

## NEW FOR 2021 - GUIDELINES FOR COMPLETING THE CITY'S ON-LINE PARKS APPLICATION

Please go to: <u>https://oneontany.recdesk.com/Community/Home</u>; Create a user name and password;

- From the Home page; select the (blue) 'Facility Request' header. Then select the green "Reserve" button;
- This will bring you to the Reserve Facility Calendar;
  - FYI: You may use the arrows next to "Today" to change the month;
  - Pick your date, (or start date) and hit "Reserve";
- On this "Reserve Facility" page Fill In:
  - "Description of Use": Include Start-End Times;
  - "Group Size": Best estimate;
  - Click on the 7:AM-10:30PM Times; Change the tab to: -NO Fee;
  - Click on (blue) "Add to Cart";
- On the Shopping Cart page, check your reservation and click (blue) "Go to Checkout";
- This will bring up the "Waiver"; Please Read and Click "I accept ...";
- This brings you to the 'Required Forms' page. Click: "Complete Form";
- At last, you've arrived at the City's Application for Parks Use;
  - Please note the <u>seasonal application due dates;</u>
  - Thoroughly complete and click (green) "Submit Form";
- The next page allows you to choose to:
  - View/Edit Form;
  - Then Click on (blue) "I have completed all Forms" button;
- Next Check Out page-"No Payment Due"; Select (blue), "Continue" button;
  - Your checkout is now complete and your request has been entered;
    - Remember your organization's COI is due by email within two weeks of submitting this application request;
    - You should receive an email confirming receipt of your request;
- Now you may:
  - "Go to back to your account":;
  - "Return to the Oneonta Community Homepage";
  - Log-Out;

## THANK YOU FOR YOUR REQUEST!