

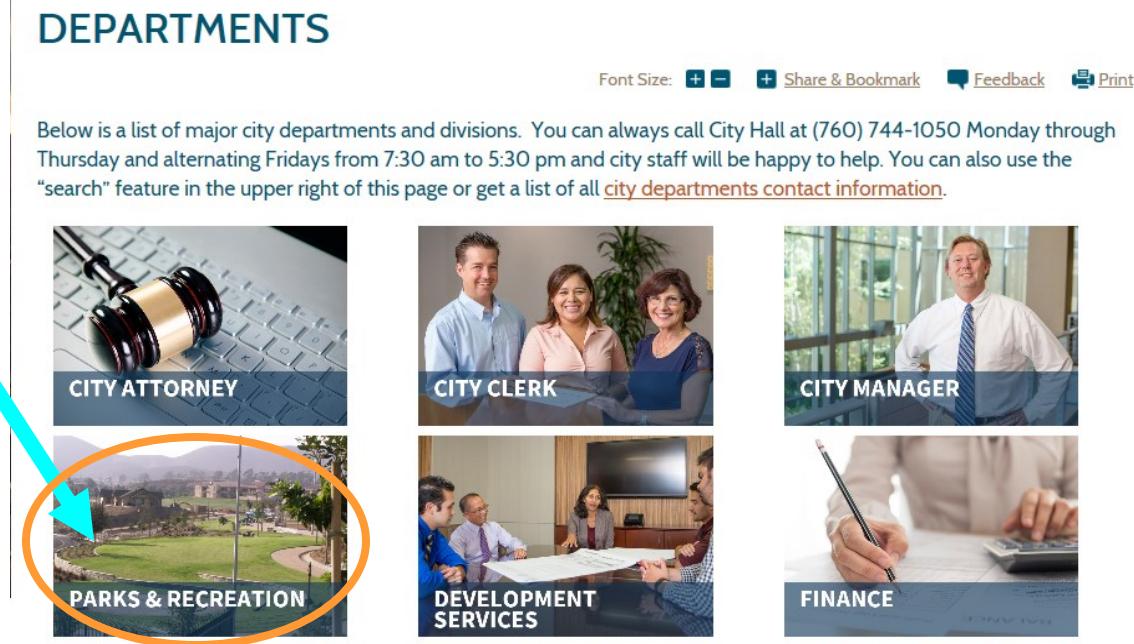
Online Park Reservations

From the front page of the website: www.san-marcos.net

1. Click on Departments



2. Select Parks & Recreation Department:



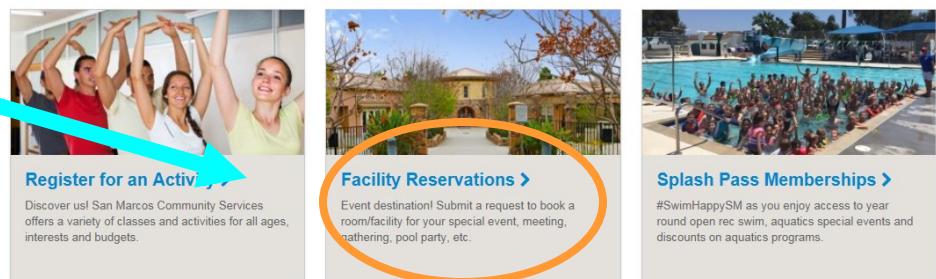
3. Click on Register Online button



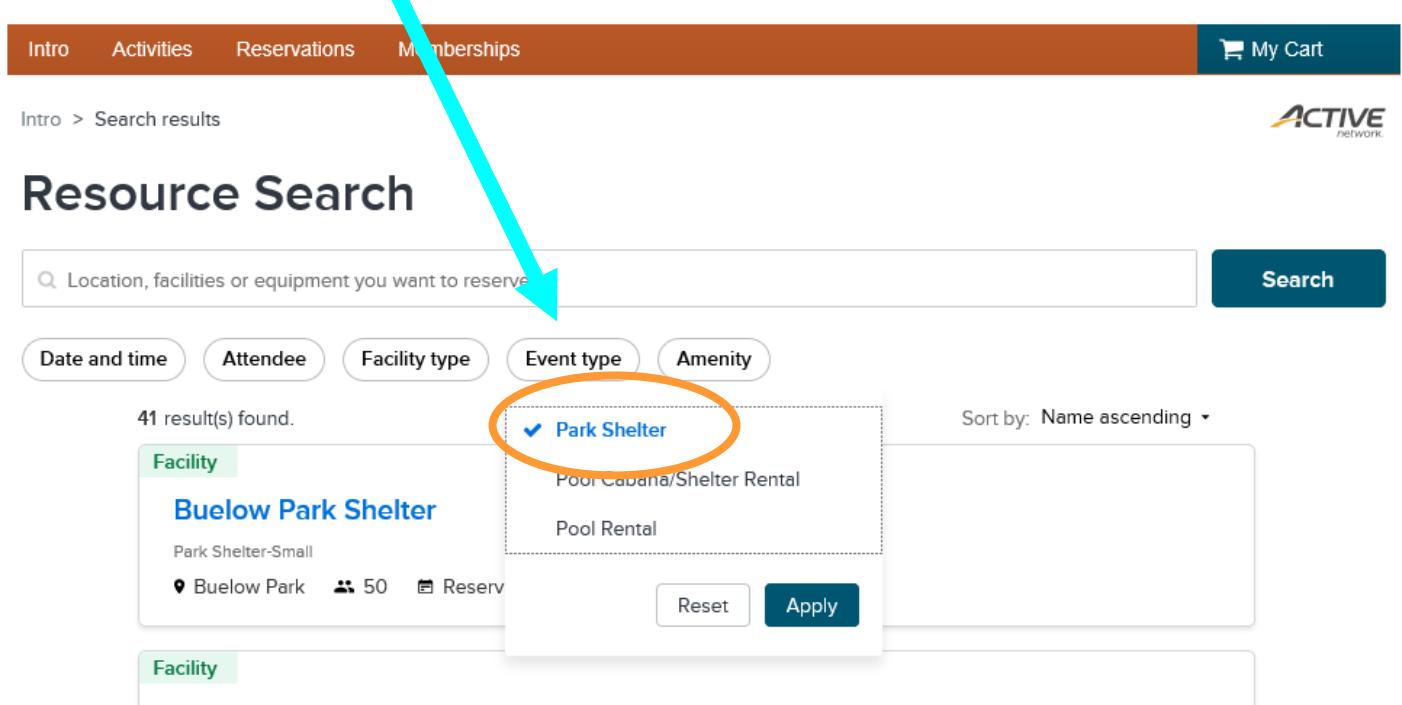


The screenshot shows the San Marcos Recreation website. At the top, there is a navigation bar with links for 'Intro', 'Activities', 'Reservations', 'Memberships', and 'Sports'. On the right side of the header, there are 'Sign In' and 'Create an Account' buttons, along with a 'My Cart' icon. The main content area features a large image of a child on a swing, with the text 'Welcome to San Marcos Recreation!' and a brief description: 'Get active, get out there and Discover San Marcos! Register for a class/activity, purchase a splash pass or rent a facility. San Marcos Community Services has so much to offer!'. Below this, there is a search bar with dropdowns for 'Activities' and 'Search for Activities by Keyword(s)', and a yellow 'Search' button. The bottom section of the page displays three promotional boxes: 'Register for an Activity' (with a photo of people exercising), 'Facility Reservations' (with a photo of a building and an orange circle around the text), and 'Splash Pass Memberships' (with a photo of people at a pool).

4. Click on Facility Reservations



5. Click on Event type and select "Park Shelter" or search park name



The screenshot shows the 'Resource Search' page for facility reservations. At the top, there is a navigation bar with links for 'Intro', 'Activities', 'Reservations', and 'Memberships', and a 'My Cart' icon. Below the navigation bar, the text 'Intro > Search results' is displayed, along with the 'ACTIVE network' logo. The main title is 'Resource Search'. A search bar contains the placeholder 'Location, facilities or equipment you want to reserve'. A cyan arrow points from the text 'Click on Event type and select "Park Shelter" or search park name' in step 5 to the search bar. Below the search bar, there are several filter buttons: 'Date and time', 'Attendee', 'Facility type', 'Event type', and 'Amenity'. The 'Event type' button is highlighted with an orange circle. The results section shows '41 result(s) found.' and a table with two rows. The first row is for 'Buelow Park Shelter' at 'Buelow Park', with a small image, a 'Park Shelter-Small' label, and a 'Reserve' button. The second row is for 'Poor Cabana/Shelter Rental' at 'Poor Cabana', with a small image and a 'Reserve' button. At the bottom of the results table are 'Reset' and 'Apply' buttons. To the right of the results table, there is a 'Sort by: Name ascending' dropdown.

Login

> Home Page > 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.

6. Login or create a new account



Already have an account?

[Login](#)

Email

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

[Login](#)

Don't have an Account?

[Create New Account](#)

7. Select park, fill out the date and amount of attendees.

Intro > Search results > Resource detail

Buelow Park Shelter

Park Shelter-Small

Maximum: 50 attendees

Buelow Park
 300 Autumn Dr.
 San Marcos, CA, 92069

(760) 744-9000x3500

San Marcos Parks &
 Recreation Supervisor

Description: This shelter is a group of 3 covered picnic tables adjacent to a tot lot, splash pad and half basketball court. It accommodates a group of up to 50 people, and there are restrooms nearby. Jumpers are not allowed at this park.

Date (Orange circle)

Attendee (Orange circle)

[Proceed](#) (Blue button)

8. Click on Proceed and select a time slot.

When?

[Aug 2021](#)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Time slots

Search

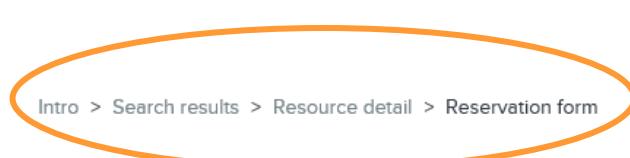
[Reset](#) [Apply](#) (Blue button)

9:00 AM - 5:30 PM

9. Click on Apply.



10. Fill in event details and answer the Custom Questions.



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Reservation Form

Event Details

* Who do you reserve for? (Required)

* Event name (Required)

* Event type (Required)

Booking Information

Buelow Park Shelter

Sat Aug 21, 2021 9:00 AM - 1:00 PM

- 20

Custom Questions

* Do you plan to have a jump house, ponies or petting zoo? Jump Houses are allowed at Hollandia, Richmar, San Elijo Gazebo, Simmons, Walnut Grove Central, North, South and Woodland Park Pepper, Schoolside, and West. Ponies and petting zoos are allowed at Jack's Pond Corral, Richmar, Walnut Grove Central. If your answer is yes, you will need to hire from the City of San Marcos approved non-mobile attraction companies list on the City website at www.san-marcos.net. (Required)

Yes

No

* In a few words explain specific activities taking place at your event. (Required)

* Is this event being promoted on Social Media or any other type of marketing platform. (Required)

11. if at any time you need to go back a page or need to start over click on any of the previous tabs on top.

Birthday Party

Buelow Park Shelter	1 booking \$80.00
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Fee Summary

Subtotal	\$80.00
Tax	\$0.00
Total	\$80.00

Reserve

[Add another resource](#)

12. Click on Reserve

Intro > Shopping Cart

13. Review the reservation details and fees.

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Shopping Cart

ED 1 item, \$80.00 in total.

Birthday Party	\$80.00 ▼
RESERVATION	
1 Resource(s): Buelow Park Shelter	
Number of booking(s): 1	Edit Delete

Order Summary

Subtotal \$80.00

Due Now \$80.00

Check Out

Intro > Shopping Cart > Check Out

15. Enter payment information.

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Check Out

Payment Information

Payment Method
ACT* SanMarcosCommunity or Active Network will show up on your credit card statement for this payment.

We accept the following card types:

Name on card *

Card number *

Expiration date * /

CVV/CVC * 

Billing Address

Order Summary

Subtotal \$80.00

Due Now \$80.00

Pay

15. Click Pay and the receipt will appear on the next screen.

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