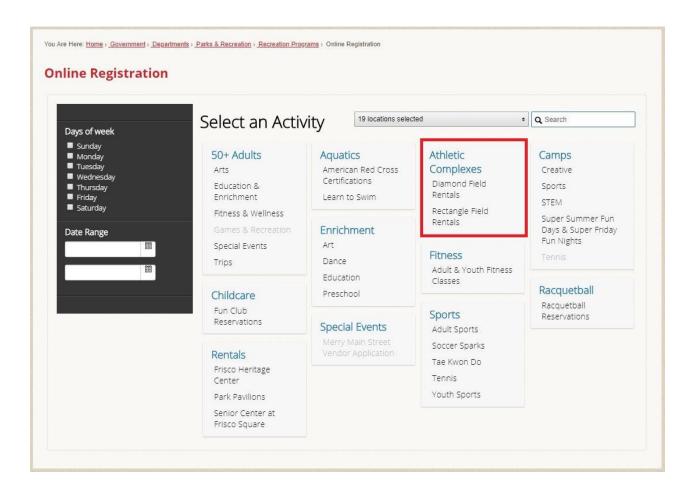


ONLINE ATHLETIC FIELD RESERVATION TUTORIAL

Athletic field reservations are handled on a week-by-week basis. Every Monday at 12:00 p.m., all rentable fields are made available for Monday through Sunday rentals. Weekend rentals must be reserved by Friday at 5:00 p.m.

To get started, go to the online registration webpage located at: <u>https://friscotexas.gov/631/Online-Registration</u>. Field rentals are located under the "Athletic Complexes" heading. To rent a baseball or softball field, select "Diamond Field Rentals." To rent a soccer, football, or lacrosse field, select "Rectangle Field Rentals."

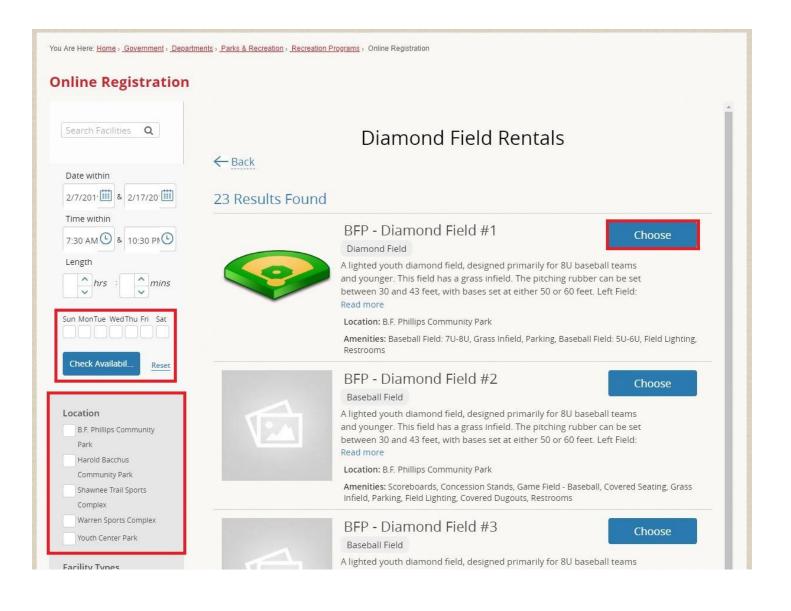






After selecting the type of field to rent, a list of all fields in the city's inventory will populate in alphabetical order. If you know which field you would like to rent, scroll through the list until you find that field. To proceed, click the blue "Choose" button that is highlighted in the screenshot below.

If you are unsure which field to rent, use the filtering options on the left side of the page. These are highlighted in the screenshot below. Availability can be sorted by a date range, timeframe, or day(s) of the week. After selecting the filters and clicking the blue "Check Availability" button, each field will show whether it is available at that time.









After selecting the specific field to rent, the availability will be shown on the next screen. Any available timeslot will show up as a blue box that says "Click to Reserve." To reserve the desired time, click the blue "Click to Reserve" box. After clicking, the box will turn green with a check mark. Before proceeding, you must enter the number of attendees in the highlighted "Number of people to attend" box. To proceed, click the blue "Reserve" box located at the bottom of the page.

	B.F. Phillips Co	minumity Park						
	A <mark>li</mark> ghted youth di	amond field, designed primaril	y for 8U baseball teams and yo	unger.				
1	Activity and duration							
	Diamond Field Pr	actice Rental						
	1 h 30 mins							
2	Number of	f people to attend						
		<u></u>						
2	Select an a	vailable time to res	serve					
3	Sciecciana		SCIVE					
	Jump To Dat	te						
	<							
	<			Fe	eb 7 - 13, 2019			>
	< Time	Thu Feb 7	Fri Feb 8	Fe Sat Feb 9	eb 7 - 13, 2019 Sun Feb 10	Mon Feb 11	Tue Feb 12	Ved Feb 13
			Fri Feb 8	Sat	Sun			Wed
	Time		Fri Feb 8	Sat Feb 9	Sun Feb 10			Wed
	Time 12:00 PM		Fri Feb 8	Sat Feb 9 Click to Reserve	Sun Feb 10 Click to Reserve			Wed
	Time 12:00 PM 1:30 PM		Fri Feb 8	Sat Feb 9 Click to Reserve	Sun Feb 10 Click to Reserve			Wed
	Time 12:00 PM 1:30 PM 3:00 PM		Fri Feb 8	Sat Feb 9 Click to Reserve Click to Reserve	Sun Feb 10 Click to Reserve Click to Reserve			Wed
	Time 12:00 PM 1:30 PM 3:00 PM 4:30 PM		Fri Feb 8	Sat Feb 9 Click to Reserve Click to Reserve	Sun Feb 10 Click to Reserve Click to Reserve Click to Reserve			Wed

- You're about to reserve:
- BFP Diamond Field #1
 Diamond Field Practice Rental
- 2/09/19

-

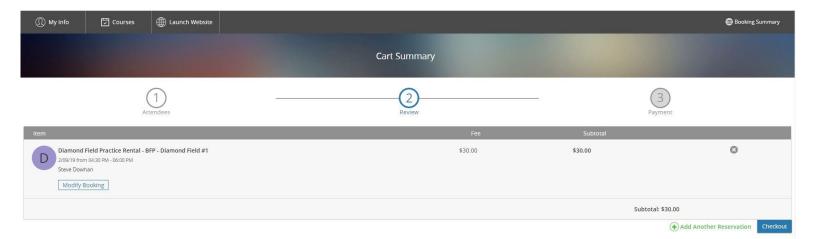
04:30 PM-06:00 PM
 New Time
 Reserve





After clicking the reserve button, the system will prompt you to verify the booking attendee (user who is booking the reservation) and the item (the field, date, and time). Click the blue "Next" button in the bottom right corner to proceed to the next screen. See the screenshots below.

FRISCO				Steve Dowhan 👻
(I) My Info	Courses			
Back to Event	BFP - Diamond Field #1 Diamond Field Practice Rental @ 2/09/19	Restrictions Gender: Co-ed		
	Attendees	 	3 Payment	
Who is making thi	is reservation?			
🗷 📢 Steve D	Dowhan (You)			Next







After clicking the blue "Checkout" button in the above screenshot, you will be taken to the payment screen to complete the transaction. For a quicker checkout experience, you can put a credit card on file.

🚨 Dowhan 🗸 Steve	Items	Qty	Price	Amount Clear All
Credit Card 🗸	BFP - Diamond Field #1 (2/09/19)	1	\$30.00	\$30.00
VI:************************************				
Card Number *	Pay Now		То	tal \$30.00
CVC *				
Cardholder's Name *				
Expiry Month *				
Expiry Year *				
Billing Address *				
City *				
Country/Region *				
State/Province *				
ZIP/Postai *				
Complete				
FRISCO				
My Info Courses Launch Websit	e			
Family Member Detail				
Edit Manage Login Add Family Member				
FAC Auto Draft - Adult				
1 - FAC Membership Ongoing				
⊖ C ×				
Seneral Information				
> Contact Information				
> Schedules				
> Attendance History				History • 31
> Transactions				Transaction - Mem• 5
> Finance Info New				Finance Info EFT fo

