

Making a Reservation through ActiveNet

1. Click **Reservations** on the top of the page.



[Sign In](#) | [Create an Account](#)

The screenshot shows the top navigation bar with links for Home, Activities, Reservations, and Memberships. A blue arrow points to the Reservations link. To the right is a My Cart icon. Below the navigation is a hero banner with a photo of people canoeing. The banner text reads "Join the Fun!" followed by a welcome message and buttons for "Sign In" and "Or Create an Account". Below the banner is a search bar with a dropdown menu for "Activities", a search input field, and a "Search" button.



How do I register in activities? >

To register or view upcoming activities, please click the View Activities button! View and select the activity you would like to register for.



How do I reserve facilities? >

To reserve a facility you will need to obtain a Login Name and Password and then click the Reserve button. You will be asked to select an event type, submit a description and input a maximum number of guests. Search for your facility by Facility Type and select the facility you wish to reserve.



How do I purchase memberships? >

To purchase a membership, please click the Membership button and select the package you wish to purchase.

2. Select Request Reservation



Request Reservation

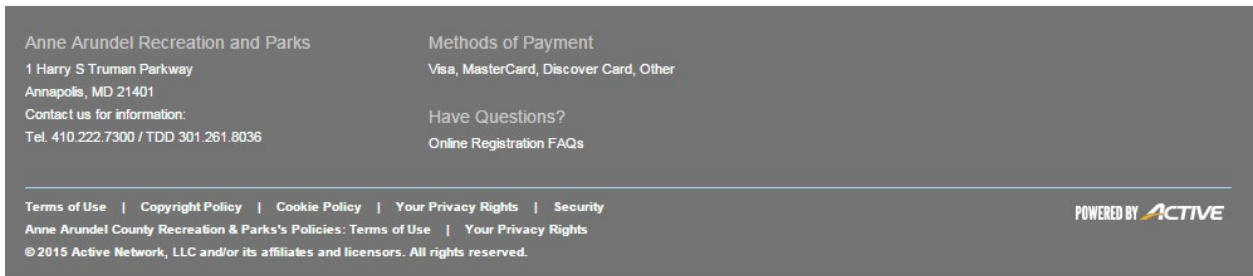
Request Reservation

To request a facility reservation, first log in with your username and password, or create a new account.

View Facility Details

View Facility Details

View facility details including location, contact information and hours of operations.



3. You will be prompted to login into your account. Enter your login to your account with email and password. Click login.



Login

> Home > Parks > Login

To access the features of this site, you must have a password-protected customer account.
If you have an account and haven't logged in yet, please login now.
If you do not have an account, please create a new account.

Already have an account?

Login

Please enter email address

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

Don't have an Account?

4. Click Reservation is on behalf of, then click in the drop down box for your organization you are linked to. Event Type is **Community Pavilion**, in the Description box please put organization name and event and fill in number of

The screenshot shows the 'Reservation Event Information' page. At the top left is the logo for 'Anne Arundel RECREATION AND PARKS' with the tagline 'ENJOY • EXPLORE • RESTORE'. The top right shows 'Welcome, Sue' and links for 'My Account', 'My Wish List', and 'Sign Out'. A navigation bar contains 'Home', 'Activities', 'Reservations', 'Memberships', 'Sports', and 'My Cart'. The main heading is 'Reservation Event Information' with the 'ACTIVE network' logo to the right. Below the heading is a 'Welcome to the Reservation Request Site!' message. The form is divided into two sections: 'Customer Information' and 'Reservation'. In the 'Customer Information' section, the 'Reservation is on behalf of' radio button is selected, and the dropdown menu shows 'TEST Org'. In the 'Reservation' section, the 'Event Type' dropdown is set to 'Community Pavilion', the 'Description' text box contains 'R&P Team Party', and the 'Maximum Number of Guests' text box contains '50'. A 'Continue' button is located at the bottom right. Three blue arrows from the text above point to the 'Reservation is on behalf of' dropdown, the 'Community Pavilion' event type, and the 'R&P Team Party' description.

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Reservation Event Information

ACTIVE network

Welcome to the Reservation Request Site!

Customer Information

Reservation is for myself

Reservation is on behalf of TEST Org

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 Community Pavilion

Description R&P Team Party (e.g., Johnson Wedding)

Maximum Number of Guests 50

Continue

5. Choose the type of facility.

6. Choose the facility.

You can start typing school name and then scroll to facility needed.

Click continue.

Reservation: Facility / Equipment Search

Please use the fields below to find 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 "Ringleman" Emery Landing Campsite Andover Park Andover Stadium Annapolis ES		Any Area

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
Pavilion - Community

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Bay Head Park - Pavilion
Bell Branch Park - Pavilion
Broadneck Park - Pavilion
Davidsonville Park - Pavilion

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements

Unspecified

When you have selected your requirements, click **Continue**

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

Start Over ▼ **Go Back**

7. Click the **select box** if the community pavilion is the correct pavilion.

Then Click Continue.

Welcome, Sue | My Account | My Wish List | Sign Out

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Reservation: Select Facility / Equipment

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 type="checkbox"/>	50	0	Bell Branch Park - Pavilion Facility	Facility	Day	Bell Branch Park 1150 Barbara Swann Way Gambriels, MD 21054 (410) 222-7315

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 | **Go Back**

8. Choose begin date and end date, for the event. Click continue.

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Reservation Event Dates

Bell Branch Park - Pavilion cannot be reserved more than 365 day(s) in advance.
Bell Branch Park - Pavilion must be reserved at least 1 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: 2018 | Nov | 20
-- AND --
Number of Weeks:
-- OR --
End Date: 2018 | Nov | 23

To review your event dates, click **Continue**

Use the following list to go back to a previous step.
Search Results | **Go Back**

9. Choose day of week for the event. Choose the specific day needed for the duration of requested use. Multiple days just click the day on the column heading.

Click continue.

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Reservation Date Pattern

Please use one of the tables below to indicate the days on which your event occurs (unless your event meets every day within the range you specified).
(Click on the day of the week column heading to select all occurrences of that day)

Monthly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First		<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"/>
Second		<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"/>
Third		<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"/>
Fourth		<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"/>
Last		<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"/>

-OR-

Weekly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Every other week		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Use the following list to go back to a previous step.
Event Dates [Go Back](#)

10. Summary of request in calendar form. Scroll to bottom, click continue.

Welcome, Sue | My Account | My Wish List | Sign Out

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Review Reservation Event 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.

November, 2018

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

11. If a red **X** is in the column under request that is an indicator of a conflict.

You will need to go back and select a different date.

If there is a **CHECK** in the box then all is good!

To go back and change the conflicting dates:

Click the drop down and select the page you want to go back to.

Click the **Go Back** button.



Welcome, Sue | [My Account](#) | [My Wish List](#) | [Sign Out](#)



Reservation Facilities/Equipment Availability



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

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Bell Branch Park - Pavilion	Facility	Bell Branch Park 1150 Barbara Swann Way Gambrills, MD 21054 (410) 222-7315	--	Charge : \$400.00	0	Review selected times
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](#)

12. You must initial the box under **Agree To Waiver** in order to continue with the reservation. You should read the attachment – Community Pavilion Wavier prior to initialing. This document includes the rules and regulations for use of the Community Pavilion.

We also ask for your **anticipated** arrival time and **anticipated** departure time.

This is mainly for internal information for maintenance etc.

When ready click Continue

Welcome, Sue | [My Account](#) | [My Wish List](#) | [Sign Out](#)

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Reservation 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	Community Pavilion Waiver	Community Pavilion Waiver

Please answer the following questions (* - required).

Questions (* - required field)

Pavilion rentals begin at 9:00am. Please indicate your rental arrival time. *

The park closes at dusk. Your event must end a minimum of 1 hour prior to dusk for clean up. Please indicate your rental departure time. *

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

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

[Facilities/Equipment Search](#)

13. Review the information for you request.
Read the Condition of Use for Facility.

Click Continue to proceed.



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Reservation Review



This is the final step in your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$400.00**.

Bell Branch Park - Pavilion at Bell Branch Park

#	Day	Date	Time
1	Tuesday	Nov 20, 2018	--
2	Wednesday	Nov 21, 2018	--
3	Thursday	Nov 22, 2018	--
4	Friday	Nov 23, 2018	--

CONDITIONS OF USE FOR FACILITY:
You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled/denied if the following should occur:
1) Fighting; unseemly conduct; health violations (spitting, smoking, etc.); abuse of staff or property; negligence or delinquency in remitting

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click

Continue

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

[Checklist / Questions](#)

Go Back

14. Enter your payment information

Enter your credit card/payment information as requested.
Be sure to check the box **I am 13 years.....**
And click **continue.**



Payment Information



Payer Information

Name: *Your billing name and address will appear here*
Billing Address: *appear here*

Total Charges: \$400.00

Form of Payment

Credit Card Credit Card Type
Card Number
ACT* or Active Network will show up on your credit card for this payment.

Card Expiration Month Year
Security Code What is my Security Code?

Save this Credit Card for My Future Transactions

I am 13 years of age or older
(Federal law prohibits anyone under the age of 13 from submitting payment.)

Confirm your payment information, then to complete your order click **Continue**

16. Reservation Payment receipt and Permit Number.



Welcome, Sue | My Account | My Wish List | Sign Out

Permit Number

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Reservation Receipt



THANK YOU
For Your Reservation!
Your Permit number is 6736.

Print

Please print this receipt and keep a copy for your records.

Prepared May 23, 2018 2:06 PM

Status Approved

Notes --

Company:

Organization Name and address will appear here

Agent:

Requester/Payer name, email and phone will appear here

RESERVATIONS

Event	Resource	Center	Notes
TEST ORG TEAM PARTY Type: Community Pavilion Attend/Qty: 50	Bell Branch Park - Pavilion	Bell Branch Park 1150 Barbara Swann Way Gambrills, MD 21054 (410) 222-7315	No Restroom Facilities available.

Day	Days Reserved		Event Begins	Duration	Event Ends	
	Date	Date			Date	Time
Tuesday	Nov 20, 2018	Nov 21, 2018	12:00 AM	24 hours	Nov 21, 2018	12:00 AM
Wednesday	Nov 21, 2018	Nov 22, 2018	12:00 AM	24 hours	Nov 22, 2018	12:00 AM
Thursday	Nov 22, 2018	Nov 23, 2018	12:00 AM	24 hours	Nov 23, 2018	12:00 AM
Friday	Nov 23, 2018	Nov 24, 2018	12:00 AM	24 hours	Nov 24, 2018	12:00 AM

Summary

Total Number of Dates: 4
Total Time: 96 hours

Notes

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CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Rental Fee - Community Park Pavilion	TEST ORG TEAM PARTY #6736 Bell Branch Park - Pavilion	\$50.00	4.00	--	\$200.00

Payments and Refunds

Receipt #	Date	Charge Description	Resource Event	Payment
1009981.001	May 23, 2018	Rental Fee - Community Park Pavilion	Bell Branch Park - Pavilion TEST ORG TEAM PARTY #6736	\$200.00

CUSTOM QUESTIONS

Question	Answer
Pavilion rentals begin at 9:00am. Please indicate your rental arrival time.	11:00 AM
The park closes at dusk. Your event must end a minimum of 1 hour prior to dusk for clean up. Please indicate your rental departure time.	3:00 PM

- Facility users are required to comply with the departmental policies, guidelines and standards. Facility users who allow unauthorized use of a facility to others, engage in non-permitted activities, use the facility prior to or after scheduled times or are found in non-permitted areas are subject to disciplinary sanctions.
- Permitted users agree to follow all A.A. County Recreation & Parks and Board of Education rules and regulations for use.

WAIVERS

Community Pavilion Waiver

Waiver for: Sue Hamilton
Due Date: Nov 20, 2018

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[Community Pavilion Waiver](#)

Waiver Signed by: Annapolis Youth Lacrosse Association on May 23, 2018