



HOW TO RESERVE A SHELTER ONLINE

Please note that the Parks and Rec Department must have the same email address on file that is used with the Parks and Rec Department's Online services.

If you have not established a Parks and Rec Online Account please use the web link below to establish an account.

<https://pronline.cityofcf.com/web/wbWSC/webtrac.wsc/SPLASH.html>

The directions below assume that a Parks and Rec Online Account has already been established.

1. Log into the Parks and Rec Online System;
<https://pronline.cityofcf.com/web/wbWSC/webtrac.wsc/SPLASH.html>
2. On the main Parks and Recreation page, click on the **Picnic Shelters** icon under the **Facilities and Rentals** area.
3. On the Facility Search page, select the date (upper left corner of the screen) you are searching for, and then click **Search**.
4. Scroll down to see which facilities are available to be reserved. If the reserveable times (6:00A – 9:00P) for the shelter are listed in green then that shelter is available to be reserved, if they are listed in red that shelter is not reserveable on that date. To make a reservation, click on the times the shelter is reserveable.
5. Type in the Purpose of the reservation (i.e. Family Reunion, Birthday Party), then click **Continue**.
6. Now type in the **Headcount**: and click on **Add to Cart**
7. Carefully read the wavier, and the click **Agree**
8. Double check the information within the shopping cart, and if everything is correct then click **Proceed to Checkout**.
9. Select the **Credit Card Type**: and then click **Continue** to proceed to the payment screen.
10. On the payment screen enter your credit card information, and then click on **Submit Payment** to finalize the transaction.
11. On the next screen a receipt will be available to view or print.