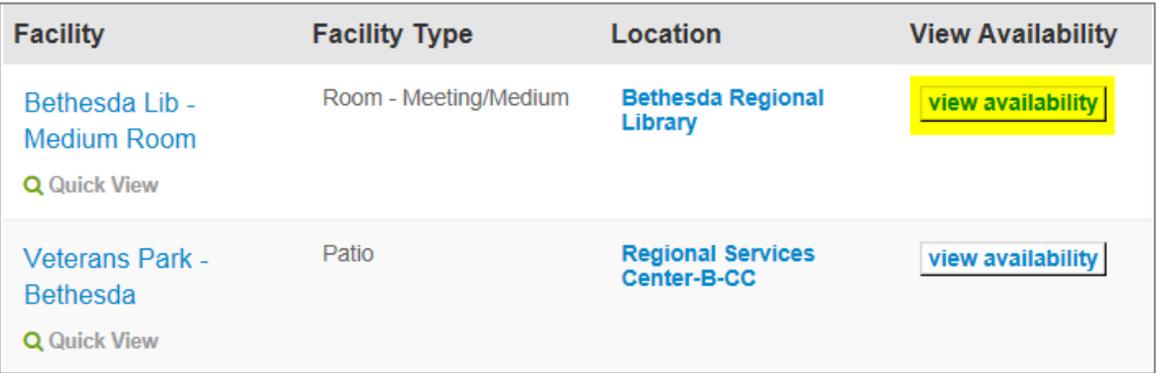
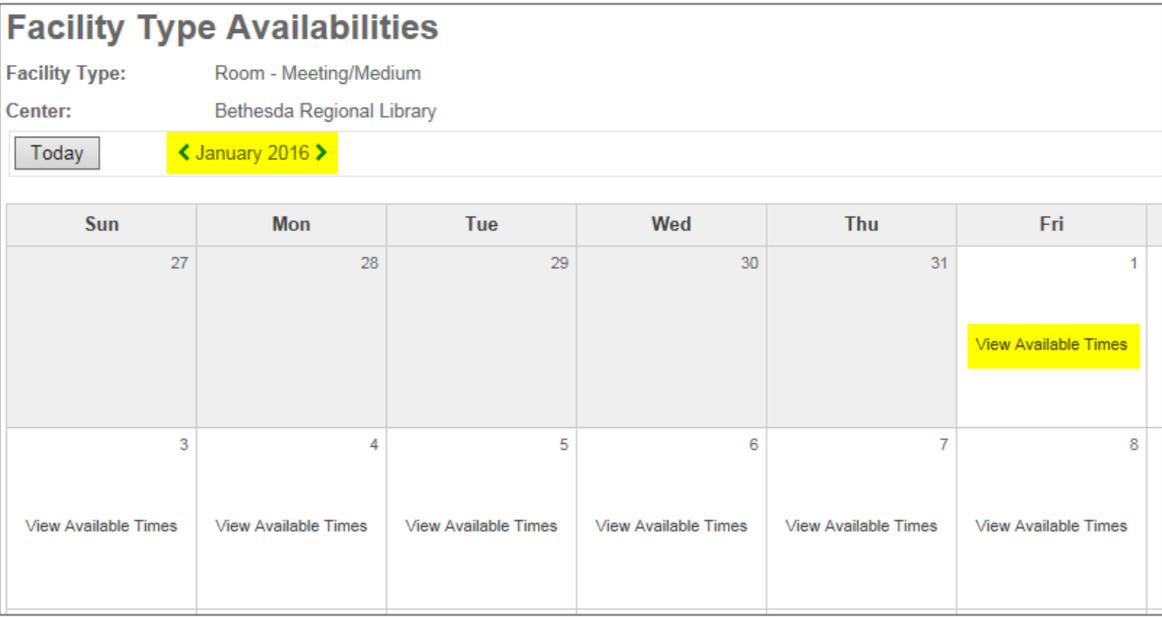
Step	Action	Screen
1.	<p>Go to www.ActiveMontgomery.org and enter in your Login ID and Password.</p> <p>Click “Login”.</p>  <p><i>Note: If you experience issues logging in, please contact info@activemontgomery.org</i></p>	
2.	<p>Click on the ‘Reservations’ tab at the top of the screen.</p> 	

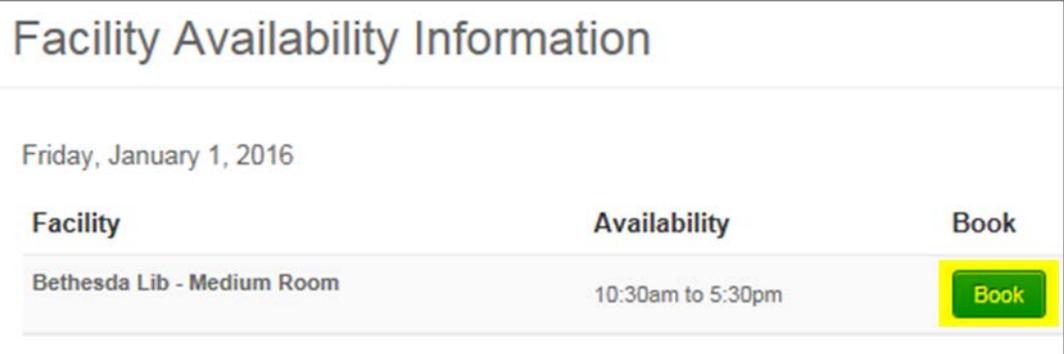
Step	Action	Screen																
3.	<p>Within the text at the top of the screen, you will find a “Click Here” link.</p> <p>Click on the link to open the “ActiveMontgomery Facility Matrix 2015-2016”.</p> <p>click here</p> <p>Follow the matrix to determine which process to follow based on the type of facility you are looking to reserve.</p>	 <p>The screenshot shows a navigation bar with 'Reservations' and 'Memberships' tabs. Below, there is a paragraph of text with a yellow highlight around the words 'click here'. A large red arrow points upwards from the bottom of the page towards this highlighted text. Below the text is a 'Request Reservation' button and a short paragraph of text.</p>																
4.	<p>Refer to the matrix to determine which process to follow based on the type of facility you are looking to reserve.</p> <p>Proceed to Step 2: View Facility Details.</p>	 <p>The screenshot shows the Active Montgomery logo and the title 'ACTIVEMONTOMGERY FACILITY MATRIX 2015-2016'. Below the title is a table with four columns: CUPF LOCATIONS, FACILITY TYPES, DATE AVAILABLE FOR BOOKING, and PROCESS. A red note above the table says 'Use View Facility Details to check and note availability before proceeding to Request Reservation for locations facilities by CUPF'. The table contains three rows of data.</p> <table border="1" data-bbox="756 998 1942 1226"> <thead> <tr> <th>CUPF LOCATIONS</th> <th>FACILITY TYPES</th> <th>DATE AVAILABLE FOR BOOKING</th> <th>PROCESS</th> </tr> </thead> <tbody> <tr> <td>Montgomery County Libraries</td> <td>Meeting Rooms</td> <td>Open now for JAN 1-JUNE 30 bookings</td> <td>Request Reservation</td> </tr> <tr> <td>Local Service Centers</td> <td>Meeting Rooms</td> <td>Open NOV 15 for JAN 1-JUNE 30 bookings</td> <td>Coming Soon</td> </tr> <tr> <td>County Council Office Buildings</td> <td>Auditorium, Cafeteria, Meetings</td> <td>Open NOV 15 for JAN 1-JUNE 30 bookings</td> <td>Coming Soon</td> </tr> </tbody> </table>	CUPF LOCATIONS	FACILITY TYPES	DATE AVAILABLE FOR BOOKING	PROCESS	Montgomery County Libraries	Meeting Rooms	Open now for JAN 1-JUNE 30 bookings	Request Reservation	Local Service Centers	Meeting Rooms	Open NOV 15 for JAN 1-JUNE 30 bookings	Coming Soon	County Council Office Buildings	Auditorium, Cafeteria, Meetings	Open NOV 15 for JAN 1-JUNE 30 bookings	Coming Soon
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Step 2: View Facility Details/Note Availability

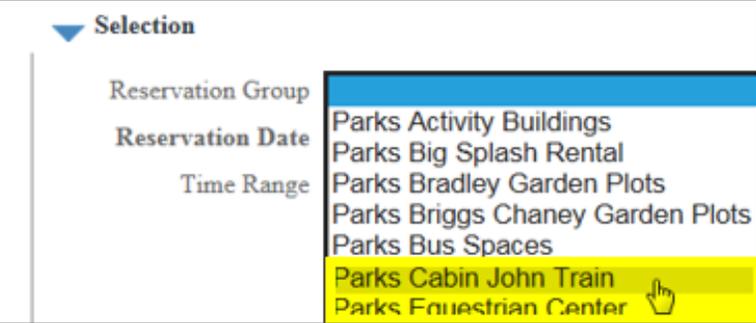
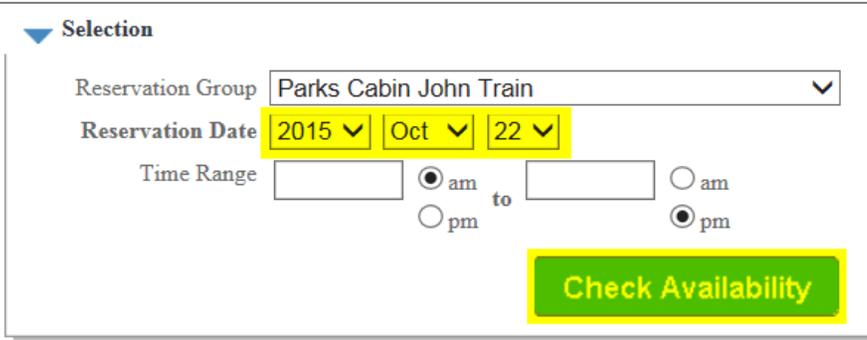
Checking availability first will make the Request Reservation step quicker because you can see what's available before you begin your request.

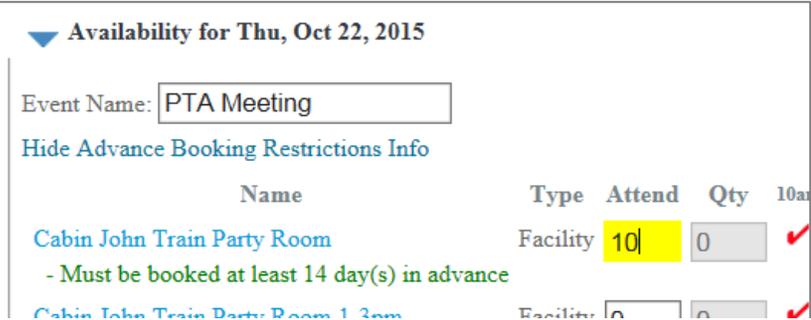
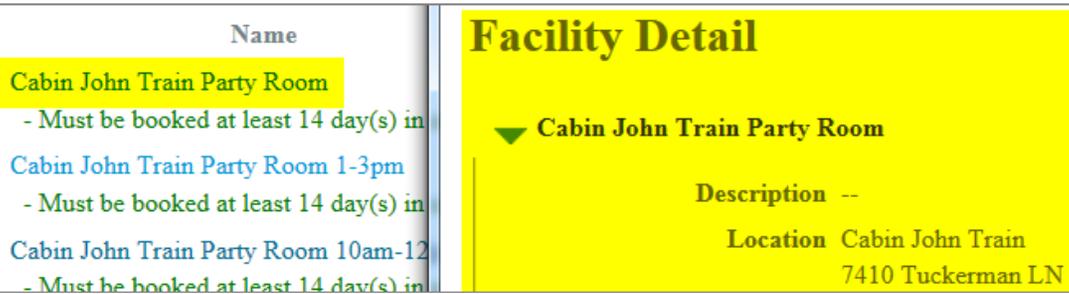
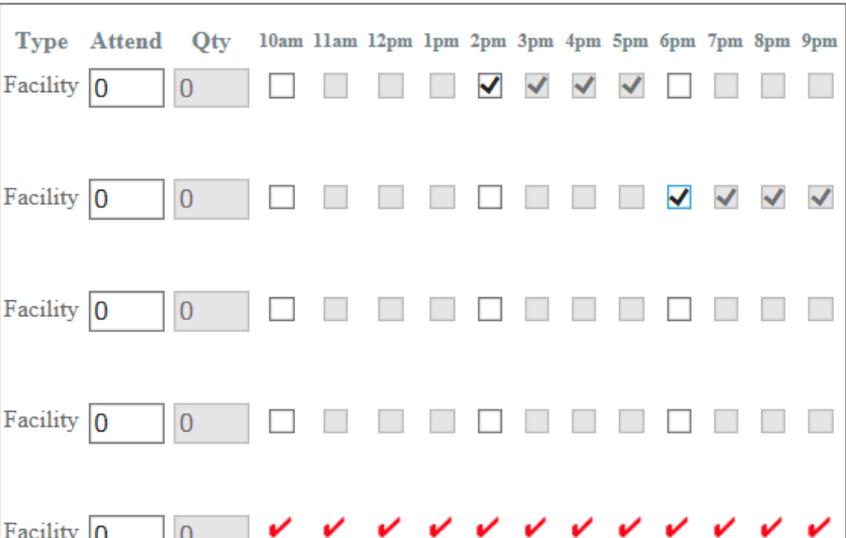
Step	Action	Screen
1.	<p>From the 'Reservations' tab, click on “View Facility Details”.</p> 	 <p>Request Reservation Submit request for facility use which v to 7 days to complete. At the present</p> <p>Quick Reserve Use Quick Reserve to reserve Park A Picnic Areas, Parks Inline Rink, and P Shelters. ... more ></p> <p>Facility Details & Availability View facility details including location, reservation, the availability.</p> <p>Reserve Facility Using Maps Use the Maps feature to reserve Park</p>
2.	<p>Type in a key word in the search field on the “Facility Search” screen to find a specific location (Center).</p> <p>Click “Search”.</p>  <p><i>Examples:</i></p> <ol style="list-style-type: none"> Typing in “Davis” will bring up Davis Library Typing in “Meeting Room” will bring up all locations with meeting rooms 	 <p>Facility Search</p> <p>> Home Page > Facility Search</p> <p>Bethesda <input type="text"/> <input type="button" value="Search"/></p> <p>Filter Search By: Displaying: 1-20 of 11492</p> <p>Location: <input type="button" value="All"/> Facility <input button"="" type="button" value="All"/> ActiveNet Import Default Facility Quick View</p> <p>Amenity: <input type="button" value="All"/> Ag History Farm Park Event</p>

Step	Action	Screen																		
3.	<p>Click “View Availability” in the row associated with your desired facility.</p> <p>view availability</p> <p><i>Note: To view more information about the location (address, maps, and hours of operation), click on the location name in the Location column.</i></p>	 <table border="1"> <thead> <tr> <th data-bbox="718 250 1010 297">Facility</th> <th data-bbox="1010 250 1318 297">Facility Type</th> <th data-bbox="1318 250 1619 297">Location</th> <th data-bbox="1619 250 1866 297">View Availability</th> </tr> </thead> <tbody> <tr> <td data-bbox="718 297 1010 464">Bethesda Lib - Medium Room Quick View</td> <td data-bbox="1010 297 1318 464">Room - Meeting/Medium</td> <td data-bbox="1318 297 1619 464">Bethesda Regional Library</td> <td data-bbox="1619 297 1866 464">view availability</td> </tr> <tr> <td data-bbox="718 464 1010 618">Veterans Park - Bethesda Quick View</td> <td data-bbox="1010 464 1318 618">Patio</td> <td data-bbox="1318 464 1619 618">Regional Services Center-B-CC</td> <td data-bbox="1619 464 1866 618">view availability</td> </tr> </tbody> </table>	Facility	Facility Type	Location	View Availability	Bethesda Lib - Medium Room Quick View	Room - Meeting/Medium	Bethesda Regional Library	view availability	Veterans Park - Bethesda Quick View	Patio	Regional Services Center-B-CC	view availability						
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4.	<p>A calendar appears. Use the month directional arrows (< Month >) to scroll to find availability.</p> <p>Click “View Available Times” on the desired available date to view specific times.</p> <p>View Available Times</p> <p><i>Note: Before you leave this screen, record the date and times you wish to book.</i></p>	 <p>Facility Type Availabilities</p> <p>Facility Type: Room - Meeting/Medium Center: Bethesda Regional Library</p> <p>Today < January 2016 ></p> <table border="1"> <thead> <tr> <th data-bbox="718 963 905 993">Sun</th> <th data-bbox="905 963 1094 993">Mon</th> <th data-bbox="1094 963 1283 993">Tue</th> <th data-bbox="1283 963 1472 993">Wed</th> <th data-bbox="1472 963 1661 993">Thu</th> <th data-bbox="1661 963 1866 993">Fri</th> </tr> </thead> <tbody> <tr> <td data-bbox="718 993 905 1187">27</td> <td data-bbox="905 993 1094 1187">28</td> <td data-bbox="1094 993 1283 1187">29</td> <td data-bbox="1283 993 1472 1187">30</td> <td data-bbox="1472 993 1661 1187">31</td> <td data-bbox="1661 993 1866 1187">1 View Available Times</td> </tr> <tr> <td data-bbox="718 1187 905 1377">3 View Available Times</td> <td data-bbox="905 1187 1094 1377">4 View Available Times</td> <td data-bbox="1094 1187 1283 1377">5 View Available Times</td> <td data-bbox="1283 1187 1472 1377">6 View Available Times</td> <td data-bbox="1472 1187 1661 1377">7 View Available Times</td> <td data-bbox="1661 1187 1866 1377">8 View Available Times</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	27	28	29	30	31	1 View Available Times	3 View Available Times	4 View Available Times	5 View Available Times	6 View Available Times	7 View Available Times	8 View Available Times
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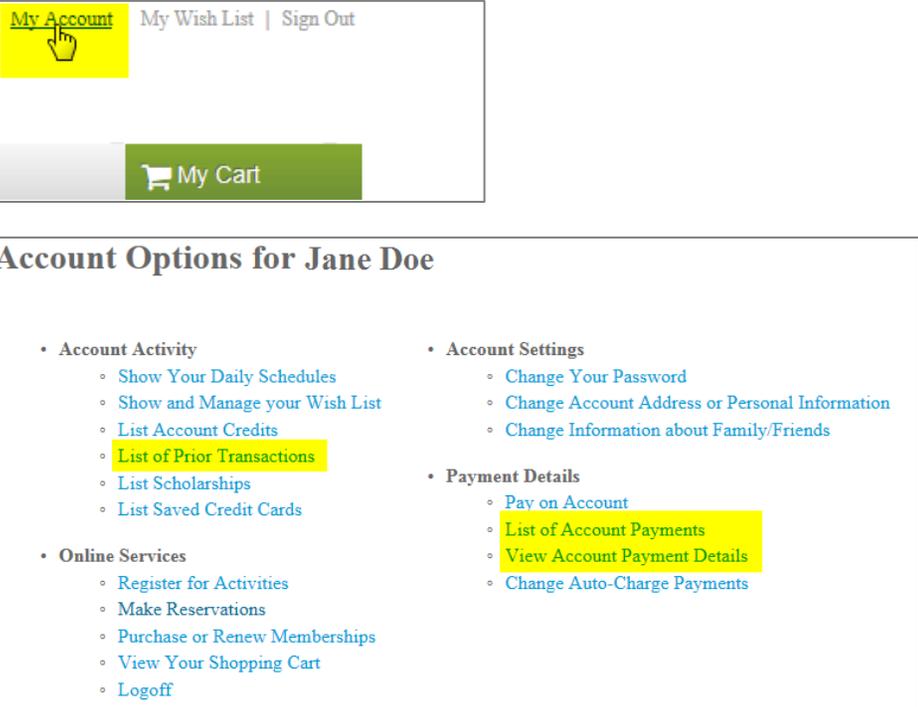
Step	Action	Screen						
5.	<p>Click “Book” to proceed with reserving or requesting to reserve the facility.</p> <p></p> <p>OR</p> <p>Go back to the ‘Reservations’ tab to proceed with Step 3C (depending on the facility type) to book using location maps.</p>	 <p>Facility Availability Information</p> <p>Friday, January 1, 2016</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Availability</th> <th>Book</th> </tr> </thead> <tbody> <tr> <td>Bethesda Lib - Medium Room</td> <td>10:30am to 5:30pm</td> <td></td> </tr> </tbody> </table>	Facility	Availability	Book	Bethesda Lib - Medium Room	10:30am to 5:30pm	
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	<p>At this point, the system will move forward with one of two processes based on your facility type: Quick Reserve (3A) or Request Reservation (3B).</p> <p>Proceed to Step 3A or 3B in this guide based on the process the system follows OR go back to the Reservations tab to book using facility maps (3C).</p> <p>If needed, refer back to the matrix to determine which process to follow based on the facility you wish to reserve.</p>							

Step 3A: Book using "Quick Reserve"

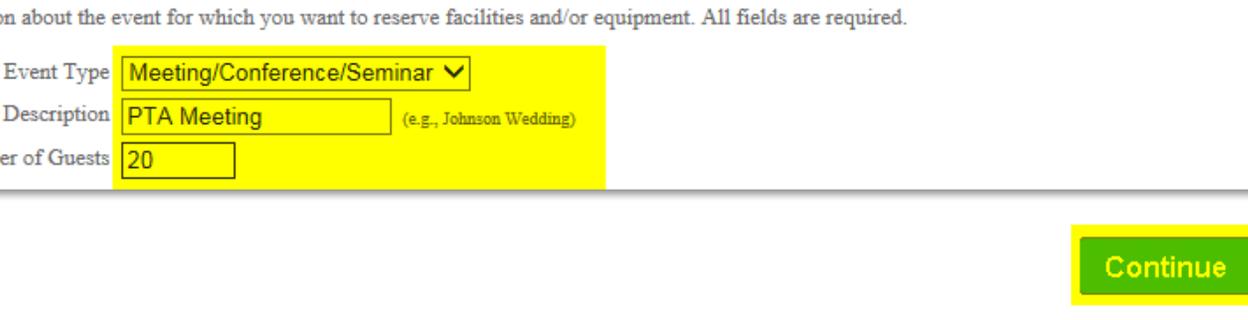
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1A.	<p>From the 'Online Quick Reserve' screen, select a reservation group from the drop down menu.</p> <p>The availability for that location will appear below the selection window.</p>																										
1B.	<p>(Optional) To view availability for an alternate date, select the "Reservation Date" from the drop down menu options.</p> <p>OR Select a time range.</p> <p>Click "Check Availability".</p> <p>Check Availability</p>																										
2.	<p>Type in your event name in the 'Event Name' field.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Attend</th> <th>Qty</th> <th>10am</th> </tr> </thead> <tbody> <tr> <td>Cabin John Train Party Room</td> <td>Facility</td> <td>0</td> <td>0</td> <td>✓</td> </tr> <tr> <td colspan="5">- Must be booked at least 14 day(s) in advance</td> </tr> <tr> <td>Cabin John Train Party Room 1-3pm</td> <td>Facility</td> <td>0</td> <td>0</td> <td>✓</td> </tr> <tr> <td colspan="5">- Must be booked at least 14 day(s) in advance</td> </tr> </tbody> </table>	Name	Type	Attend	Qty	10am	Cabin John Train Party Room	Facility	0	0	✓	- Must be booked at least 14 day(s) in advance					Cabin John Train Party Room 1-3pm	Facility	0	0	✓	- Must be booked at least 14 day(s) in advance				
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3A.	<p>Identify the desired room and time listed in the 'Name' column.</p> <p>Provide number of attendees in the 'Attend' field next to it.</p>	 <p>▼ Availability for Thu, Oct 22, 2015</p> <p>Event Name: <input type="text" value="PTA Meeting"/></p> <p>Hide Advance Booking Restrictions Info</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Attend</th> <th>Qty</th> <th>10am</th> </tr> </thead> <tbody> <tr> <td>Cabin John Train Party Room</td> <td>Facility</td> <td>10</td> <td><input type="text" value="0"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="5">- Must be booked at least 14 day(s) in advance</td> </tr> <tr> <td>Cabin John Train Party Room 1-3pm</td> <td>Facility</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Name	Type	Attend	Qty	10am	Cabin John Train Party Room	Facility	10	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	- Must be booked at least 14 day(s) in advance					Cabin John Train Party Room 1-3pm	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>																																																																						
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3B.	<p>(Optional) To view facility details, click on the links provided in the "Name" column.</p> <p>A separate window will appear to provide additional details to include address and hours of operation.</p> <p>Cabin John Train Party Room</p>	 <p>Name</p> <p>Cabin John Train Party Room</p> <p>- Must be booked at least 14 day(s) in advance</p> <p>Cabin John Train Party Room 1-3pm</p> <p>- Must be booked at least 14 day(s) in advance</p> <p>Cabin John Train Party Room 10am-12pm</p> <p>- Must be booked at least 14 day(s) in advance</p> <p>Facility Detail</p> <p>▼ Cabin John Train Party Room</p> <p>Description --</p> <p>Location Cabin John Train 7410 Tuckerman LN</p>																																																																																										
4.	<p>Select the desired time by checking the box under each time slot available.</p> <p><i>Note: If there are no available boxes to check, and only red check marks appear, then the facility you have selected is not available during the specified times.</i></p>	 <table border="1"> <thead> <tr> <th>Type</th> <th>Attend</th> <th>Qty</th> <th>10am</th> <th>11am</th> <th>12pm</th> <th>1pm</th> <th>2pm</th> <th>3pm</th> <th>4pm</th> <th>5pm</th> <th>6pm</th> <th>7pm</th> <th>8pm</th> <th>9pm</th> </tr> </thead> <tbody> <tr> <td>Facility</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Facility</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Facility</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Facility</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Facility</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Type	Attend	Qty	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>																																							
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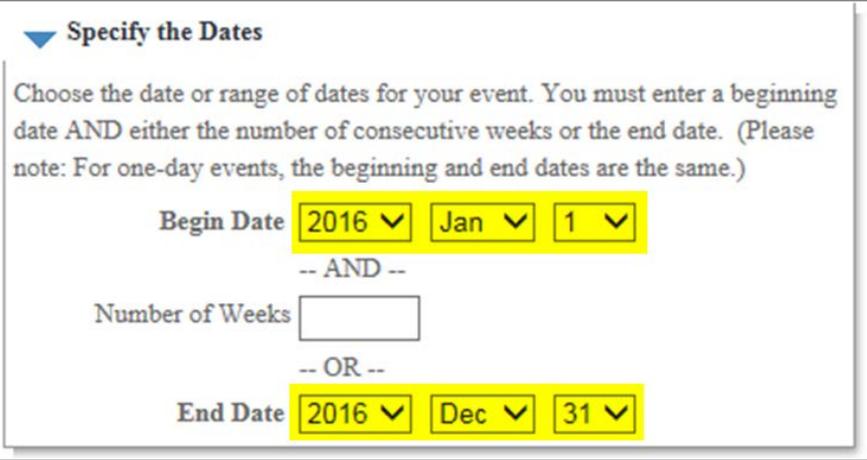
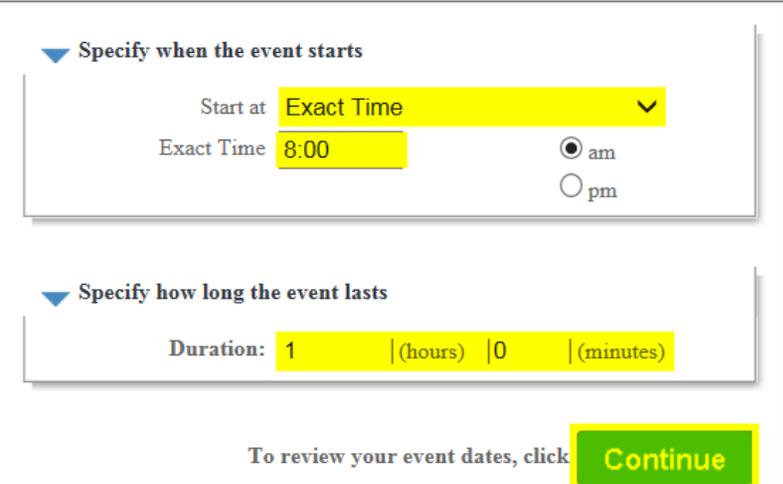
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5.	<p>In the ‘Select Checklist Items’ box, click each link to review policies and waivers.</p> <p>Initial in each box to agree to the waivers.</p> <p>Click “Reserve”.</p> <p></p>	<p>Please check any of the items you want included with your reservation request.</p> <p>▼ Select Checklist Items</p> <table border="1"> <thead> <tr> <th data-bbox="814 354 993 386">Agree to Waiver</th> <th data-bbox="1035 362 1150 386">Required</th> <th data-bbox="1171 362 1476 386">Description</th> <th data-bbox="1864 362 1980 386">Attachment</th> </tr> </thead> <tbody> <tr> <td data-bbox="814 394 982 427">Initials: <input type="text"/></td> <td data-bbox="1035 394 1077 418">Yes</td> <td data-bbox="1171 394 1476 418">CUPF Conditions of Use-Gov Bldg</td> <td data-bbox="1644 394 1980 418">Government Buildings Conditions of Use</td> </tr> <tr> <td data-bbox="814 435 982 467">Initials: <input type="text"/></td> <td data-bbox="1035 435 1077 459">Yes</td> <td data-bbox="1171 435 1287 459">CUPF FULA</td> <td data-bbox="1644 435 1980 459">CUPF Facitliy Use License Agreement</td> </tr> <tr> <td data-bbox="814 475 982 508">Initials: <input type="text"/></td> <td data-bbox="1035 475 1077 500">Yes</td> <td data-bbox="1171 475 1371 500">CUPF Payment Policy</td> <td data-bbox="1644 475 1833 500">CUPF Payment Policy</td> </tr> </tbody> </table> <p>Please answer the following questions (* - required).</p>	Agree to Waiver	Required	Description	Attachment	Initials: <input type="text"/>	Yes	CUPF Conditions of Use-Gov Bldg	Government Buildings Conditions of Use	Initials: <input type="text"/>	Yes	CUPF FULA	CUPF Facitliy Use License Agreement	Initials: <input type="text"/>	Yes	CUPF Payment Policy	CUPF Payment Policy
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6.	<p>Provide the credit card type, the card number, the card expiration, the security code, and the name on the front of the card.</p> <p>Click “Continue”.</p> <p></p>	<p>▼ Payer Information</p> <p>Name: Jane Doe</p> <p>Billing Address: 51 Monroe Street Suite 300 Rockville, MD 20874</p> <p>Total Charges: \$325.00</p> <p>Form of Payment</p> <p>Credit Card <input checked="" type="radio"/> Credit Card Type Visa ▼</p> <p>Card Number 111-222-3344</p> <p>ACT* or Active Network will show up on your credit card for this payment.</p> <p>Card Expiration 01-Jan ▼ 2016 ▼</p> <p>Security Code 123 What is my Security Code?</p> <p><input checked="" type="checkbox"/> Save this Credit Card for My Future Transactions</p> <p>Card Name Jane Doe</p> <p><input checked="" type="checkbox"/> I am 13 years of age or older (Federal law prohibits anyone under the age of 13 from submitting payment.)</p> <p>Confirm your payment information, then to complete your order click </p>																

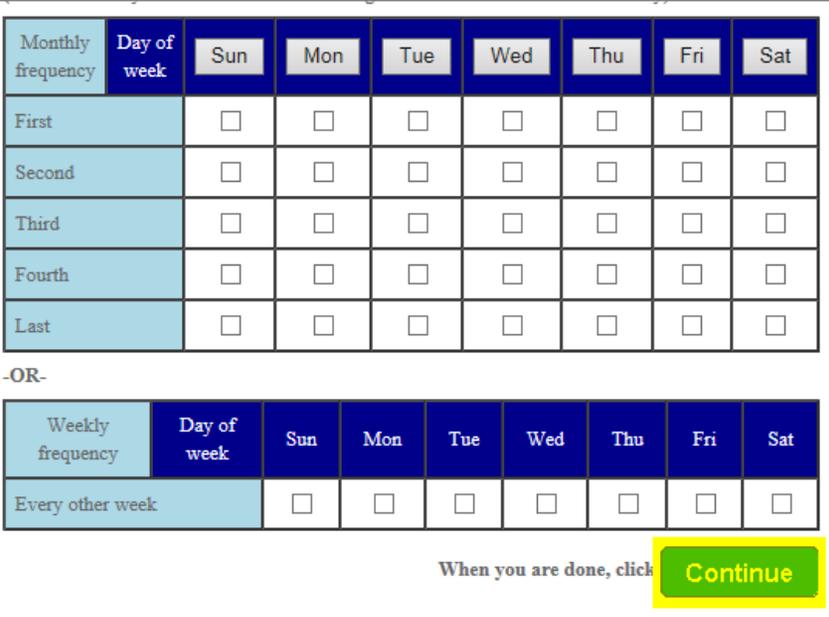
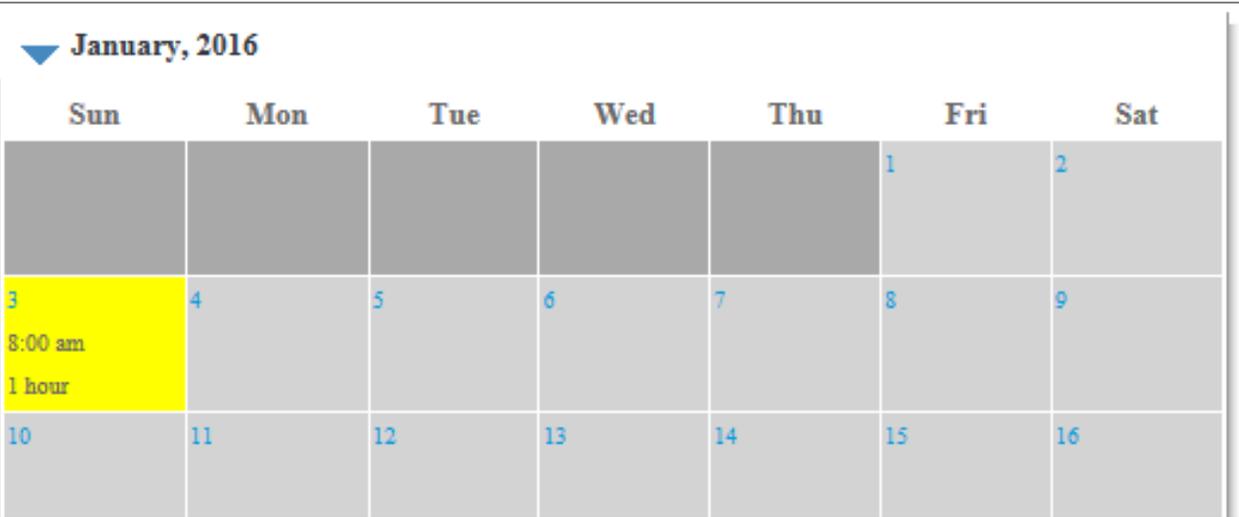
Step	Action	Screen
7.	<p>You will receive a receipt for your reservation. It will include a Transaction Confirmation number, a summary of charges, payment confirmation, and a copy of each waiver.</p> <p>Print the receipt by clicking “Print” on the right side of your screen.</p> 	 <p>Reservation Request Receipt</p> <p style="text-align: center;">THANK YOU</p> <p style="text-align: center;">For Your Reservation Request! Your request number is 9001072. Please print this request and keep a copy for your records.</p> <p style="text-align: center;">All requests are held for 180 days from the time they are placed. A representative will contact you regarding your request.</p> <p>Prepared Nov 13, 2015 9:40 AM Status Pending approval Notes --</p> <p>Jane Doe 51 Monroe Street Rockville, MD 20875 Email: skyler.grubbs@montgomerycountymd.gov (240) 773-3337</p>
8.	<p>(Optional) View your receipts by Clicking on “My Account”.</p>  <p>From account options select ‘List of Prior Transactions’, ‘List of Account Payments,’ or ‘View Account Payment Details’.</p>	 <p>My Account My Wish List Sign Out</p> <p>My Cart</p> <p>Account Options for Jane Doe</p> <ul style="list-style-type: none"> • Account Activity <ul style="list-style-type: none"> ◦ Show Your Daily Schedules ◦ Show and Manage your Wish List ◦ List Account Credits ◦ List of Prior Transactions ◦ List Scholarships ◦ List Saved Credit Cards • Online Services <ul style="list-style-type: none"> ◦ Register for Activities ◦ Make Reservations ◦ Purchase or Renew Memberships ◦ View Your Shopping Cart ◦ Logoff • Account Settings <ul style="list-style-type: none"> ◦ Change Your Password ◦ Change Account Address or Personal Information ◦ Change Information about Family/Friends • Payment Details <ul style="list-style-type: none"> ◦ Pay on Account ◦ List of Account Payments ◦ View Account Payment Details ◦ Change Auto-Charge Payments

Step 3B: Book using “Request Reservation”

Step	Action	Screen
1.	<p>Select the correct option under ‘Customer Information’ to make a personal reservation or to do so on behalf of the organization you represent.</p> <p><i>Note: If an organization option does not appear, email info@activemontgomery.org</i></p>	
2.	<p>Select your event type from the drop down menu in the ‘Event Type’ field.</p> <p>Type in a description of your event in the ‘Description’ field.</p> <p>Enter in the maximum number of guests.</p> <p>Click “Continue”.</p>	

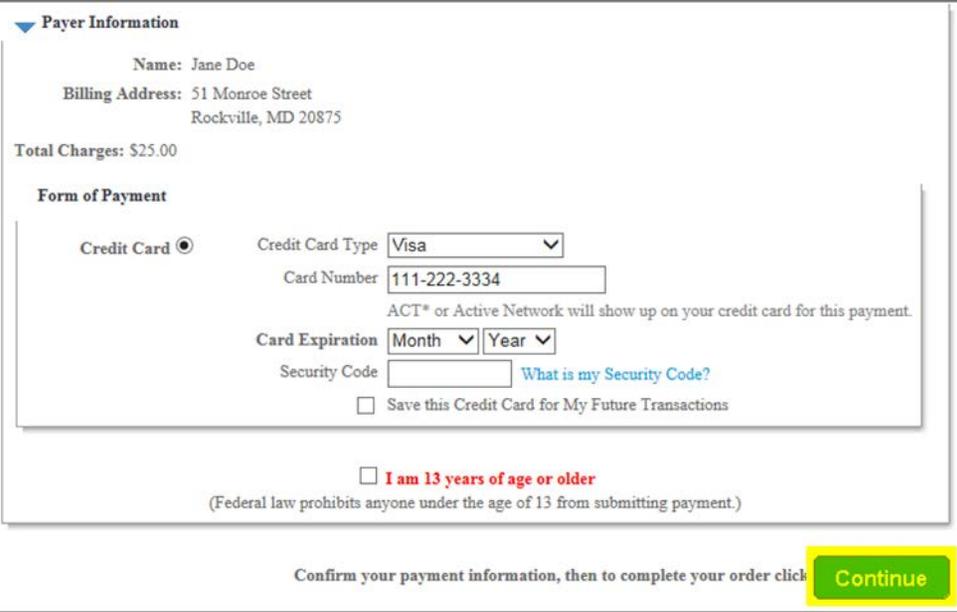
Step	Action	Screen														
3.	<p>Choose the location for your event and/or the type of facility, and/or the specific facility for your event by clicking on the options in each field on the 'Reservation: Facility/Equipment Search' screen.</p> <p>Click “Continue”.</p> <p></p>	<p>Please use the fields below to find facilities/equipment for your event.</p> <p>▼ Choose the location or area for your event</p> <p>[Use SHIFT or CTRL to select multiple locations or areas]</p> <p>Locations -OR- Areas</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px;"> <p>Belmont Elementary School</p> <p>Bethesda Elementary School</p> <p>Bethesda Outdoor Pool</p> <p style="background-color: yellow;">Bethesda Regional Library</p> <p>Bethesda-Chevy Chase High School</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 100px;"> <p style="background-color: blue; color: white;">Any Area</p> </div> </div> <p>▼ Choose the type of facility for your event</p> <p>[Use SHIFT or CTRL to select multiple types]</p> <p style="background-color: yellow;">Any Facility Type</p>														
4.	<p>Select the facility you would like to reserve by checking the box associated with that item.</p> <p>Click “Continue”.</p> <p></p> <p><i>Note: To go back, use the navigation buttons at the bottom of the page.</i></p>	<p>Reservation: Select Facility / Equipment</p> <p>The following facilities/equipment match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Select</th> <th style="text-align: left;">Attend</th> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Reservation Unit</th> <th style="text-align: left;">Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">20</td> <td style="text-align: center;">0</td> <td>Bethesda Lib - Medium Room</td> <td>Facility</td> <td>Minute</td> <td>Bethesda Regional Library 7400 Arlington RD Bethesda, MD, US 20814 (240) 777-0311</td> </tr> </tbody> </table> <p style="text-align: right;">When you have selected the facilities/equipment to try to reserve, click </p>	Select	Attend	Qty	Name	Type	Reservation Unit	Location	<input checked="" type="checkbox"/>	20	0	Bethesda Lib - Medium Room	Facility	Minute	Bethesda Regional Library 7400 Arlington RD Bethesda, MD, US 20814 (240) 777-0311
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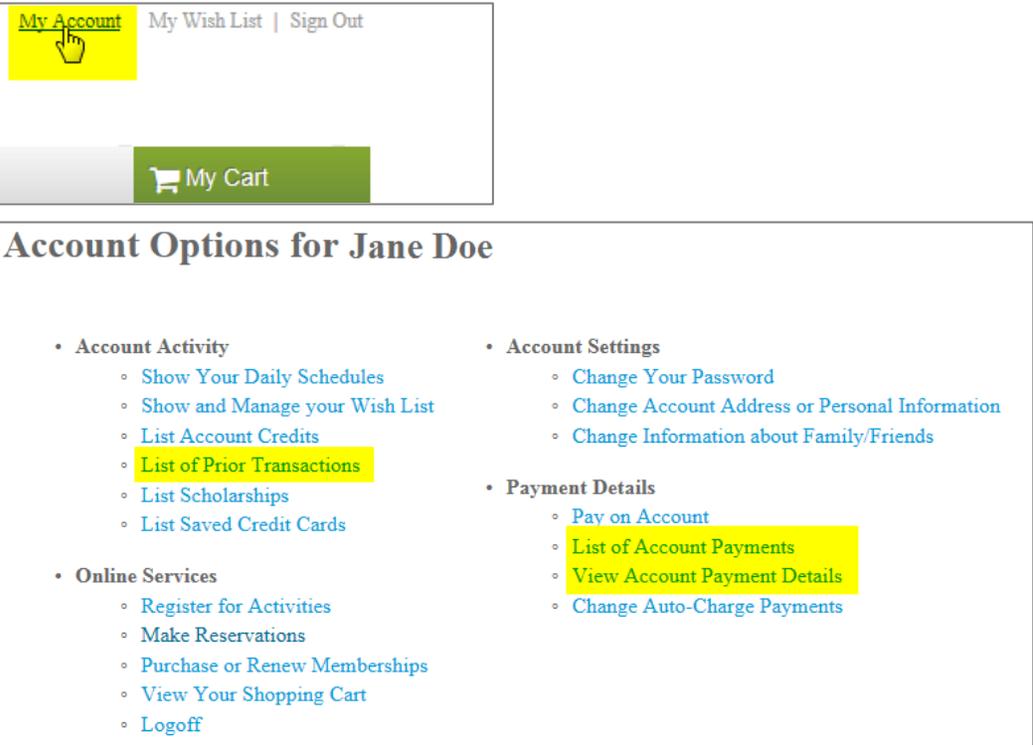
Step	Action	Screen
5.	<p>Specify the date or date range.</p> <p><i>Note: To select multiple dates on the Reservation Event Dates page, enter the date range (first date you want and the last date you want or number of weeks). Don't worry about the specific dates yet</i></p>	
6.	<p>Specify the even start time and duration in hours and/or minutes.</p> <p>Click “Continue”.</p> <p>Continue</p> <p><i>Note: If your times will vary, enter the earliest start time and longest duration that was available when you checked Facility Details/Availability</i></p>	

Step	Action	Screen																																																																		
7.	<p>Use the 'Reservation Date Pattern' table to indicate the day(s) on which your event occurs.</p> <p>Click “Continue”.</p> <p></p>	 <p>Monthly frequency</p> <table border="1"> <thead> <tr> <th>Day of week</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>First</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Second</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Third</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fourth</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Last</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>-OR-</p> <table border="1"> <thead> <tr> <th>Weekly frequency</th> <th>Day of week</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>Every other week</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>When you are done, click </p>	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	First	<input type="checkbox"/>	Second	<input type="checkbox"/>	Third	<input type="checkbox"/>	Fourth	<input type="checkbox"/>	Last	<input type="checkbox"/>	Weekly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Every other week		<input type="checkbox"/>																																				
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8.	<p>Review the Reservation Event Dates table to confirm the date(s) you selected (highlighted) is/are correct.</p> <p>Click “Continue”.</p> <p></p> <p><i>Note: To edit the time details, click on the date number in the top left corner of each highlighted square. See appendix for more information.</i></p>	 <p>January, 2016</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3 8:00 am 1 hour</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat						1	2	3 8:00 am 1 hour	4	5	6	7	8	9	10	11	12	13	14	15	16																																						
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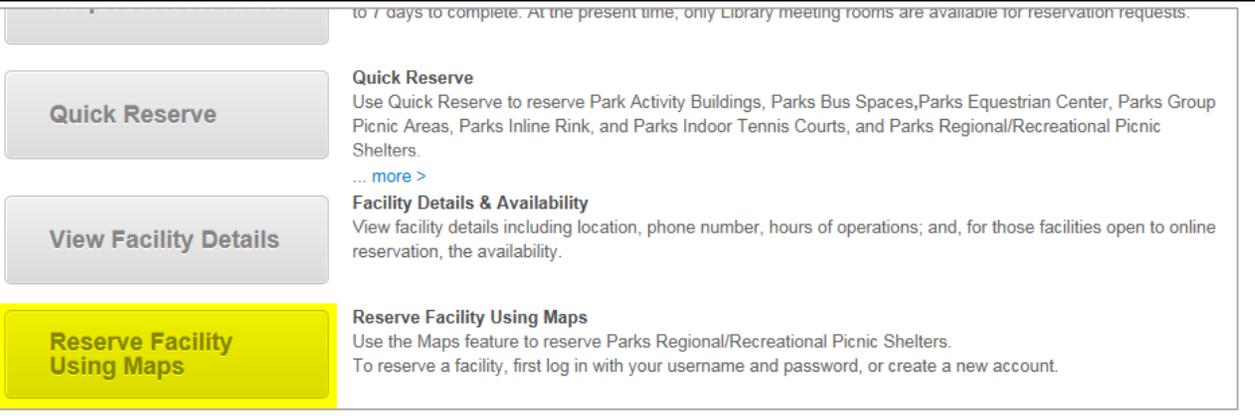
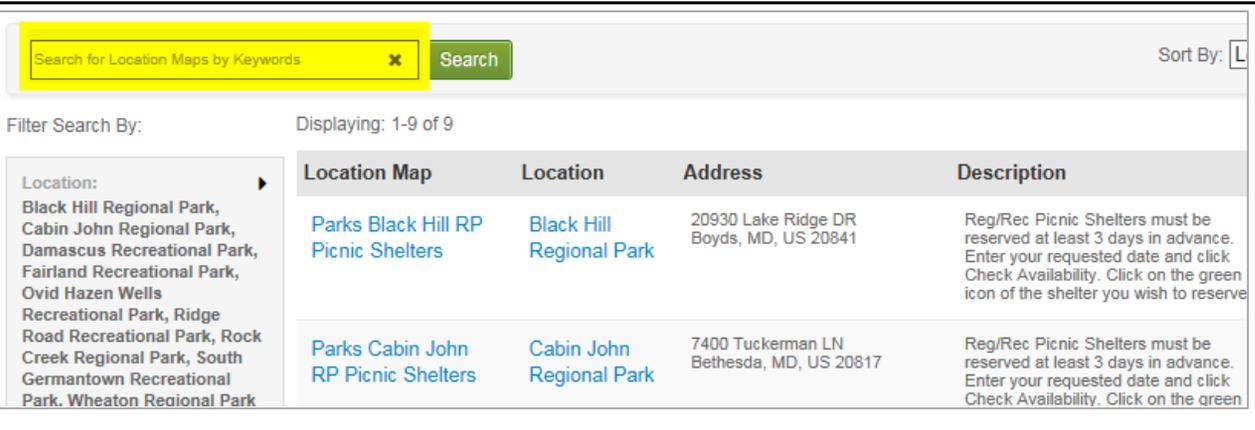
Step	Action	Screen																
9.	<p>Review the details of your reservation.</p> <p>Click “Continue”.</p> <p></p> <p><i>Note: If some of the dates are not available, a ‘Conflict’ will be noted and a charge will not appear. Opt to delete or time modify the dates.</i></p>	<p>Reservation Facilities/Equipment Availability</p> <p>Please select one or more available items to reserve from the following list.</p> <table border="1"> <thead> <tr> <th>Request</th> <th>Name</th> <th>Type</th> <th>Location</th> <th>Deposit</th> <th>Estimate Processing Fee</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Bethesda Lib - Medium Room</td> <td>Facility</td> <td>Bethesda Regional Library 7400 Arlington RD Bethesda, MD, US 20814 (240) 777-0311</td> <td>-- Charge : \$45.00</td> <td>0</td> <td>Review selected time.</td> </tr> </tbody> </table> <p>Select All Deselect All</p> <p>When you have selected the facilities/equipment to reserve, click </p>	Request	Name	Type	Location	Deposit	Estimate Processing Fee	Comment	<input checked="" type="checkbox"/>	Bethesda Lib - Medium Room	Facility	Bethesda Regional Library 7400 Arlington RD Bethesda, MD, US 20814 (240) 777-0311	-- Charge : \$45.00	0	Review selected time.		
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Step	Action	Screen								
11.	<p>Answer each of the required questions, as demarcated by the asterisk (*) sign.</p> <p>Click “Continue”.</p> <p></p>	<p>Please answer the following questions (* - required).</p> <p>Questions (* - required field)</p> <p>Purpose of Use* </p> <p>Will you be representing an organization?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Number of adults expected at event:* </p> <p>Number of youths expected:* </p>								
12.	<p>Review the details of your reservation.</p> <p>Click “Continue”.</p> <p></p>	<p>Reservation Review</p> <p>This is the final step in requesting your reservation!</p> <p>Review the information carefully.</p> <p>When you click on the Submit button below, you will be asked to pay the charge amount of \$25.00 . Our staff will contact you to confirm your request and obtain final payment.</p> <p>Bethesda Lib - Medium Room at Bethesda Regional Library</p> <table border="1"> <thead> <tr> <th>#</th> <th>Day</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Friday</td> <td>Jan 1, 2016</td> <td>10:45am to 11:45am</td> </tr> </tbody> </table> <p>Please refer to the Checklist Items in the previous screen.</p> <p>If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click </p>	#	Day	Date	Time	1	Friday	Jan 1, 2016	10:45am to 11:45am
#	Day	Date	Time							
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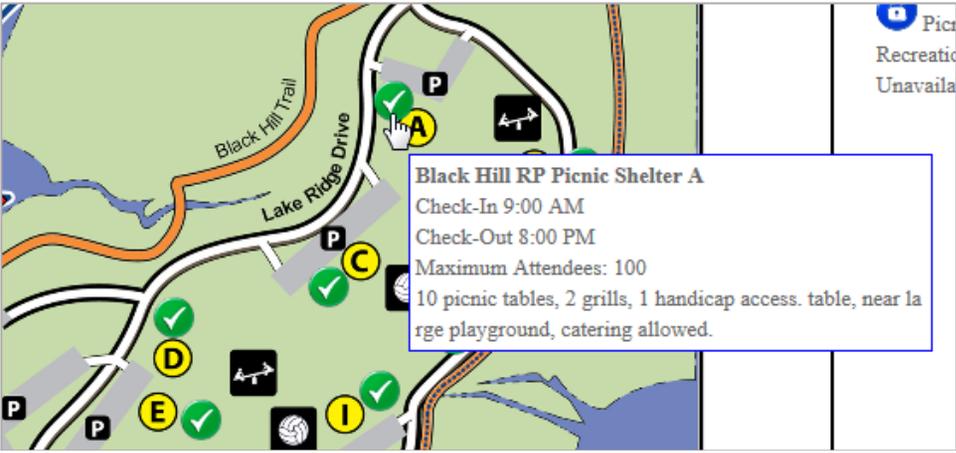
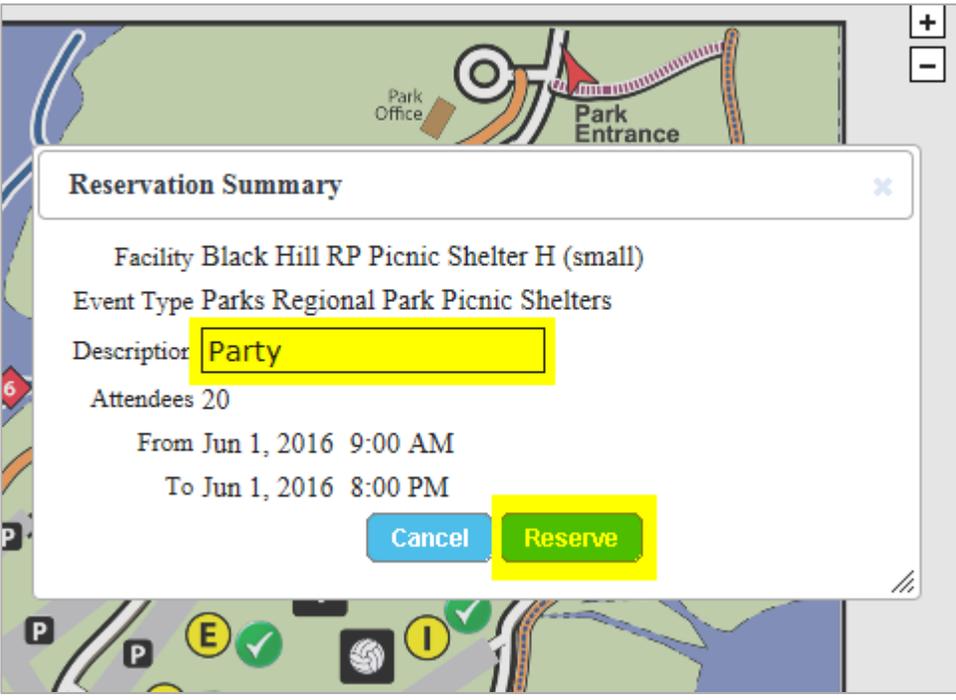
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13.	<p>Provide the credit card type, the card number, the card expiration, the security code, and the name on the front of the card.</p> <p>Click “Continue”.</p> <p></p> <p><i>Note: You may opt to save this care information for future transactions.</i></p>	
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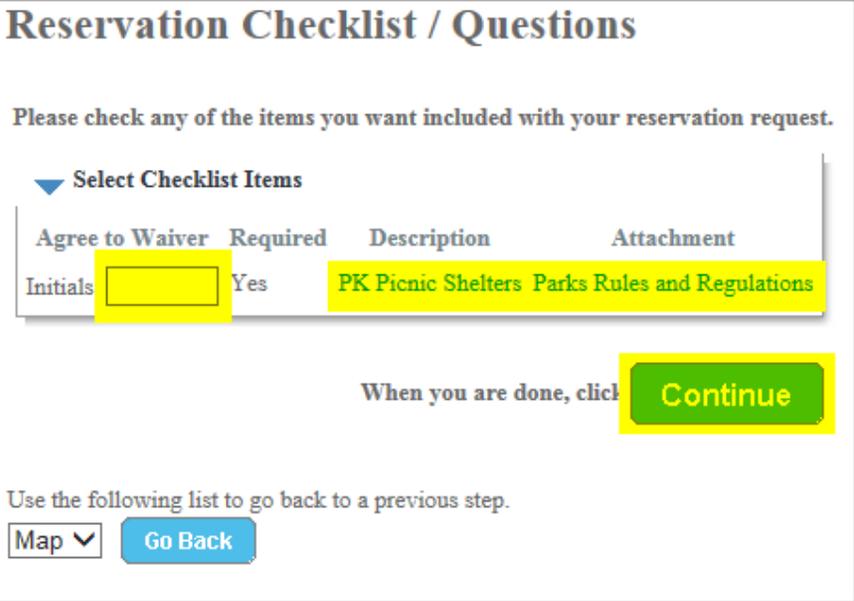
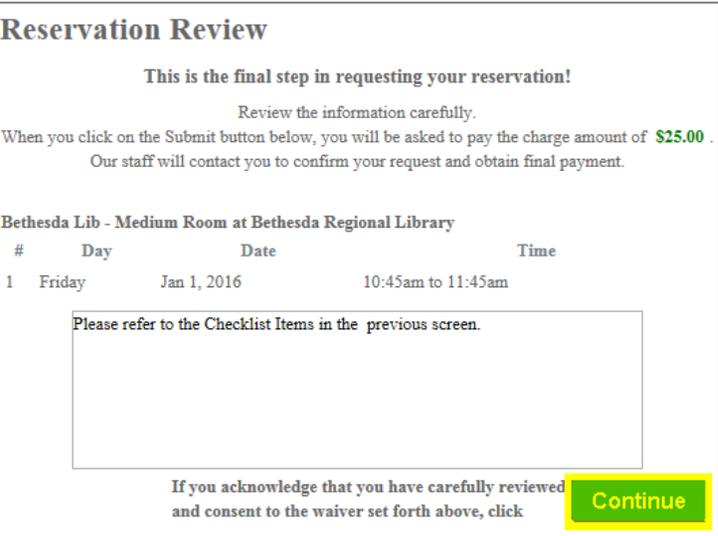
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15.	<p>(Optional) View your receipts by Clicking on “My Account”.</p> <p>My Account</p> <p>From account options select ‘List of Prior Transactions’, ‘List of Account Payments,’ or ‘View Account Payment Details’.</p>	 <p>My Account My Wish List Sign Out</p> <p> My Cart</p> <h3>Account Options for Jane Doe</h3> <ul style="list-style-type: none"> • Account Activity <ul style="list-style-type: none"> ◦ Show Your Daily Schedules ◦ Show and Manage your Wish List ◦ List Account Credits ◦ List of Prior Transactions ◦ List Scholarships ◦ List Saved Credit Cards • Account Settings <ul style="list-style-type: none"> ◦ Change Your Password ◦ Change Account Address or Personal Information ◦ Change Information about Family/Friends • Payment Details <ul style="list-style-type: none"> ◦ Pay on Account ◦ List of Account Payments ◦ View Account Payment Details ◦ Change Auto-Charge Payments • Online Services <ul style="list-style-type: none"> ◦ Register for Activities ◦ Make Reservations ◦ Purchase or Renew Memberships ◦ View Your Shopping Cart ◦ Logoff

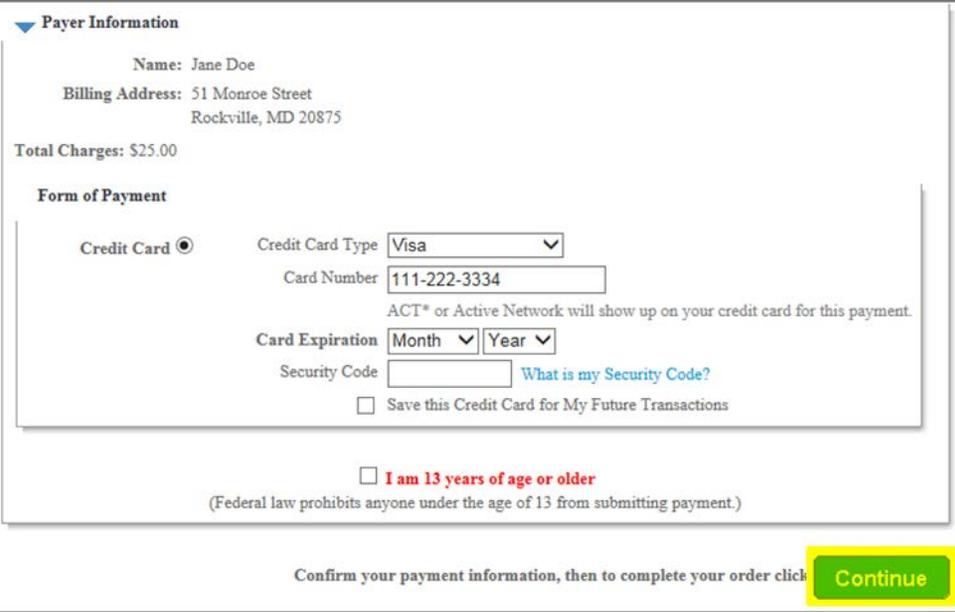
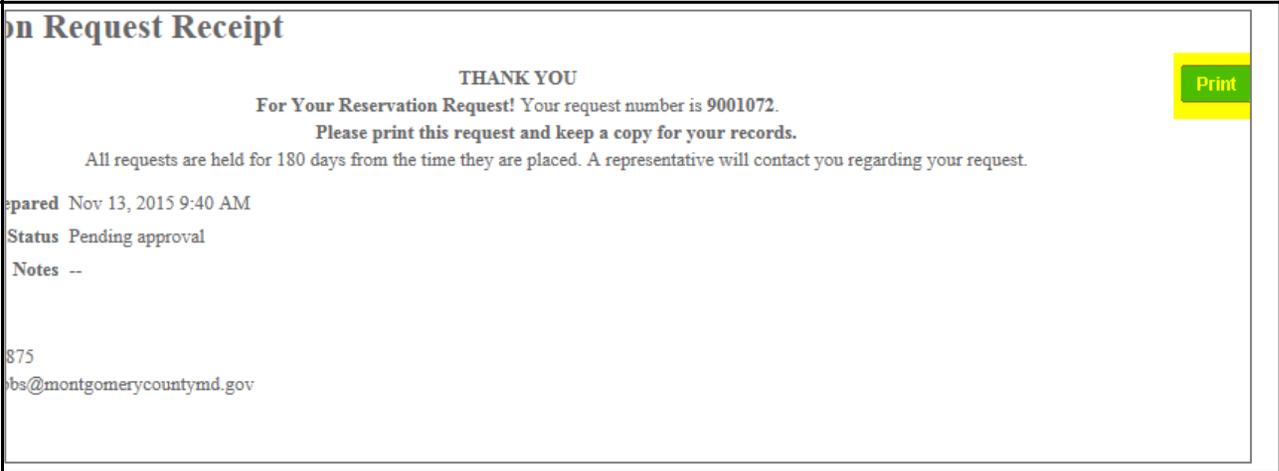
Step 3C: Book using “Location Maps”

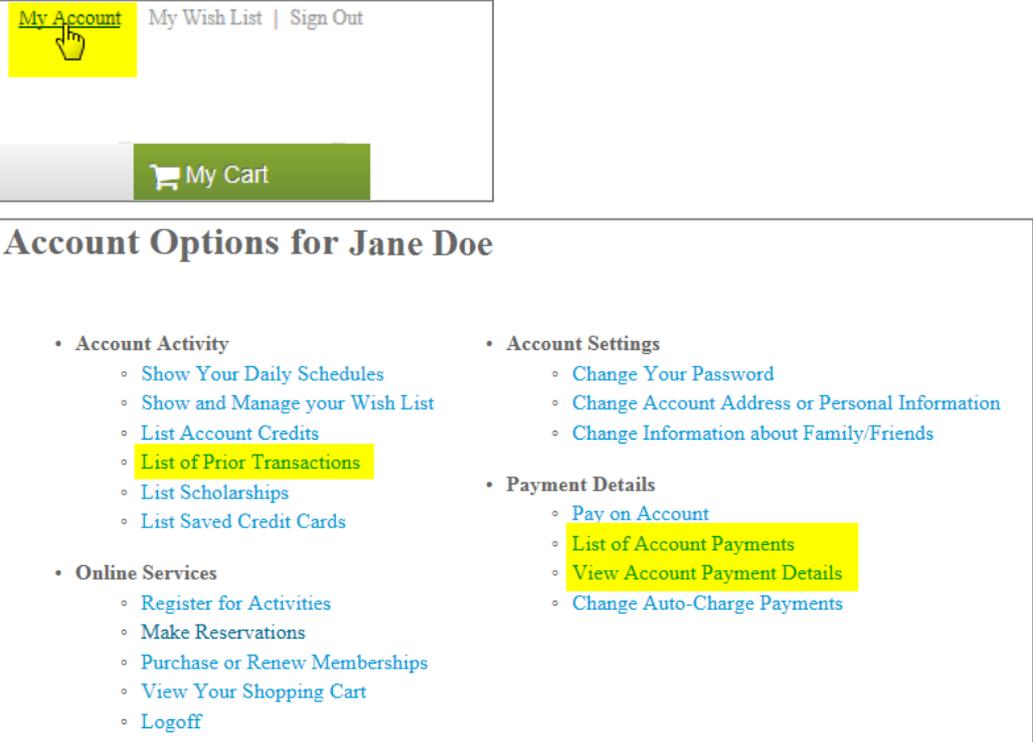
Step	Action	Screen															
1.	<p>From the ‘Reservations’ tab, click on “Reserve Facility Using Maps”.</p> 	 <p>to 7 days to complete. At the present time, only Library meeting rooms are available for reservation requests.</p> <p>Quick Reserve Use Quick Reserve to reserve Park Activity Buildings, Parks Bus Spaces, Parks Equestrian Center, Parks Group Picnic Areas, Parks Inline Rink, and Parks Indoor Tennis Courts, and Parks Regional/Recreational Picnic Shelters. ... more ></p> <p>Facility Details & Availability View facility details including location, phone number, hours of operations; and, for those facilities open to online reservation, the availability.</p> <p>Reserve Facility Using Maps Use the Maps feature to reserve Parks Regional/Recreational Picnic Shelters. To reserve a facility, first log in with your username and password, or create a new account.</p>															
2.	<p>Type in a key word in the search field on the “Location Maps” screen to find a specific location (Center).</p> <p>Click “Search”.</p> 	 <p>Search for Location Maps by Keywords <input type="text"/> <input type="button" value="Search"/> Sort By: <input type="text"/></p> <p>Filter Search By: <input type="text"/> Displaying: 1-9 of 9</p> <table border="1"> <thead> <tr> <th data-bbox="716 894 1003 927">Location:</th> <th data-bbox="1003 894 1220 927">Location Map</th> <th data-bbox="1220 894 1388 927">Location</th> <th data-bbox="1388 894 1661 927">Address</th> <th data-bbox="1661 894 1971 927">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="716 927 1003 1146">Black Hill Regional Park, Cabin John Regional Park, Damascus Recreational Park, Fairland Recreational Park, Ovid Hazen Wells Recreational Park, Ridge Road Recreational Park, Rock Creek Regional Park, South Germantown Recreational Park, Wheaton Regional Park</td> <td data-bbox="1003 927 1220 1049">Parks Black Hill RP Picnic Shelters</td> <td data-bbox="1220 927 1388 1000">Black Hill Regional Park</td> <td data-bbox="1388 927 1661 984">20930 Lake Ridge DR Boyds, MD, US 20841</td> <td data-bbox="1661 927 1971 1049">Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve</td> </tr> <tr> <td></td> <td data-bbox="1003 1049 1220 1130">Parks Cabin John RP Picnic Shelters</td> <td data-bbox="1220 1049 1388 1130">Cabin John Regional Park</td> <td data-bbox="1388 1049 1661 1114">7400 Tuckerman LN Bethesda, MD, US 20817</td> <td data-bbox="1661 1049 1971 1146">Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve</td> </tr> </tbody> </table>	Location:	Location Map	Location	Address	Description	Black Hill Regional Park, Cabin John Regional Park, Damascus Recreational Park, Fairland Recreational Park, Ovid Hazen Wells Recreational Park, Ridge Road Recreational Park, Rock Creek Regional Park, South Germantown Recreational Park, Wheaton Regional Park	Parks Black Hill RP Picnic Shelters	Black Hill Regional Park	20930 Lake Ridge DR Boyds, MD, US 20841	Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve		Parks Cabin John RP Picnic Shelters	Cabin John Regional Park	7400 Tuckerman LN Bethesda, MD, US 20817	Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve
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Step	Action	Screen															
3.	<p>Click “View Map” next to the desired location.</p> <p></p>	<p>Displaying: 1-9 of 9</p> <table border="1"> <thead> <tr> <th data-bbox="716 297 947 345">Location Map</th> <th data-bbox="947 297 1136 345">Location</th> <th data-bbox="1136 297 1444 345">Address</th> <th data-bbox="1444 297 1822 345">Description</th> <th data-bbox="1822 297 1969 345"></th> </tr> </thead> <tbody> <tr> <td data-bbox="716 345 947 483">Parks Black Hill RP Picnic Shelters</td> <td data-bbox="947 345 1136 483">Black Hill Regional Park</td> <td data-bbox="1136 345 1444 483">20930 Lake Ridge DR Boysd, MD, US 20841</td> <td data-bbox="1444 345 1822 483">Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve.</td> <td data-bbox="1822 345 1969 483"></td> </tr> <tr> <td data-bbox="716 483 947 605">Parks Cabin John RP Picnic Shelters</td> <td data-bbox="947 483 1136 605">Cabin John Regional Park</td> <td data-bbox="1136 483 1444 605">7400 Tuckerman LN Bethesda, MD, US 20817</td> <td data-bbox="1444 483 1822 605">Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve.</td> <td data-bbox="1822 483 1969 605"></td> </tr> </tbody> </table>	Location Map	Location	Address	Description		Parks Black Hill RP Picnic Shelters	Black Hill Regional Park	20930 Lake Ridge DR Boysd, MD, US 20841	Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve.		Parks Cabin John RP Picnic Shelters	Cabin John Regional Park	7400 Tuckerman LN Bethesda, MD, US 20817	Reg/Rec Picnic Shelters must be reserved at least 3 days in advance. Enter your requested date and click Check Availability. Click on the green icon of the shelter you wish to reserve.	
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4.	<p>Select the desired dates for reservation using the calendar button.</p> <p>Provide number of attendees.</p> <p>Click “Check Availability”.</p> <p></p>	<p>Memberships </p> <p>From <input type="text" value="Jan 1, 2016"/>  9:00 AM</p> <p>Reserve By <input type="text" value="Minute"/> <input type="text" value="v"/></p> <p>To <input type="text" value="Jan 1, 2016"/>  8:00 PM</p> <p>Number of Attendees <input type="text" value="20"/></p> <p></p>															
5A.	<p>The location map will update availability for the facilities in that location. Use the key to determine availability.</p> <div data-bbox="205 1060 510 1385" style="border: 1px solid gray; padding: 5px;"> <p>Key</p> <ul style="list-style-type: none">  Picnic Shelter / Regional Recreational - Available  Picnic Shelter / Regional Recreational - Booked  Picnic Shelter / Regional Recreational - Closed / Unavailable </div>	<p>Select Location Map</p> <div data-bbox="751 987 1906 1409">  </div>															

Step	Action	Screen
5B.	(Optional) Hover your mouse over the available locations to view additional details.	
6.	<p>Click on the location you wish to reserve. A window will appear.</p> <p>Provide a description.</p> <p>Click Reserve.</p> <p>Reserve</p>	

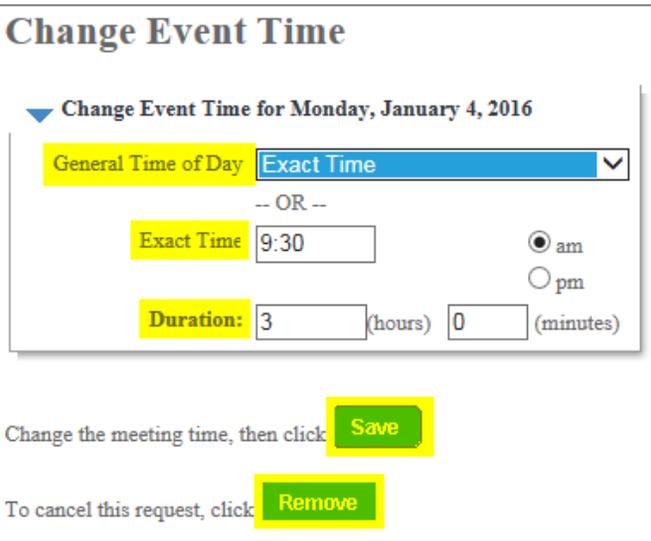
Step	Action	Screen
7.	<p>In the 'Select Checklist Items' box, click each link to review policies and waivers.</p> <p>Initial in each box to agree to the waivers.</p> <p>Click “Continue”.</p> <p></p>	
8.	<p>Review the details of your reservation.</p> <p>Click “Continue”.</p> <p></p>	

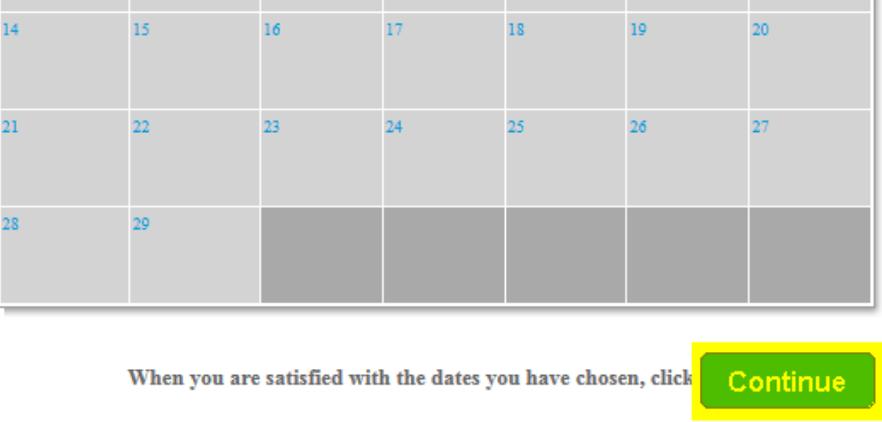
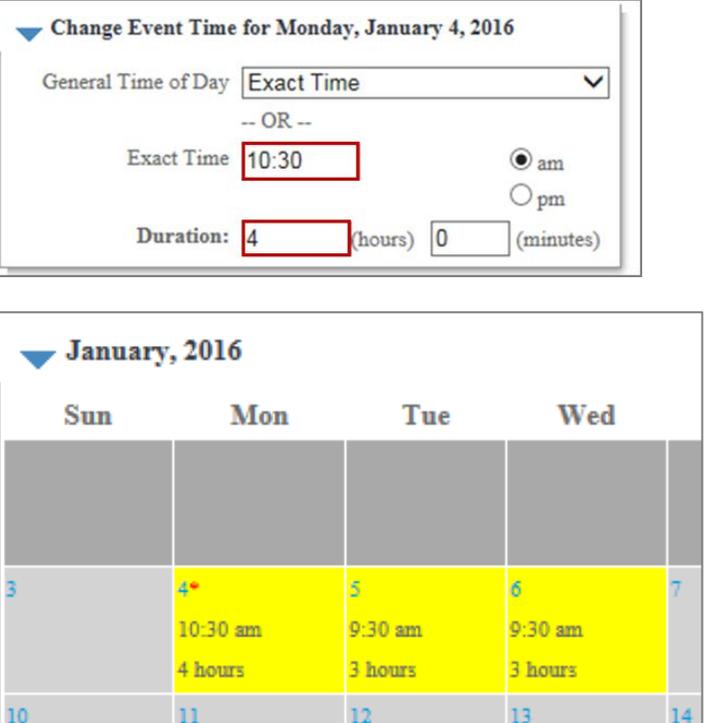
Step	Action	Screen
9.	<p>Provide the credit card type, the card number, the card expiration, the security code, and the name on the front of the card.</p> <p>Click “Continue”.</p> <p></p> <p><i>Note: You may opt to save this card information for future transactions.</i></p>	
10.	<p>You will receive a receipt for your reservation. It will include a Transaction Confirmation number, a summary of charges, payment confirmation, and a copy of each waiver.</p> <p>Print the receipt by clicking “Print” on the right side of your screen.</p> <p></p>	

Step	Action	Screen
11.	<p>(Optional) View your receipts by Clicking on “My Account”.</p> <p>My Account</p> <p>From account options select “List of Prior Transactions”, “List of Account Payments,” or “View Account Payment Details”.</p>	 <p>My Account My Wish List Sign Out</p> <p>My Cart</p> <h3>Account Options for Jane Doe</h3> <ul style="list-style-type: none"> • Account Activity <ul style="list-style-type: none"> ◦ Show Your Daily Schedules ◦ Show and Manage your Wish List ◦ List Account Credits ◦ List of Prior Transactions ◦ List Scholarships ◦ List Saved Credit Cards • Account Settings <ul style="list-style-type: none"> ◦ Change Your Password ◦ Change Account Address or Personal Information ◦ Change Information about Family/Friends • Payment Details <ul style="list-style-type: none"> ◦ Pay on Account ◦ List of Account Payments ◦ View Account Payment Details ◦ Change Auto-Charge Payments • Online Services <ul style="list-style-type: none"> ◦ Register for Activities ◦ Make Reservations ◦ Purchase or Renew Memberships ◦ View Your Shopping Cart ◦ Logoff

APPENDIX – TIPS & TRICKS

Modifying a Reservation Date

Step	Action	Screen
1.	<p>Identify the date you wish to modify.</p> <p>Click on the date number in the top left corner of the date square.</p>	
2.	<p>Make changes to either the time of day, to the exact time, or to the event duration for the selected date.</p> <p>Click “Save” to save changes.</p> <p>Save</p> <p>OR</p> <p>Click “Remove” to delete this reservation request for this specific date and time.</p> <p>Remove</p>	

Step	Action	Screen																
3.	<p>To save changes, click “Continue” at the bottom of the screen.</p> <p></p>	 <p>When you are satisfied with the dates you have chosen, click </p>																
e.g.	<p>In this example, the exact time and duration of the event was modified.</p> <p>Notice the changes reflected in the calendar. The modified date is marked by a red dot.</p>	 <p>Change Event Time for Monday, January 4, 2016</p> <p>General Time of Day: <input type="text" value="Exact Time"/> ▾</p> <p>-- OR --</p> <p>Exact Time: <input type="text" value="10:30"/> <input checked="" type="radio"/> am <input type="radio"/> pm</p> <p>Duration: <input type="text" value="4"/> (hours) <input type="text" value="0"/> (minutes)</p> <p>January, 2016</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>4* 10:30 am 4 hours</td> <td>5 9:30 am 3 hours</td> <td>6 9:30 am 3 hours</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed					3	4* 10:30 am 4 hours	5 9:30 am 3 hours	6 9:30 am 3 hours	10	11	12	13
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Step	Action	Screen																												
e.g.	<p>In this example, the date Tuesday, January 5, 2016 was removed from the request.</p> <p>Notice, Tuesday is no longer highlighted on the calendar.</p>	<div data-bbox="730 245 1373 802"> <h3>Change Event Time</h3> <p>▼ Change Event Time for Tuesday, January 5, 2016</p> <p>General Time of Day <input type="text" value="Exact Time"/> ▼</p> <p>-- OR --</p> <p>Exact Time <input type="text" value="9:30"/> <input checked="" type="radio"/> am <input type="radio"/> pm</p> <p>Duration: <input type="text" value="3"/> (hours) <input type="text" value="0"/> (minutes)</p> <p>Change the meeting time, then click <input type="button" value="Save"/></p> <p>To cancel this request, click <input type="button" value="Remove"/></p> </div> <div data-bbox="730 841 1409 1252"> <h3>▼ January, 2016</h3> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>4 10:30 am 4 hours</td> <td>5</td> <td>6 9:30 am 3 hours</td> <td>7</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat								3	4 10:30 am 4 hours	5	6 9:30 am 3 hours	7			10	11	12	13	14		
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