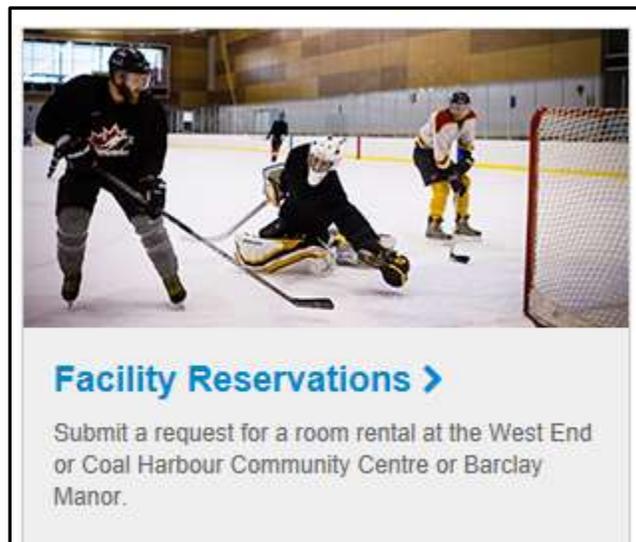


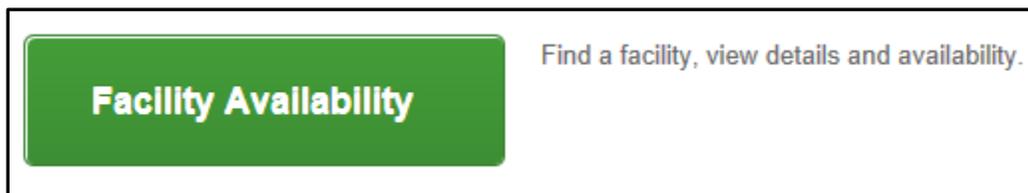
## HOW TO BOOK A FIELD, COURT OR DIAMOND

To book a field, court or diamond, go to the Vancouver Park Board online [registration and reservation system](#) and create an online account, or log in if you already have one. Once you have signed in to your account, follow the steps below.

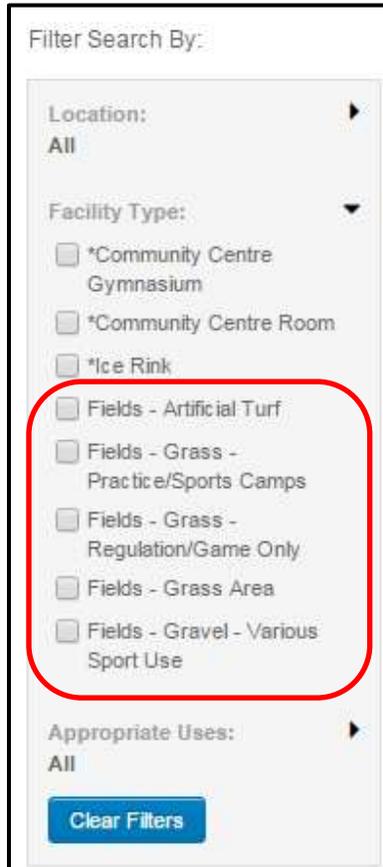
**Step 1:** First, click on “Facility Reservations”.



**Step 2:** Next, click on “Facility Availability”.



**Step 3:** On the left hand side, under “Facility Type”, please select the appropriate field option.



Filter Search By:

Location: All

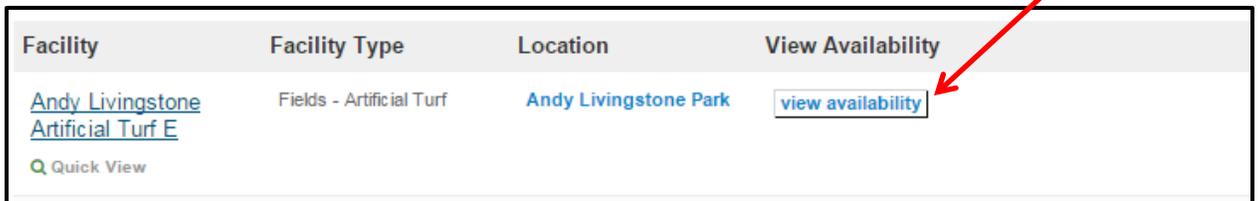
Facility Type:

- \*Community Centre Gymnasium
- \*Community Centre Room
- \*Ice Rink
- Fields - Artificial Turf
- Fields - Grass - Practice/Sports Camps
- Fields - Grass - Regulation/Game Only
- Fields - Grass Area
- Fields - Gravel - Various Sport Use

Appropriate Uses: All

Clear Filters

**Step 4:** The list of all fields will be displayed. On the right hand side, please click on “view availability”.



Facility	Facility Type	Location	View Availability
<a href="#">Andy Livingstone Artificial Turf E</a> Quick View	Fields - Artificial Turf	Andy Livingstone Park	<a href="#">view availability</a>



**Step 5:** The calendar will display the available time frames. ~~If you only need to book one session of 1 hour and 15 min during the second week in September, Monday Sep 7 is available from 6:30am to 7:45am.~~

Make a note of this date and time before you proceed with the reservation. You also can submit multiple reservations on one single request.

Once you are ready, please click on “Book”.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 6:30am to 7:45am 11:00pm to 11:15pm <a href="#">Book</a>	2 6:30am to 7:15am 7:30am to 8:00am 10:15am to 10:30pm <a href="#">Book</a>	3 6:30am to 8:00am 10:45pm to 11:00pm <a href="#">Book</a>	4 6:30am to 8:00am 10:15pm to 11:15pm <a href="#">Book</a>	5 6:30am to 8:00am 10:45pm to 11:15pm <a href="#">Book</a>
6 6:30am to 9:30am 10:30pm to 11:59pm <a href="#">Book</a>	7 6:30am to 7:45am 11:30am to 11:45am 2 more availabilities <a href="#">Book</a>	8 7:45am to 11:45am 1:30pm to 3:30pm 2 more availabilities <a href="#">Book</a>	9 6:30am to 7:15am 7:30am to 11:30am 5 more availabilities <a href="#">Book</a>	10 7:30am to 11:30am 1:30pm to 3:30pm 2 more availabilities <a href="#">Book</a>	11 6:30am to 11:45am 1:15pm to 3:30pm 3 more availabilities <a href="#">Book</a>	12 6:30am to 9:00am 12:45pm to 1:00pm 3 more availabilities <a href="#">Book</a>
13 10:30pm to 11:00pm <a href="#">Book</a>	14 7:30am to 9:15am 11:30am to 11:45am 2 more availabilities <a href="#">Book</a>	15 7:45am to 9:45am 11:30am to 11:45am 3 more availabilities <a href="#">Book</a>	16 7:30am to 11:30am 1:30pm to 3:30pm 4 more availabilities <a href="#">Book</a>	17 7:30am to 11:30am 1:30pm to 3:30pm 2 more availabilities <a href="#">Book</a>	18 6:30am to 10:00am 11:30am to 11:45am 4 more availabilities <a href="#">Book</a>	19 8:45am to 9:00am 12:45pm to 1:00pm 3 more availabilities <a href="#">Book</a>

**Step 6:** The next step is to select “Event Type”, please click on the right drop down arrow and select. Then, add a brief description and the number of participants. Click “Continue”.

### Reservation Event Information

Welcome to the Reservation Request Site!

▼ 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

Description  (e.g., Johnson Wedding)

Maximum Number of Guests



**Step 7:** In the next step, please select the “Type of Facility” - the required field type and the “Facility” you found available. 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

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

- Any Facility Type
- Fields - Artificial Turf
- Fields - Grass - Practice/Sports Camps
- Fields - Grass - Regulation/Game Only
- Fields - Gravel - Various Sport Use

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

- Any Facility
- Andy Livingstone Artificial Turf E
- Andy Livingstone Artificial Turf NE
- Andy Livingstone Artificial Turf NW
- Andy Livingstone Artificial Turf SE

▼ Specify facility appropriate uses or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet  of the requirements

- Unspecified
- Corporate/Non-profit Business Meeting for Up to 25 people
- Furniture: Chairs
- Furniture: Tables
- Parties, Receptions and Events for up to 100 people

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



**Step 8:** The system will display the facility’s name you want to book. On the left hand side, please check the box below “select” and click “Continue”.

### 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 checked="" type="checkbox"/>	50	0	Andy Livingstone Artificial Turf E	Facility	Minute	Andy Livingstone Park 89 Expo Boulevard (@ Carrall Street) Vancouver, BC V5Y 1V4 --

When you have selected the facilities/equipment to try to reserve, click Continue

**Step 9:** Based on the availability you found, you can enter one session or a group of dates. When entering the time, please add the start time and duration of the session. Then click “Continue”.

### Reservation Event Dates

Andy Livingstone Artificial Turf E must be reserved at least 7 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: 2015 Sep 9

-- AND --

Number of Weeks:

-- OR --

End Date: 2015 Sep 9

**Specify when the event starts**

Start at:

Exact Time:   am  pm

**Specify how long the event lasts**

Duration:  (hours)  (minutes)

To review your event dates, click Continue

**Step 10:** If the reservation is reoccurring on a specific day of the week, please click on the button (ie: “Tue”), so the system will book off that day of the week for the entire month. Click “Continue”.

### 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fourth		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-OR-

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

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



**Step 11:** The system will display the requested schedule. If the schedule is correct, click “Continue”.

### 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.

▼ September, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 7:45 am 1 hour	9	10	11	12
13	14	15 7:45 am 1 hour	16	17	18	19
20	21	22 7:45 am 1 hour	23	24	25	26
27	28	29 7:45 am 1 hour	30			

**Step 12:** In the next step, the system will display the total of items booked. As this is simply a request, there will be no fee information until we can confirm the space is available. You will be notified once we have reviewed your request.

### 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"/>	Andy Livingstone Artificial Turf E	Facility	Andy Livingstone Park 89 Expo Boulevard (@ Carrall Street) Vancouver, BC V5Y 1V4	--	Charge : --		0 Review selected time.
<input type="checkbox"/> Select All <input type="checkbox"/> Deselect All							

When you have selected the facilities/equipment to reserve, click **Continue**

**Step 13:** In the next step, please answer the following mandatory questions which provide us an understanding of the use of the field.

Click “Continue”.

## Reservation Checklist / Questions

Please answer the following questions (\* - required).

Questions (\* - required field)

Booking type:\*

Sport:\*

Ages:\*

I am sending more requests on another form:\*  Yes  
 No

Is your booking for a game or practice?\*  Game  
 Practice  
 Request includes both games and practices

When you are done, click



**Step 14:** Please review the schedule of your request before clicking “Submit”.

### Reservation Review

**This is the final step in requesting your reservation!**

Review the information carefully.  
When you click on the Submit button below, your request will be sent for confirmation.  
Our staff will contact you to confirm your request and obtain payment.

**Andy Livingstone Artificial Turf E at Andy Livingstone Park**

#	Day	Date	Time
1	Wednesday	Sep 9, 2015	8am to 9am

If the above dates and times are correct, click **Submit**

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

Checklist / Questions

**Step 15:** Please make note of your request number in case you need to follow up.

### Reservation Request Receipt

THANK YOU

For Your Reservation Request! **Your request number is 9000481.**

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

All requests are held for 14 days from the time they are placed. A representative will contact you regarding your request.

Prepared Sep 2, 2015 2:51 PM  
Status Pending approval  
Notes --