



# BANNER DAY 2017

Wednesday  
December 28, 2016 • 8 a.m.

**ONLINE ONLY** at [www.slocity.org/parksandrecreation](http://www.slocity.org/parksandrecreation)

#### Helpful Hints & Tips:

- To save time and be the first in line, create a “New Account” using your email address and password prior to Banner Day.
- Banner Reservations are **not guaranteed** until the reservation request has been approved and full payment is received. Full payment must be received within five business days of approval or the permit will be canceled.

#### Daylight Saving Time Notice:

The ActiveNet reservation system cannot automatically process week-long requests that occur around Daylight Saving Time changes. For banner reservations that are requested during these weeks, please email your request directly to the facility desk at [frec@slocity.org](mailto:frec@slocity.org). Approval is given strictly upon a first-come, first served basis.

For more information, visit the City’s website at [www.slocity.org/parksandrecreation](http://www.slocity.org/parksandrecreation) or call 781-7300.

# ONLINE BANNER RESERVATIONS

# STEP BY STEP

# INSTRUCTIONS:

1. Through the Parks and Recreation website, link to <https://activenet021.active.com/sloparksandrec/> and follow instructions to create a New Account.

The screenshot shows the website for the City of San Luis Obispo Parks and Recreation Department. At the top left is the city logo. To the right are links: "Don't Have an Account?", "Create One", "Wish List", "My Cart", "Sign In", and "FAQs". Below the logo is a navigation menu with "Intro", "Activities", "Reservations", and "Memberships". The main content area has a heading "NEW & IMPROVED ONLINE REGISTRATION!" followed by a welcome message. Below that is a list of steps to use the service. On the left side, there are several buttons: "My Account", "New Account" (circled in orange), "View Activities", "Reservations", and "Memberships". On the right side, there is a photo of four children in swimsuits and a "Contact Us" section with business hours and contact information. At the bottom, there is a footer with copyright information and "POWERED BY ACTIVE".

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[Intro](#) | [Activities](#) | [Reservations](#) | [Memberships](#)

**NEW & IMPROVED ONLINE REGISTRATION!**  
Welcome to the City of San Luis Obispo Parks and Recreation Department Activity Registration and Facility Reservations page. The City of San Luis Obispo is pleased to provide the flexibility of online registration/reservations 24 hours a day, 7 days a week.

To use the online registration/reservation service, follow these easy steps:

- Create an account before registering.
- Once signed in, view recreation programs or request a facility reservation.
- Pay easily online with Visa, American Express and MasterCard.
- Enjoy recreation and facilities in San Luis Obispo!
- Program information is subject to change.

**My Account**  
How do I access my account information?  
If you have already created a Login ID and Password, please click on the My Account button to sign in.

**New Account**  
What do I need to begin?  
If you do not have an existing Login Name and Password, one adult member of the family will need to fill out a New Account request and establish a Login Name and Password.

**Register Now**  
Once an account has been established, you may begin registering for an activity or make a facility reservation request.

**Reservations**  
Facility Reservation Requests  
Facility reservation requests made less than five working days or more than 90 days will not be approved. Note: All facility reservation requests are charged a non-refundable permit processing fee once the permit is approved.

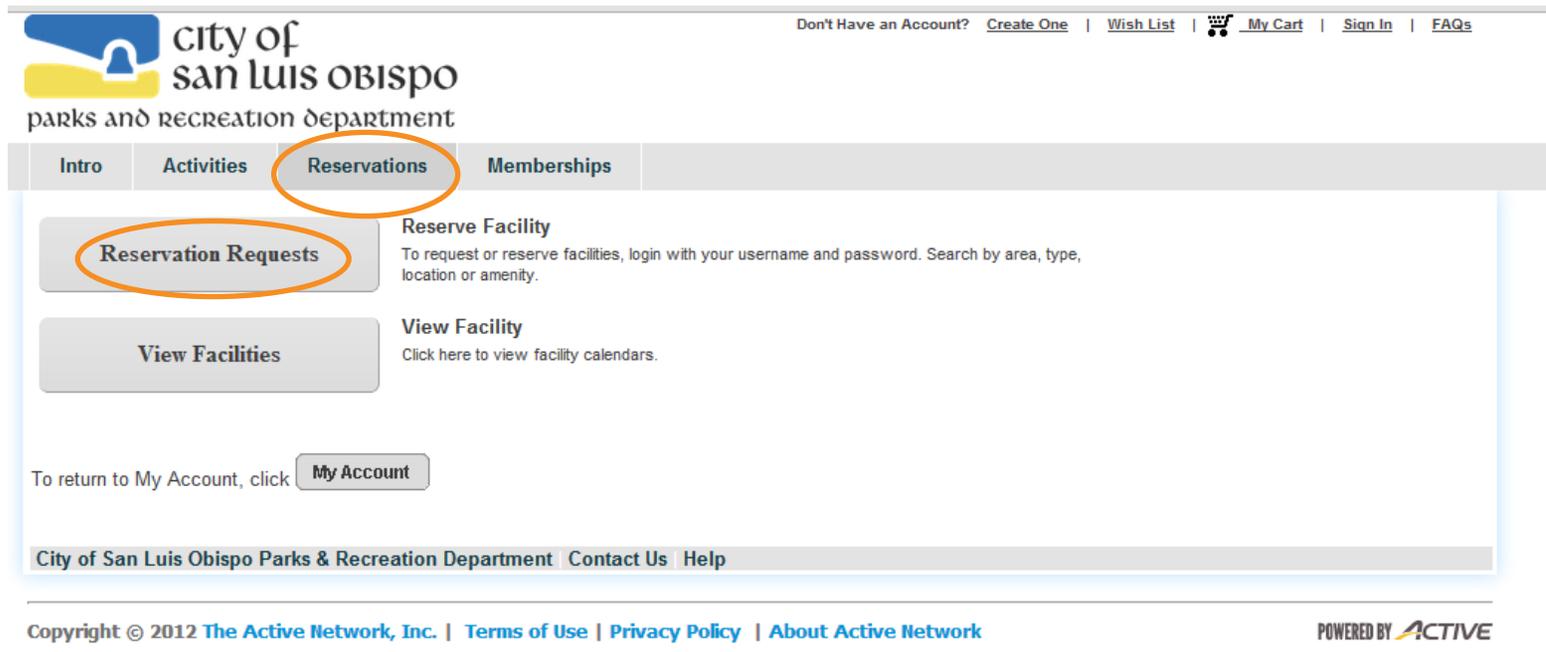
**Memberships**  
SLO Swim Center Passes  
Convenient 10 Pass and 30 Day Passes are available for use at the SLO Swim Center.

**Contact Us**  
Regular Business Hours:  
Monday-Thursday: 9 am-1 pm, 2 pm-5:30 pm  
Friday: 9 am-1 pm, 2 pm-5 pm  
City of San Luis Obispo  
Parks and Recreation Department  
1341 Nipomo Street  
San Luis Obispo, CA 93401  
(805) 781-7300  
[Email Us!](#)

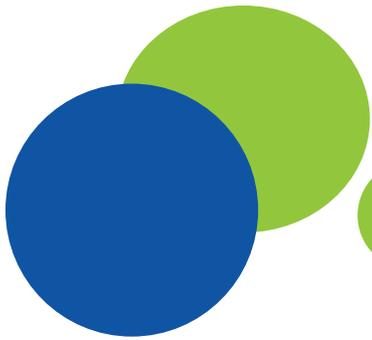
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2. Once your account is created, select Reservations and then Reservation Requests.



The screenshot displays the website interface for the City of San Luis Obispo Parks and Recreation Department. At the top right, there are navigation links: "Don't Have an Account? Create One | Wish List | My Cart | Sign In | FAQs". The main header features the city logo and the text "city of san luis obispo parks and recreation department". Below the header is a navigation menu with tabs for "Intro", "Activities", "Reservations", and "Memberships". The "Reservations" tab is highlighted with an orange circle. Underneath, there are three main options: "Reservation Requests" (highlighted with an orange circle), "View Facilities", and "Reserve Facility". The "Reserve Facility" section includes a description: "To request or reserve facilities, login with your username and password. Search by area, type, location or amenity." Below this is a "View Facility" section with the text "Click here to view facility calendars." At the bottom of the main content area, there is a link to "My Account" with the text "To return to My Account, click". The footer contains the text "City of San Luis Obispo Parks & Recreation Department Contact Us Help" and "Copyright © 2012 The Active Network, Inc. | Terms of Use | Privacy Policy | About Active Network". The logo "POWERED BY ACTIVE" is located in the bottom right corner.



3. This will bring you to the Reservation Event Information page. Complete fields as shown below.

## Reservation Event Information

Reserve

Welcome to the Reservation Request Site!

### IMPORTANT NOTES!

#### ▼ 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  **Select Street Banner Rental**

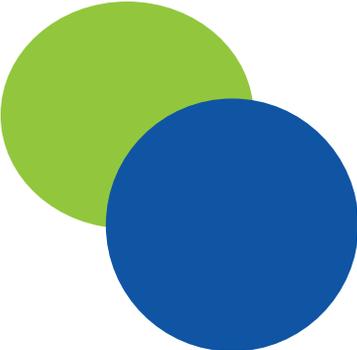
Description  **Enter Event Name Here**

Maximum Number of Guests  **Use "1" for Street Banner Rentals**

Continue

4.

This will bring you to the Reservation: Facility/Equipment Search page. Select either Higuera Street or Marsh Street banner locations.



## Reservation: Facility / Equipment Search

[Reserve](#) » Search

Please use the fields below to choose 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
- City/County Library
- Damon-Garcia Sports Fields
- Emerson Park
- French Park

- Any Area

### Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

- Any Facility Type
- Street Banners

### Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

- Any Facility
- Higuera Street Banner
- Marsh Street Banner

Select the banner location that you wish to reserve.



5. On the Reservation: Select Facility/Equipment page, verify and select the facility (Street Banner location).

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### Reservation: Select Facility / Equipment

[Reserve](#) » [Search](#) » Facilities/Equipment List

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"/>	<input type="text"/>	<input type="text"/>	<a href="#">Higuera Street Banner</a>	Facility	Week	<a href="#">Special Event Site</a> 1341 Nipomo Street San Luis Obispo, CA 93401 (805) 781-7296

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

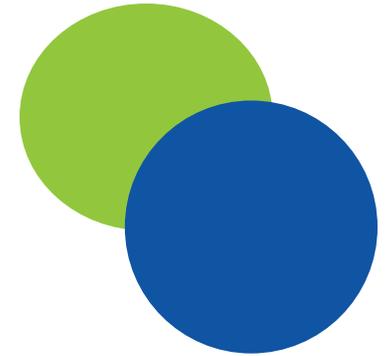
Use the following list to go back to a previous step.  
[Facilities/Equipment Search](#) [Go Back](#)

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6.

This will bring you to the Reservation Event Dates page, where you will select the Monday of the desired week in which you wish to reserve a banner.



## Reservation Event Dates

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#)

Higuera Street Banner cannot be reserved more than 365 day(s) in advance.  
Higuera Street Banner must be reserved at least 14 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 2013 Jul 22

-- AND --

Number of Weeks

-- OR --

End Date 2013 Jul 22

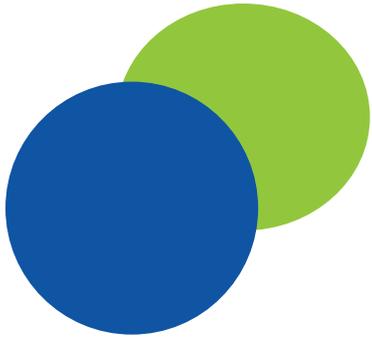
### IMPORTANT NOTES!

1. Begin Date and End Date MUST be the same.
2. Begin Date and End Date MUST be the Monday of the desired week in which you wish to reserve.

To review your event dates, click [Continue](#)

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

[Search Results](#) [Go Back](#)



7. On the Review Reservation Event Dates page, review the requested week on the calendar and Continue to confirm.

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### Review Reservation Event Dates

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility 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.

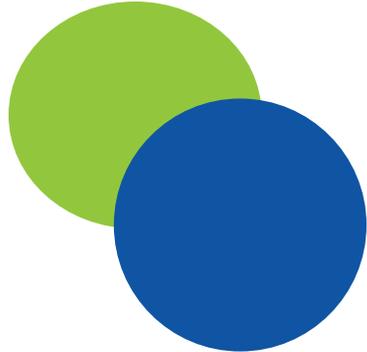
▼ July, 2013

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
21	22 12:00 am 168 hours	23	24	25	26	27
28	29	30	31			

▼ August, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

8. This will bring you back to the Reservation Facilities/Equipment Availability page for one more review of the banner name/location.



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### Reservation Facilities/Equipment Availability

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#)

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

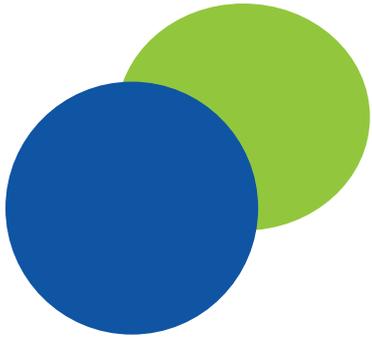
Request	Name	Type	Location	Comment
<input checked="" type="checkbox"/>	Higuera Street Banner	Facility	<a href="#">Special Event Site</a> 1341 Nipomo Street San Luis Obispo, CA 93401 (805) 781-7296	<a href="#">Review selected time.</a>

[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](#)

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9. On the Checklist/Questions page, you will need to agree to two applicable waivers and supply more information to best process your request.

## Reservation Checklist / Questions

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#) » [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	<a href="#">Banner Procedure</a>	--
Initials: <input type="text"/>	Yes	<a href="#">Hold Harmless Agreement</a>	--

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

Questions (\* - required field)

What organization is requesting this street banner permit?\*

What is the event the street banner will be used to advertise?\*

What is the date of the above event?\*

Banner wording shall be approved by the City prior to issuance of a banner permit to insure consistency with this policy. Deviation from the approved wording is cause for the City to either refuse to install or to remove any banner. PLEASE CLEARLY LIST BANNER WORDING HERE:\*

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

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

[Facilities/Equipment Search](#) [Go Back](#)

10.

The Reservation Review page is the final step to requesting a banner spot. Submit to receive receipt of the request.

## Reservation Review

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#) » [Checklist/Questions](#) » [Event Times](#)

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

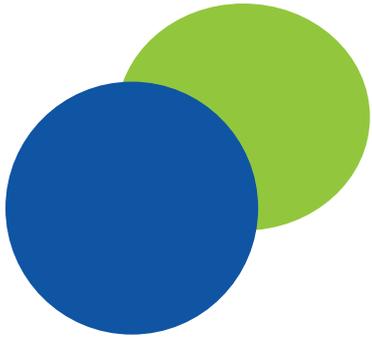
Review the information carefully.

### Higuera Street Banner at Special Event Site

#	Date Requested	Time
1	Jul 22, 2013	From Jul 22, 2013 to Jul 28, 2013

If the above dates and times are correct, click

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



**11.** Print the Reservation Request Receipt for your records.



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## Reservation Request Receipt

[Reserve](#) » [Search](#) » [Facilities/Equipment List](#) » [Event Dates](#) » [Confirm Facility Dates](#) » [Availability](#) » [Checklist/Questions](#) » [Event Times](#) » **Reservation Request**

**THANK YOU**

For Your Reservation Request! Your request number is 9004671.

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

All requests are held for 10 days from the time they are placed. A representative will contact you regarding your request. An \$8.00 non-refundable permit processing fee is charged when your permit has been approved.

**Prepared** Dec 7, 2012 10:15 AM

**Status** Pending approval

**Notes** --

Joe Recreation  
1341 Nipomo St  
San Luis Obispo, CA 93401  
Email: recnews@slocity.org  
(805) 781-7300

Print

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Transaction Confirmation #

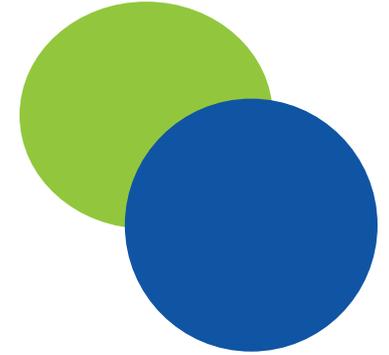


Transaction Processing Enabled by Active Merchant Services.

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▼ [Reservation\(s\) Requested](#)

Event	Resource	Center	Notes
SLO Triathlon Type: Street Banner Rental Attend/Qty: 1	Higuera Street Banner	Special Event Site 1341 Nipomo Street San Luis Obispo, CA 93401 (805) 781-7296	--
Days Requested	Event	Duration	Event



**! Your street banner request is NOT yet done!**  
**KEEP READING:**

1. Once the reservation request is processed, an email will be sent to your account notifying you of the request status.
2. If your request has been approved, a banner permit will be sent via email. Please review the Banner Policy carefully to ensure compliance with all banner regulations - failure to do so may jeopardize your permit request approval.