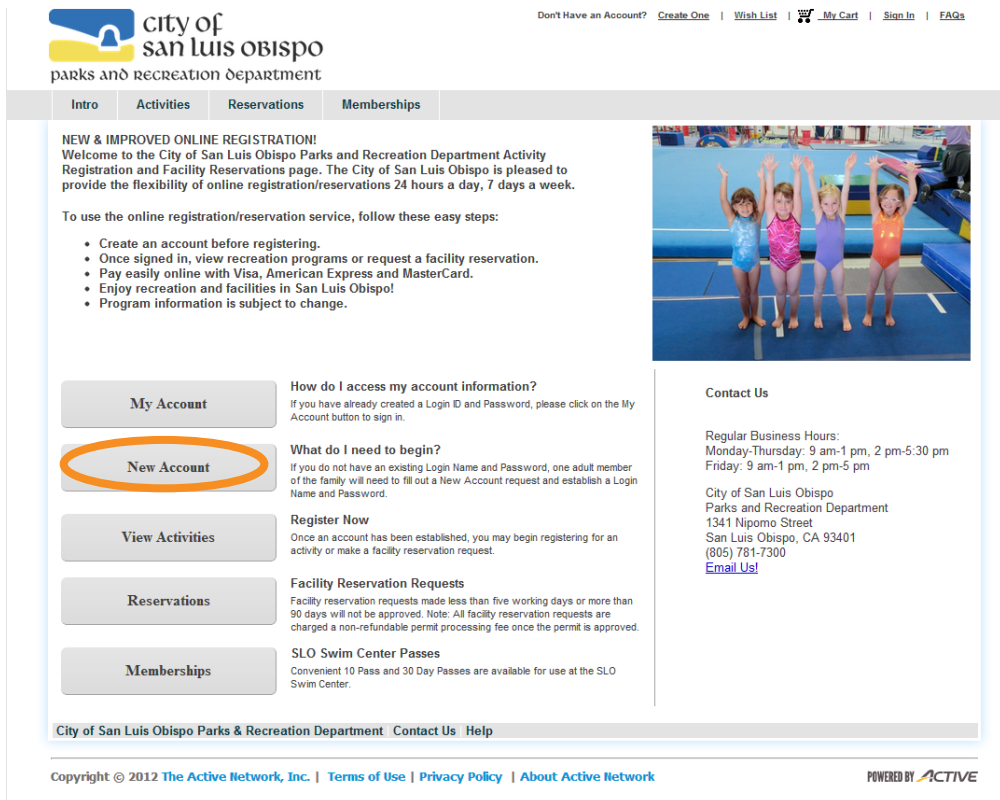


ONLINE BANNER RESERVATIONS

STEP BY STEP

INSTRUCTIONS:

1. Through the Parks and Recreation website, link to <https://activenet021.active.com/sloparksandrec/> and follow instructions to create a New Account.



The screenshot shows the website for the City of San Luis Obispo Parks and Recreation Department. The page features a navigation menu with 'Intro', 'Activities', 'Reservations', and 'Memberships'. A central text block titled 'NEW & IMPROVED ONLINE REGISTRATION!' provides instructions for using the online registration service. Below this, a list of steps is provided, including creating an account, signing in, and making reservations. On the left side, there is a vertical menu of buttons: 'My Account', 'New Account' (highlighted with an orange circle), 'View Activities', 'Reservations', and 'Memberships'. On the right side, there is a 'Contact Us' section with business hours and contact information. At the bottom, there is a footer with copyright information and a 'POWERED BY ACTIVE' logo.

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Don't Have an Account? [Create One](#) | [Wish List](#) | [My Cart](#) | [Sign In](#) | [FAQs](#)

[Intro](#) | [Activities](#) | [Reservations](#) | [Memberships](#)

NEW & IMPROVED ONLINE REGISTRATION!
Welcome to the City of San Luis Obispo Parks and Recreation Department Activity Registration and Facility Reservations page. The City of San Luis Obispo is pleased to provide the flexibility of online registration/reservations 24 hours a day, 7 days a week.

To use the online registration/reservation service, follow these easy steps:

- Create an account before registering.
- Once signed in, view recreation programs or request a facility reservation.
- Pay easily online with Visa, American Express and MasterCard.
- Enjoy recreation and facilities in San Luis Obispo!
- Program information is subject to change.

My Account
How do I access my account information?
If you have already created a Login ID and Password, please click on the My Account button to sign in.

New Account
What do I need to begin?
If you do not have an existing Login Name and Password, one adult member of the family will need to fill out a New Account request and establish a Login Name and Password.

Register Now
Once an account has been established, you may begin registering for an activity or make a facility reservation request.

Reservations
Facility Reservation Requests
Facility reservation requests made less than five working days or more than 90 days will not be approved. Note: All facility reservation requests are charged a non-refundable permit processing fee once the permit is approved.

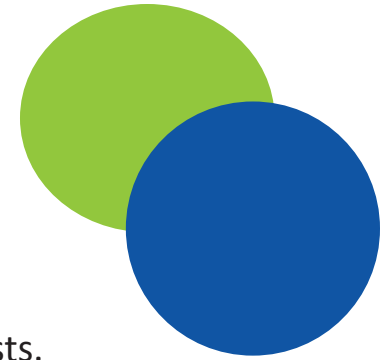
Memberships
SLO Swim Center Passes
Convenient 10 Pass and 30 Day Passes are available for use at the SLO Swim Center.

Contact Us
Regular Business Hours:
Monday-Thursday: 9 am-1 pm, 2 pm-5:30 pm
Friday: 9 am-1 pm, 2 pm-5 pm
City of San Luis Obispo
Parks and Recreation Department
1341 Nipomo Street
San Luis Obispo, CA 93401
(805) 781-7300
[Email Us!](#)

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2. Once your account is created, select Reservations and then Reservation Requests.

The screenshot displays the website interface for the City of San Luis Obispo Parks and Recreation Department. At the top right, there are links for "Don't Have an Account?", "Create One", "Wish List", "My Cart", "Sign In", and "FAQs". The main navigation bar includes "Intro", "Activities", "Reservations", and "Memberships", with "Reservations" highlighted by an orange circle. Below this, the "Reservation Requests" button is also circled in orange. Other visible buttons include "View Facilities", "Reserve Facility", and "View Facility". A "My Account" button is located at the bottom left of the main content area. The footer contains copyright information for 2012 The Active Network, Inc., and the text "POWERED BY ACTIVE".

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[Intro](#) | [Activities](#) | **[Reservations](#)** | [Memberships](#)

Reservation Requests

Reserve Facility
To request or reserve facilities, login with your username and password. Search by area, type, location or amenity.

View Facilities

View Facility
Click here to view facility calendars.

To return to My Account, click [My Account](#)

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3. This will bring you to the Reservation Event Information page. Complete fields as shown below.



Welcome, Joe Recreation [My Account](#) | [Wish List](#) | [My Cart](#) | [Log Off](#) | [FAQs](#)

[Intro](#) | [Activities](#) | [Reservations](#) | [Memberships](#)

Reservation Event Information

Reserve

Welcome to the Reservation Request Site!

IMPORTANT NOTES!

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type **Select Street Banner Rental**

Description **Enter Event Name Here**

Maximum Number of Guests **Use "1" for Street Banner Rentals**

Continue

[City of San Luis Obispo Parks & Recreation Department](#) [Contact Us](#) [Help](#)

4.

This will bring you to the Reservation: Facility/Equipment Search page. Select either Higuera Street or Marsh Street banner locations.



city of san luis OBISPO
parks and recreation department

Welcome, Joe Recreation | My Account | Wish List | My Cart | Log Off | FAQs

Intro | **Activities** | Reservations | Memberships

Reservation: Facility / Equipment Search

[Reserve](#) » Search

Please use the fields below to choose facilities/equipment for your event.

▼ Choose the location or area for your event

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

| Locations | -OR- | Areas |
|---|------|----------|
| Any Locations City/County Library Damon-Garcia Sports Fields Emerson Park French Park | | Any Area |

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
Street Banners

▼ Choose the facility for your event


[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Higuera Street Banner
Marsh Street Banner

Select the banner location that you wish to reserve.



5. On the Reservation: Select Facility/Equipment page, verify and select the facility (Street Banner location).

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Reservation: Select Facility / Equipment

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#)

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.

| Select | Attend | Qty | Name | Type | Reservation Unit | Location |
|-------------------------------------|----------------------|----------------------|---------------------------------------|----------|------------------|---|
| <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | Higuera Street Banner | Facility | Week | Special Event Site 1341 Nipomo Street San Luis Obispo, CA 93401 (805) 781-7296 |

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

Use the following list to go back to a previous step.
[Facilities/Equipment Search](#)

City of San Luis Obispo Parks & Recreation Department [Contact Us](#) [Help](#)

6.

This will bring you to the Reservation Event Dates page, where you will select the Monday of the desired week in which you wish to reserve a banner.



Reservation Event Dates

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#)

Higuera Street Banner cannot be reserved more than 365 day(s) in advance.
Higuera Street Banner must be reserved at least 14 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 2013 Jul 22

-- AND --

Number of Weeks

-- OR --

End Date 2013 Jul 22

IMPORTANT NOTES!

1. Begin Date and End Date MUST be the same.
2. Begin Date and End Date MUST be the Monday of the desired week in which you wish to reserve.


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

Use the following list to go back to a previous step.

[Search Results](#) [Go Back](#)



7. On the Review Reservation Event Dates page, review the requested week on the calendar and Continue to confirm.

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[Intro](#) | [Activities](#) | [Reservations](#) | [Memberships](#)

Review Reservation Event Dates

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility 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.

▼ July, 2013


| 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 |
| 21 | 22 12:00 am 168 hours | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

▼ August, 2013

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

8. This will bring you back to the Reservation Facilities/Equipment Availability page for one more review of the banner name/location.



 Welcome, Joe Recreation [My Account](#) | [Wish List](#) | [My Cart](#) | [Log Off](#) | [FAQs](#)

[Intro](#) | [Activities](#) | [Reservations](#) | [Memberships](#)

Reservation Facilities/Equipment Availability

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#)

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

| Request | Name | Type | Location | Comment |
|-------------------------------------|-----------------------|----------|---|---------------------------------------|
| <input checked="" type="checkbox"/> | Higuera Street Banner | Facility | Special Event Site 1341 Nipomo Street San Luis Obispo, CA 93401 (805) 781-7296 | Review selected time. |

[Select All](#)
[Deselect All](#)

When you have selected the facilities/equipment to reserve, click [Continue](#)

Use the following list to go back to a previous step.
[Customize/Review Event Date\(s\)](#) [Go Back](#)

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9. On the Checklist/Questions page, you will need to agree to two applicable waivers and supply more information to best process your request.

Reservation Checklist / Questions

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#) » [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: <input type="text"/> | Yes | Banner Procedure | -- |
| Initials: <input type="text"/> | Yes | Hold Harmless Agreement | -- |

Please answer the following questions (* - required).

Questions (* - required field)

What organization is requesting this street banner permit?*

What is the event the street banner will be used to advertise?*

What is the date of the above event?*

Banner wording shall be approved by the City prior to issuance of a banner permit to insure consistency with this policy. Deviation from the approved wording is cause for the City to either refuse to install or to remove any banner. PLEASE CLEARLY LIST BANNER WORDING HERE:*

When you are done, click [Continue](#)

Use the following list to go back to a previous step.

[Facilities/Equipment Search](#) [Go Back](#)

10.

The Reservation Review page is the final step to requesting a banner spot. Submit to receive receipt of the request.

Reservation Review

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#) » [Checklist/Questions](#) » [Event Times](#)

This is the final step in your reservation!

Review the information carefully.

Higuera Street Banner at Special Event Site


| # | Date Requested | Time |
|---|----------------|-----------------------------------|
| 1 | Jul 22, 2013 | From Jul 22, 2013 to Jul 28, 2013 |

If the above dates and times are correct, click

Use the following list to go back to a previous step.



11. Print the Reservation Request Receipt for your records.



Welcome, Joe Recreation [My Account](#) | [Wish List](#) | [My Cart](#) | [Log Off](#) | [FAQs](#)

[Intro](#) | [Activities](#) | [Reservations](#) | [Memberships](#)

Reservation Request Receipt


[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#) » [Checklist/Questions](#) » [Event Times](#) » [Reservation Request](#)

THANK YOU
For Your Reservation Request! Your request number is 9004671.
Please print this request and keep a copy for your records.

All requests are held for 10 days from the time they are placed. A representative will contact you regarding your request. An \$8.00 non-refundable permit processing fee is charged when your permit has been approved.

Prepared Dec 7, 2012 10:15 AM
Status Pending approval
Notes --

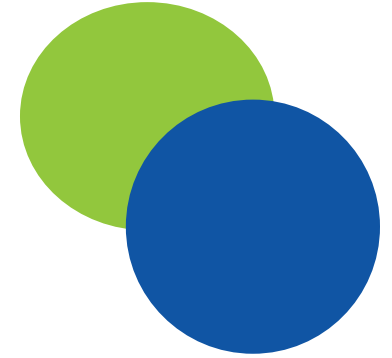
Joe Recreation
1341 Nipomo St
San Luis Obispo, CA 93401
Email: recnews@slocity.org
(805) 781-7300

Transaction Confirmation #

Transaction Processing Enabled by Active Merchant Services.

▼ [Reservation\(s\) Requested](#)

| Event | Resource | Center | Notes |
|--|-----------------------|---|-------|
| SLO Triathlon Type: Street Banner Rental Attend/Qty: 1 | Higuera Street Banner | Special Event Site 1341 Nipomo Street San Luis Obispo, CA 93401 (805) 781-7296 | -- |

| Days Requested | Event | Duration | Event |
|----------------|-------|----------|-------|
|----------------|-------|----------|-------|



! Your street banner request is NOT yet done!
KEEP READING:

1. Once the reservation request is processed, an email will be sent to your account notifying you of the request status.
2. If your request has been approved, a banner permit will be sent via email. Please review the Banner Policy carefully to ensure compliance with all banner regulations - failure to do so may jeopardize your permit request approval.