

City of San Antonio Parks and Recreation Department

Reserving a Pavilion On-line

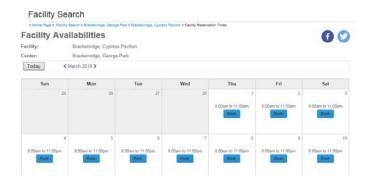
Start at SAParksandRec.com - Reservations: How To

Start Your Reservation

or visit the individual facility page and select view availability



Then select "Book It"



You will be directed to this screen



- All individuals requesting a Pavilion must first create an account. In order to create an account, please click on 'Create an Account' and complete all required fields.
- 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 a Pavilion online.

Start by selecting 'Reservations' from the Tab Menu



Click on 'Book or Request Reservation'



• 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.

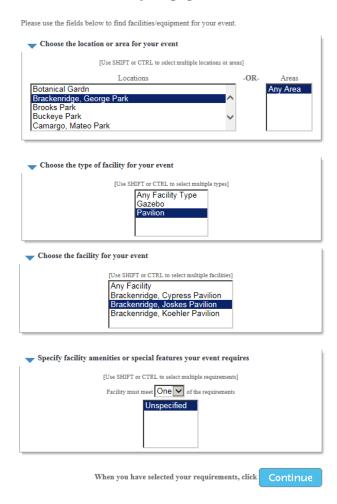


After logging in (or creating an account), you will need to select 'Pavilion or Gazebo' as the Event Type, type in a Description for the event (Example: Jay's Birthday Party), and type in the Number of Guests that will be participating. Then click on 'Continue'



You will then be directed to the 'Reservation: Facility/Equipment Search' page. This is where you will narrow down the search criteria to select the specific facility you want to request. To proceed once the search criteria have been selected, click 'Continue'.

Reservation: Facility / Equipment Search

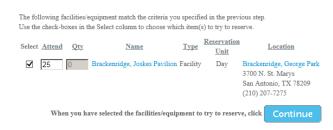


 You can filter down your selections, by highlighting a location, area, facility type, or specific facility. You may also highlight multiple selections

 if you do, you will need to hold down the CTRL button before clicking on your next selection. Once you have completed highlighting your selections, click on 'Continue'.

On the next screen below, you will need to check the box under 'Select' and then click on 'Continue'

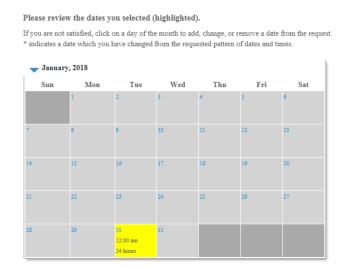
Reservation: Select Facility / Equipment



On the next screen, you will be prompted to select the date range that you would like to request the facility, by selecting the 'Begin Date' and 'End Date'. To proceed at this point, click 'Continue'.



The next screen will give you an opportunity to review the dates that you have requested at the specific facility. These dates will be highlighted in yellow. This is also an opportunity for you to change the time to any of your requested dates or add new dates to your overall request. Please note that the highlighted dates are just the dates you have identified as your requests — at this point in the process, the system has yet to identify whether or not your selected facility, date, and time are available. To proceed, click 'Continue'.



When you are satisfied with the dates you have chosen, click

Review Reservation Event Dates

Pavilion Reservations will indicate 24 hours because only one reservation is made each day. On a later screen, you will be asked to provide the 4-hour time block for your reservation.

Once you have reviewed all of your highlighted dates on the calendar (and made any necessary adjustments), click on 'Continue'. When directed to the next screen, if you see a red 'X' (as shown below) there is a conflict with the dates or times you have requested. This typically means that this facility is already reserved in the system for the dates/times you have selected.





At this point, you would need to select different dates, times, or a new facility. To do this, you can click on the drop-down field (shown below) to select which step you would like to go back to.

Use the following list to go back to a prev	ious step.
Customize/Review Event Date(s) ▼	Go Back

If the facility is available on the dates and times you selected, then you will see a screen like the one shown below. The checkbox will be checked next to the facility you've requested. If the facility is available, you will not see the red 'X'. To proceed, click 'Continue'.

Reservation Facilities/Equipment Availability

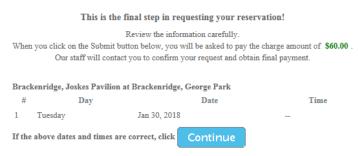


You will then be prompted to review and acknowledge the waiver. To review the waiver, click on 'Parks – Facility Reservation Rules & Conditions' under the 'Description' heading. Once you have reviewed and agree to the waiver, you will need to type in your initials under the 'Agree to Waiver' heading. On this screen, you will also be required to answer the below custom question by selecting your answer from the drop down selections. To proceed at this point, click 'Continue'.



The last step in the process is to review the dates you have requested and click on 'Continue'. By clicking on 'Continue', your reservation request is finalized.

Reservation Review



You will be directed to the Payment Information screen where you can enter credit card information. Click 'Continue' to process payment.

Payer Information		
Name:		
Billing Address:	TX 78211	
Fotal Charges: \$32.00	1A /0211	
Form of Payment		
Credit Card	Credit Card Type	Visa
	Card Number	XXXXXXXXXXXXX
		ACT* or Active Network will show up on your credit card for this payment
	Card Expiration	Month Year Y
	Security Code	XXX What is my Security Code?
		Save this Credit Card for My Future Transactions
		I am 13 years of age or older
а		syone under the age of 13 from submitting payment.)

You will be directed to the receipt page where you can review your receipt.



Once you see your receipt, your reservation is complete. Please print a copy to have with you at the time of your reservation.