Active Net Enrollment & Permit Reservation Tutorial

Step 1:

To reserve a permit for the Winter Evening Access Program, you will need to visit the <u>ACTIVE Net</u> website. Click the 'Sign In/Up" button.



Step 2:

Choose, "Don't have an account? Join". If you already have an account, choose 'Sign in' and skip to step 9.



Don't have an account? Join

Step 3:

Enter your email address.

| Email add | ress (Required) | |
|-----------|-----------------|--|
| Linai auu | 1655 (Required) | |
| | | |
| | | |
| | | |
| | | |
| | Next | |
| | Next | |

Step 4:

Fill out the required information and then click 'Next'.

| Sign up | |
|--|--|
| *is for required fields. | |
| Email address | Channel |
| proyection | change |
| *First name | *Last name |
| | |
| *Date of birth | |
| January 👻 | 27 👻 2022 👻 |
| *Country | |
| United States | ~ |
| *Password | |
| Passwords must be 8 or more these: lowercase, uppercase, | characters, and contain three of numeric, and special characters. |
| *Confirm password | |
| Vesi Please email me periodic | updates. |
| By creating an account, I accept and I am aware of My Privacy i | pt the Terms of Use of sloperksendrec Rights. |
| By creating an account, I acce Copyright Policy and I an awa | ot the Terms of Use, Active Network's re of My Privacy Rights. |
| Back | Next |

Already have an account? Sign in

Step 5:

Fill out your required personal and contact information and then click 'Next'.

| Sign up | Security Information |
|---------------------------------------|----------------------------------|
| 'Is for required fields. | - |
| Personal Information | * Security Question |
| 'Gender | Please select your question |
| Please select | |
| Contact Information | *Answer |
| *Street Address | |
| Address line 1 | |
| Address line 2 | * Confirm Answer |
| *City *State *Zip Code | |
| San Luis Obispo CA 🗸 | |
| *Phone | > |
| Home Phone | l'm not a robot |
| *Home Phone | Pitiyady - Terma |
| | |
| Email language | Back Submit |
| English | |
| Yes! Please mail me periodic updates. | Already have an account? Sign in |

Step 6:

You will receive a confirmation message that your account was created.



Step 7:

You will need to check your email for an email from 'Online Recreation' and verify your email by hitting 'Activate Now'.

Please verify your email

Dear Paisley:

Thank you for registering our website. Press the button below to verify your email and activate your City of San Luis Obispo Parks & Recreation Department account:



Step 8:

After activating, sign into your newly created account.

| Your account is activated. | × |
|--|---|
| Sign in | |
| * Email address (Required) | |
| Enter your Email address | |
| * Password (Required) | |
| Forgot your password ? | |
| Sign in | |
| Don't have an account? Join | |

Step 9:

After signing in, click the 'Activities' menu button. Type in "winter" into the search bar. The Winter Evening Access program will pop up, you will click enroll now.



Step 10:

Program details for the Winter Evening Access program will come up including available permits. Permits are only available one week in advance. Click enroll now to get your permit.



Step 11:

Select the participant you are enrolling into the program using the drop-down bar. If your name does not show up, you will need to "add a new family member" using the prompts. You may only add up to 5 family members per permit reservation.

Enroll in Winter Evening Access (Night Hike Permit)



| Fee Summary | |
|------------------------------|--------|
| Subtotal | \$0.00 |
| Taxes | \$0.00 |
| Total | \$0.00 |
| Add to cart | |
| Register another participant | |

How to add a new family member:

Using the drop-down bar, select add new family member/friend and fill out all required information and hit submit.

Enroll in Winter Evening Access (Night Hike Permit)

| Who are you er | rolling? 🔨 | |
|------------------|----------------------------------|---|
| Participant | Select Participant | ^ |
| | Paisley R | |
| Days and session | + Add New Family Member / Friend | |
| Enrollment Deta | ails 🗸 | |

×

| Fee Summary | |
|-----------------------------|--------|
| Subtotal | \$0.00 |
| Taxes | \$0.00 |
| Total | \$0.00 |
| Add to car | t |
| Register another participal | nt |

Add New Family Member

| 'is for required fields. | | | * Date of birth | | | * City | *State | | *Zip Code |
|--------------------------|------------|---|-----------------|---------|-----------|-----------------|--------|--------|------------|
| * Email address | | | Jan 27, 2022 | | m | San Luis Obispo | CA | ~ | 93401-3934 |
| | | | •Gender | | | * Phone | | | |
| Email language | | | Please select | | ~ | Home Phone | | | ~ |
| English | | ~ | * Street Addre | SS | | * Home Phone | | | |
| * First name | *Last name | | 1341 Nipomo S | it | | | | | |
| | R | | Address line 2 | | | | | | |
| Family | | | * City | • State | *Zip Code | | | Cancel | Submit |
| | | | | | | | | | |

Step 12:

Once you have selected the person you are enrolling, you will need to choose the session you would like the permit for, you do this by hitting 'Select dates' and click appropriate date.

| ike Pe | n Wir ermit) | nter E | veni | ng A | cces | s (Nigh | Fee Summary Subtotal | \$0. \$0 |
|-----------------|---------------------------------------|-----------------------|-----------|------|--------|--------------|-------------------------|-------------|
| Who are y | ou enroll | ing? 🔨 | | | | | | ¢0.0 |
| Partic | ipant Pal | sley R | | | | ~ | Add to | \$0.0 |
| Days and s | sessions | you are | enrolling | ^ | | | Register another partic | lpant |
|) Select all se | ssions | | | | | | | |
| January 2 | 7, 2022 - J a 2022 - Jan 30 | anuary 30,), 2022 | 2022 🚯 | | Se | lect dates 🔺 | | |
| 🔇 Jan 🛛 | 2022 > | | | Sele | ct all | | | |
| S | М | т | w | т | F | S | | |
| 26 | 27 | 28 | 29 | 30 | 31 | 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 | | |
| | 21 | 1 | 2 | 3 | 4 | 5 | | |

Step 13:

Once you have selected the date, you will need to answer the enrollment details. You cannot move on if you have not answered the type of permit you are pulling (Hiking vs Biking). When you are finished, click 'Add to cart'.



Step 14:

Once the permit has been added to your shopping cart, you will need to read all 3 waivers. The attachment on the first waiver has important educational information about the Winter Evening Access program, the rules that apply in open space, and how to go about your hike/bike in a safe and respectful manner. After you have read and clicked each waiver, you will need to enter your initials at the bottom of the page. Next hit 'finish'.

Shopping Cart

| | | Order Summary | |
|---|------------|-------------------|--------|
| Paisley R PR 1 Item, \$0.00 In tota | ıl. | Subtotal | \$0.00 |
| Winter Evening Access (Night Hike Permit) - | \$0.00 | Due Now | \$0.00 |
| 6909 | | Enter coupon code | Apply |
| REGISTRATION | | | |
| 1 day(s) added on Jan 28, 2022 | 6 🗇 | Finish | |

Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

 I have read and agree to Winter Evening Access [Program Enrollment: Winter Evening Access (Night Hike Permit) - 6909] (^b Attachment).Required

 I have read and agree to ACT: Assumption of Risk, Walver & Release (ADULT) [Program Enrollment: Winter Evening Access (Night Hike Permit) - 6909]. Required

 I have read and agree to ACT: Assumption of Risk, Walver & Release (MINOR) [Program Enrollment: Winter Evening Access (Night Hike Permit) - 6909]. Required

Please enter your initials below

Initials

Quick Donation



Step 15:

You will receive a confirmation notice (as well as an email to your designated address). Without this confirmation, you have not completed the steps to get a permit. If you have any questions or problems, please reach out to <u>binman@slocity.org</u> or by calling 805-781-7072.

You can also click 'View printable receipt' and bring that receipt with you during your reservation. Be prepared to show a printed or digital copy of your receipt during your evening hike/bike.

Confirmation

Your receipt #3011744.006 has been completed!

You will receive a confirmation email shortly. View printable receipt 🖄



| cccipt | © English • Print |
|---|---|
| r receipt has been sent to vour email address. You may also print a copy for your | Receipt Number 3011747.00 |
| ords, or view it anytime under My Account. | Receipt Date Jan 28, 202 Transaction Confirmation # 3011747.00 Customer ID 977' Prepared By Internet Use |
| City of San Luis Obispo - Online | |
| Email: recreation@slocity.org Fax: (805) 781-7292 Phone: (805) 781-7300 City of San Luis Obispo 1341 Nipomo San Luis Obispo, CA, 93401 | |
| | |
| Timmothy Johns Email: tomjohns2341@yehoo.com Phone: (805) 111-1111 1234 Broad St, San Luis Obispo, CA 93401 | Subtotal \$0.00 |
| Timmothy Johns Email: tomjohns2341@yahoo.com Phone: (805) 111-1111 1234 Broad St, San Luis Obispo, CA 93401 Winter Evening Access (Night Hike Permit) #6909 Number of classes: 1 | Subtotal \$0.00 Program Enrollment |
| Timmothy Johns Email: tomjohns2341@yahoo.com Phone: (805) 111-1111 1234 Broad St, San Luis Obispo, CA 93401 Winter Evening Access (Night Hike Permit) #6909 Number of classes: 1 January 27, 2022 - January 30, 2022: Jan 28, 2022 - Jan 28, 2022 28 Jan 2022 - 6:30 PM - 8:30 PM | Subtotal \$0.00 Program Enrollment |