BANNER DAY 2020

Wednesday
December 18, 2019 • 8:00 am
ONLINE ONLY at www.slocity.org/parksandrecreation

Helpful Hints & Tips:
● To save time and be the first in line, create a “New Account” using your email address and password prior to Banner Day.
● Banner Reservations are not guaranteed until the reservation request has been approved and full payment is received. Full payment must be received within five business days of approval or the permit will be canceled.

Daylight Saving Time Notice:
The ActiveNet reservation system cannot automatically process week-long requests that occur around Daylight Saving Time changes. For banner reservations that are requested during these weeks, please email your request directly to the facility desk at frec@slocity.org. Approval is given strictly upon a first-come, first served basis.

For more information, visit the City’s website at www.slocity.org/parksandrecreation or call 781-7300.
ONLINE BANNER RESERVATIONS

STEP BY STEP INSTRUCTIONS:

1. Through the Parks and Recreation website, link to [https://activenet021.active.com/sloparksandrec/](https://activenet021.active.com/sloparksandrec/) and follow instructions to create a New Account.
Once your account is created, select Reservations and then Reservation Requests.
3. This will bring you to the Reservation Event Information page. Complete fields as shown below.

**IMPORTANT NOTES!**
- Select Street Banner Rental
- Use “1” for Street Banner Rentals
- Enter Event Name Here
4. This will bring you to the Reservation: Facility/Equipment Search page. Select either Higuera Street or Marsh Street banner locations.

Select the banner location that you wish to reserve.
On the Reservation: Select Facility/Equipment page, verify and select the facility (Street Banner location).
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.

**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.
7. On the Review Reservation Event Dates page, review the requested week on the calendar and Continue to confirm.
This will bring you back to the Reservation Facilities/Equipment Availability page for one more review of the banner name/location.
9. On the Checklist/Questions page, you will need to agree to two applicable waivers and supply more information to best process your request.
10. The Reservation Review page is the final step to requesting a banner spot. Submit to receive receipt of the request.
Print the Reservation Request Receipt for your records.
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.