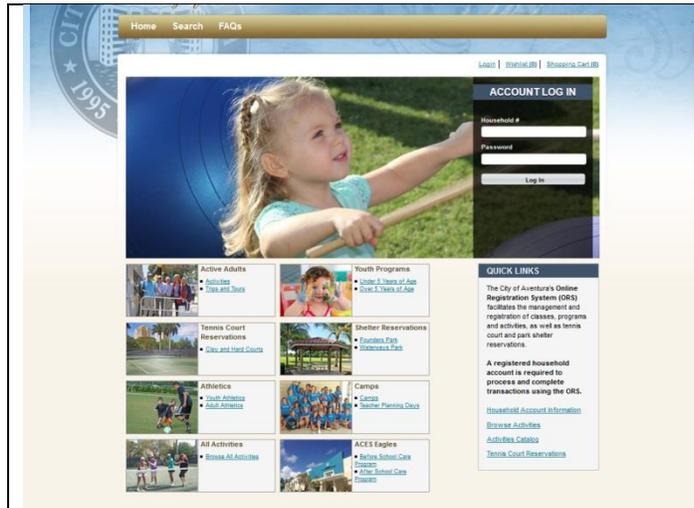


Park Shelter Reservations

Step 1 – Open the Online Reservation System (ORS) Webpage



1 – Open the ORS Webpage

Open the ORS webpage by selecting “Online Reservation System” from the **quicklinks** drop-down menu at cityofaventura.com.

Step 2 – Select Desired Park Link in Shelter Reservations



2- Select Desired Park Link

Click the Founders Park or Waterways Park link to reserve a shelter at that park.

Step 3 – Select Date and Time

Date: 07/30/2015
Location: Founders Park

Show Search Criteria

Search Reset

Facility Search Results

Showing: 1 to 2 Total Results: 2

East Shelter @ Founders Park

Date
9:00A - 3:00P 07/30/2015

West Shelter @ Founders Park

Date
9:00A - 3:00P 07/30/2015

3- Select Date and Time

Select the desired reservation date, click “Show Search Criteria” to select time, and click “Search”.

Step 4 – Select Shelter

Date: 07/30/2015
Location: Founders Park

Show Search Criteria

Search Reset

Facility Search Results

Showing: 1 to 2 Total Results: 2

East Shelter @ Founders Park

Date
9:00A - 3:00P 07/30/2015

West Shelter @ Founders Park

Date
9:00A - 3:00P 07/30/2015

4- Select Shelter

Click the "Add to Cart" icon to the left of the desired shelter time.

Step 5 – Log in to the ORS

Use this system to register for programs and activities offered by the City. You must have a City of Aventura ID Card to use this system. Check the facility address since membership is required for Community Recreation Center programs. Please be sure to print a receipt at the end of your transaction.

Household #:

Remember Me? (If this is a public machine it is recommended that you do NOT turn this on). Household #.

Password:

Remember Me? (If this is a public machine it is recommended that you do NOT turn this on).

[Registered Users Sign In](#)

You may browse the site as a Guest. However you must Sign In as a registered user in order to shop.

5 - Log in to the ORS

After clicking "Add to Cart" icon, the ORS login page will load. Enter the household # and password. (The password is the same as the household #.)

Step 6 – Verify Information

Facility Reservation

Facility:

Date:

Begin Time:

End Time:

Headcount:

6 – Verify Information

Verify reservation information on the facility reservation page, and enter the number of attendees expected to use the shelter in the headcount field.

If the information is correct, click the "Add to Cart" button to continue.

If information is incorrect, click the "Back to Search" button, and restart selection process.

Step 6a – Fee Information

Messages

Please note that you are responsible for non resident fees.

Non resident fees are listed per person:

- Adult Entrance Fee \$5.35
- Child Entrance Fee \$3.21
- SplashPad Fee \$10.00
- Tennis Court \$4.00 per hour

6a – Fee Information

Read important message regarding fees.

Step 6b – Accept Terms & Conditions

FACILITY RULES & REGULATIONS
Please read carefully and answer below

CITY OF AVENTURA
COMMUNITY SERVICES DEPARTMENT
PARK SHELTER USE PERMIT
RULES AND REGULATIONS

ACTIVITIES AND ENTERTAINMENT:

The rental of a park shelter may be used for most activities. Any unusual equipment and/or activity shall be specifically approved and noted on the Permit, i.e. volleyball nets, etc. All e must be removed within the rental period. Amplified music or other loud noises which distu patrons or adjacent property owners is prohibited.

OPERATION AND HOURS OF USE:

6b – Accept Terms & Conditions

Review and accept terms and conditions on the facilities rules and regulations page to continue.

Step 7 – Answer Questions

Facility Reservation Questions

What is the reservation purpose?

What is your preferred contact phone number?

REQUIRED DATA *

Submit

Reset

7 – Answer Questions

Answer required questions regarding the facility reservation.

Step 8 – Checkout

Your Shopping Cart:

New Charges In Shopping Cart

You have reserved the Facility you requested. What would you like to do next? East Shelter @ Founders Park.

Proceed To Checkout

Continue Shopping

Reservee	Facility	Headcount	Date	Time	Total Fees	Remove?
Kimberly	East Shelter@Founders Park	4	07/23/2015	9:00A - 3:00P	\$ 25.00	
Grand Total Fees Due					\$ 25.00	

Proceed To Checkout

Continue Shopping

8- Checkout

The shopping cart page will load listing reserved facility. Proceed to checkout to complete the transaction.

Step 9 – Select Payment Option

<p>Begin Checkout</p> <p>Summary of Charges</p> <table><tr><td>New Charges In Shopping Cart:</td><td>\$ 25.00</td></tr><tr><td>Old Balances In Shopping Cart:</td><td>\$ 0.00</td></tr><tr><td>Total Balance for household:</td><td>\$ 25.00</td></tr><tr><td>Minimum Amount Due Today:</td><td>\$ 25.00</td></tr><tr><td>Maximum Amount Due Today:</td><td>\$ 25.00</td></tr></table> <p>The Following Information is Required to Complete Your Transaction</p> <p>Amount To Be Paid Today: \$ 25.00</p> <p>Using This Credit Card: <input type="text" value="Visa"/></p> <p>Credit Card Information:</p> <p>Card Number <input type="text"/></p> <p>Expiration <input type="text"/></p> <p>Billing Information</p> <p>First Name: <input type="text" value="John"/></p> <p>Last Name: <input type="text" value="Doe"/></p> <p>Address: <input type="text" value="19200 West Country Club Drive"/></p> <p>City: <input type="text" value="Aventura"/></p> <p>State: <input type="text" value="FL"/></p> <p>Postal/Zip Code: <input type="text" value="33180"/></p> <p>Home Phone (wireless): <input type="text" value="(305)466-8900"/></p> <p>Email: <input type="text"/></p>	New Charges In Shopping Cart:	\$ 25.00	Old Balances In Shopping Cart:	\$ 0.00	Total Balance for household:	\$ 25.00	Minimum Amount Due Today:	\$ 25.00	Maximum Amount Due Today:	\$ 25.00	<h3>9 – Select Payment Option</h3> <p>Select payment option, review and complete all required fields.</p>
New Charges In Shopping Cart:	\$ 25.00										
Old Balances In Shopping Cart:	\$ 0.00										
Total Balance for household:	\$ 25.00										
Minimum Amount Due Today:	\$ 25.00										
Maximum Amount Due Today:	\$ 25.00										

Step 10 – Complete Transaction

<p>Logout MyAccount MyShoppingCart</p> <p>Your Online transaction is complete. Please select an option below to continue.</p> <p>Please view your receipt by clicking the link on this page. Then print it out using your browser's 'File - Print' function, or email it to yourself using your browser's 'File - Send' function.</p> <p>View Confirmation Receipt (in PDF format)</p> <p>All receipts are in PDF format and require Adobe Acrobat Reader. Your browser must allow pop-ups to view receipts correctly. Click here to download free Acrobat Reader software from Adobe.com.</p> <p>Continue Shopping Return to Home Page Logout</p>	<h3>10 – Complete Transaction</h3> <p>Print receipt PDF for your records.</p>
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Step 11 – Cancellation

In the event you need to cancel, please contact Waterways Park at 305-466-8008.