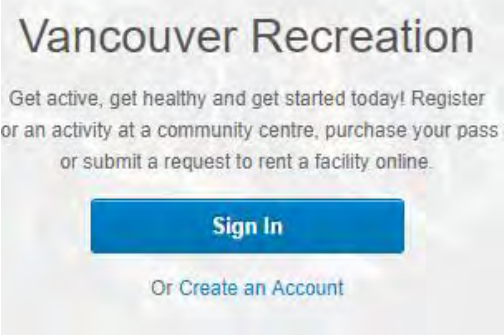
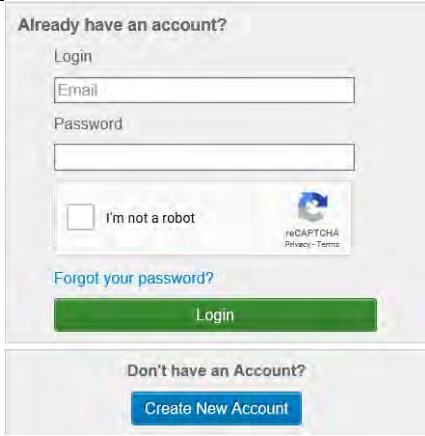
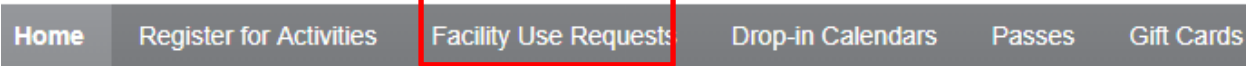
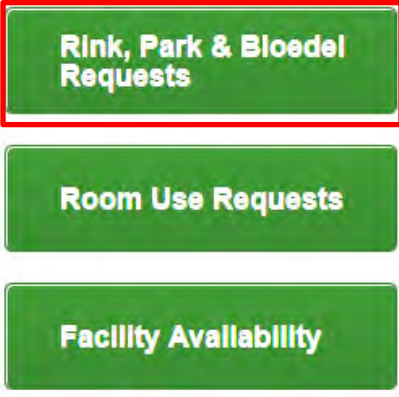




## PRIVATE RECREATION ONLINE RESERVATION - HELP GUIDE

PLEASE NOTE THAT AN ORGANZIATION WITH AUTHORIZED AGENTS WILL BE SET UP FOR THIS PROCESS. HELP GUIDE BELOW IS FOR AGENTS WHO HAVE AN ONLINE ACCOUNT WITH ACTIVENET

<p>1. Visit our Vancouver Recreation website below  <a href="https://ca.apm.activecommunities.com/vancouver/Home">https://ca.apm.activecommunities.com/vancouver/Home</a></p> <ul style="list-style-type: none"> <li>Select sign in</li> </ul>	
<p>2. Enter login details          3. Select "I am not a robot" field and complete the directions provided on the screen          4. Once completed, click on "Login"</p>	
<p>5. Select "Facility Use Request" at the top menu bar:</p> 	
<p>6. Scroll down to the bottom of the webpage where you will see 3 options:</p> <ul style="list-style-type: none"> <li>Rink, Park and Bloedel Requests</li> <li>Room Use Requests</li> <li>Facility Availability</li> </ul> <p style="text-align: center;"><b><u>SELECT RINK, PARK &amp; BLOEDEL REQUESTS</u></b></p>	

For more information or to get assistance:

- Visit the Technical Resource site: <http://activenet.vancouver.ca/>
- Contact the IT Help Centre at [it.help.centre.e-help@vancouver.ca](mailto:it.help.centre.e-help@vancouver.ca) or call 604-873-7127

7. Scroll to the bottom of the screen and select Application for Private Rec Activities in a Park in Event Type field

▼ **Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

\*Event Type (Required)

\*Description (Required)  (e.g., Johnson Wedding)

\*Number of Guests (Required)

- Please note that Description and Number of Guests fields are mandatory

8. Leave all fields as is and change the “Choose the type of facility for your event” field to the applicable site related to your facility and select continue:

▼ **Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

Locations

-OR-

Areas

\*Barclay Manor  
\*Bloedel Floral Conservatory  
\*Britannia Cmty Centre  
\*Britannia Rink

Arbutus  
Downtown  
Dunbar  
Fairview

▼ **Choose the type of facility for your event**

[Use SHIFT or CTRL to select multiple types]

Park - Event Requests

▼ **Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Aberdeen Park Event Request  
Adanac Park Event Request  
Alexandra Park Event Request  
Alice Townley Park Event Request

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9. Check off facility and select **CONTINUE**

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	10	0	Adanac Park Event Request	Facility	Minute	Adanac Park 1025 Boundary Road Vancouver, BC, CA V6G 1Z4

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

10. Enter date, start time and duration of the booking and select **CONTINUE**:

**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: 2019 Jul 22

-- AND --

Number of Weeks:

-- OR --

End Date: 2019 Jul 22

**Specify when the event starts**

Start at: Exact Time

Exact Time: 8:00  am  pm

**Specify how long the event lasts**

Duration: 1 (hours)

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

11. Please review your event date, time and duration on the calendar. If correct, select **CONTINUE**

**July, 2019**

Sun	Mon	Tue
	1	2
7	8	9
14	15	16
21	22 4:00 am 1 hour	23
28	29	31

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12. Review your facility booking information and charges and select **CONTINUE**:

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

Request	Name	Type	Location	Deposit	Estimate
<input checked="" type="checkbox"/>	Adanac Park Event Request	Facility	Adanac Park 1025 Boundary Road Vancouver, BC, CA V6G 1Z4	--	Charge : \$50.00 GST PB : \$2.50
					--

13. This is a reservation checklist and waiver. Please complete the field and questions on the **Reservation Checklist/ Questions** page and proceed to the next steps of the permit and select **CONTINUE**

- Then follow prompts to payment screen

**Reservation Checklist / Questions**

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description
Initials: <input type="text"/>	Yes	*Event or Filming - Park Use Agreement
<input type="checkbox"/>	Yes	Event in Parks - Application Requirements
<input type="checkbox"/>	Yes	Event in Parks - Standard Permit Requirement

Please answer the following questions.

Questions

First Location Details

Park(s) & Location(s):   
(e.g. David Lam Park NE corner of field)

Day(s) of the Week (indicate all that apply):

Start time:

14. Review dates and times  
15. Click on CONTINUE and proceed to payment screen.

Adanac Park Event Request at Adanac Park

#	Day	Date	Time
1	Monday	Apr 12, 2021	8am to 9am

If the above dates and times are correct, click

**Continue**

- Please note the permit will be pending status until approved by booking clerk and a non refundable application fee will be collected at the time of reservation

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