

## NEW PARK SHELTER RESERVATION PROCEDURE BEGINNING IN 2020

The City of Dodgeville now offers the convenience of online reservations for all *City Park Shelter rentals beginning in March 2020!* All reservations will now need to be made on-line at RecDesk with a beginning launch date of **March 2, 2020**. We will **NOT** be taking January reservations as we have in the past and paper applications are no longer going to be accepted.

In preparation for this change please visit our website at <https://dodgeville.recdesk.com/Community/Home> and set up an account now so you are ready in March to make a reservation. Following are the step-by-step instructions on how to set up an account with additional instructions on the back on how to make a reservation. You need to establish an account prior to making a reservation. Reservation options will not be available on RecDesk until March 2, 2020.

***This new procedure will not affect Ley Memorial Pavilion Rentals. They will still be handled through City Hall.***

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First time users will need to create their own account on RecDesk before being able to make a Park Shelter Reservation. You will only have to create an account once to use this system. Please record your User Name and Password to be able to continue to use this account in the future for other reservations.

**Note:** If you already created an account for City Rec programs or pool programs, you do not need to create another account. You may use this same account.

City Hall will also have a computer available to use for registrations.

### **INSTRUCTIONS ON HOW TO SET UP AN ACCOUNT IN RECDESK**

1. Sign in at RecDesk at: <https://dodgeville.recdesk.com/Community/Home>
2. Click on CREATE ACCOUNT
3. Fill in your Name, Primary Phone Number and Primary Email Address.
4. Click on Continue
5. Fill in the Create Account Screens. All Fields that have an asterisk are required fields.
6. Create and record your User Name & Password.
7. Click on Submit and Your Account has been created.
8. A Household Screen will appear for your review. If you need to make any changes click on the edit button in the upper right-hand corner. Make changes and save.
9. Once your account is set up the way you would like you can click on the silhouette of a person in the right corner and select Log Out.



## **INSTRUCTIONS ON HOW TO RESERVE A PARK SHELTER AT RECDESK**

1. Sign in at your RecDesk Account at: <https://dodgeville.recdesk.com/Community/Home>
2. Go to the tab FACILITIES!
3. Find the Park Shelter in the list that you'd like to reserve.
4. You can either Click on the NAME of the shelter to look at the general information about the shelter, or you can hit the GREEN RESERVE button to start your reservation process.
5. Once you click on the Green Reserve button, click through the calendar until you find the date you'd like to reserve.
6. If your date is available, click on the RESERVE word on that day/date. If your day is NOT available due to already being reserved, the day will look blank. Sorry, this date is not available.
7. Once you click RESERVE on your desired date, fill out the information which includes: Description of Use (party, reunion, etc.) and Group Size. Your only option is a "full day rental" so click on the time frame listed, and then click on the word INDIVIDUAL (\$47.39) and it should then be highlighted.
8. Press "ADD TO CART"
9. You will now be at the shopping cart and can see your reservation.
10. Press "GO TO CHECKOUT"
11. Press "I ACCEPT WAIVER"
12. FILL OUT THE NEXT Three FORMS, which all have checkboxes you have to check off. (Alcohol Agreement, Shelter Reservation Agreement, Policies and information)
13. Click on I HAVE COMPLETED ALL FORMS
14. You should now be at the final checkout form. Fill out your credit card info and your contact information. You should see the total your card will be charged.
15. Click Submit
16. You are now finished and should receive a confirmation email.

