

# HOW TO MAKE A SHELTER HOUSE RESERVATION

## **STEP 1:**

Select the desired park from the list

<https://www.haysusa.com/677/Reserve-a-Shelter-House>



### **Aubel-Bickle Park #5**

30th & Sherman Avenue



### **Daniel G. Rupp Park #6**

33rd & Skyline Drive

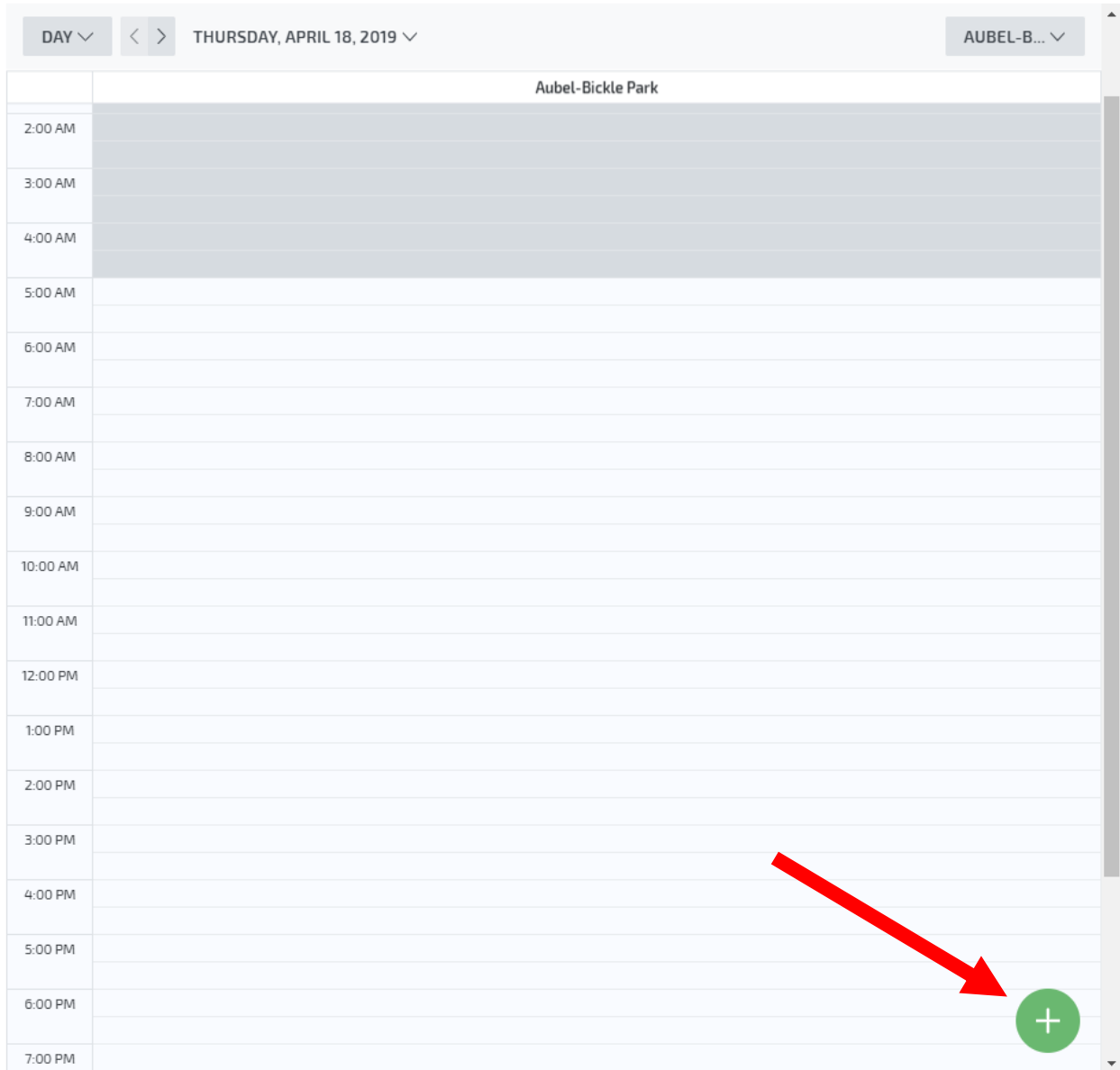


### **Downtown Pavilion #14**

10th & Main Street

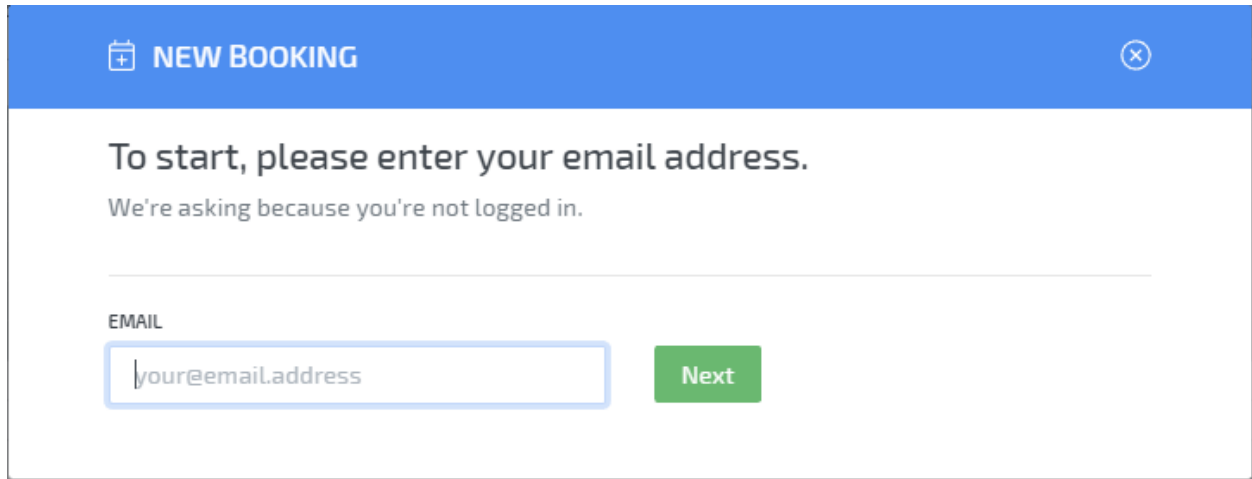
**STEP 2:**

On the park's page, scroll to the bottom of the calendar & click the green plus sign.  
*If the calendar doesn't load, refresh the page until it loads.*



**STEP 3:**

Enter your email address & click "Next" to begin the registration process or login to an existing account.




The screenshot shows a web form titled "NEW BOOKING" with a blue header bar. Inside the header, there is a calendar icon on the left and a close button (an 'x' in a circle) on the right. Below the header, the main content area is white and contains the following text: "To start, please enter your email address." followed by "We're asking because you're not logged in." Below this text is a horizontal line. Underneath the line, the word "EMAIL" is written in a small font. To the left of "EMAIL" is a text input field with a light blue border and a cursor, containing the placeholder text "your@email.address". To the right of the input field is a green rectangular button with the word "Next" written in white text.

**STEP 4:**

If you have an existing Skedda account, you will be redirected to a login page.

If you do not have an account with Skedda, the "New Booking" window will open.

- Select date and time (include setup and cleanup time)
- Select park ("Space")
- If the reservation should be listed under an organization name or group name, enter that in the "Booking Title"
- The fields "First Name", "Last Name", and "Contact Phone Number" are required
- Review and agree to the terms and policies
- Click "Confirm Booking"

 A shelter house reservation allows you sole use of the shelter house only. The remainder of the park is still open to the public. Please review all park rules and regulations prior to your event.

BOOKING DETAILS

DATE & TIME \*

Thursday, April 16, 2020

From 7:00 AM

to 7:30 AM

SPACE(S)\*

 Frontier Park East #2

BOOKING TITLE

An optional booking summary

APPROXIMATE NUMBER OF PEOPLE\* 

Enter number (required)

- By making this reservation, you agree to all City of Hays Park Rules and City Code of Ordinances
- By marking this reservation, you acknowledge that items requiring the use of stakes, driven into the ground, are prohibited (i.e. tents, inflatable toys, etc.)

YOUR DETAILS

Edit details

CANCELLATION

You can cancel this booking until Wednesday, April 8, 2020 at 7:00 AM.

Confirm booking

Cancel booking

**STEP 5:**

A confirmation email will be sent to the email address provided.

CITY OF HAYS PARKS DEPARTMENT VIEW SCHEDULE

## John Doe made a booking

for Friday, May 10, 2019 at 7:00 AM

<b>Holder</b>	John Doe ( <a href="mailto:instructions@haysusa.com">instructions@haysusa.com</a> , 1 (785) 628-7375)
<b>Start</b>	Friday, May 10, 2019 at 7:00 AM
<b>Duration</b>	3 hours
<b>Spaces</b>	Hickok Park
<b>Title</b>	Hays Civic Group
<b>Cancellation</b>	Holder can cancel until Thursday, May 2, 2019 at 7:00 AM

skedda.com Support · Status · Contact · Updates

**STEP 6:**

You will also receive an email to confirm your email address and set up a password. This can be done after you complete your reservation. Open the email and click "Confirm account and setup login" to complete the registration process. Registration allows you to view or cancel reservations you made.

SKED STUDIOS

**You're invited to use our online booking system**

We've made a tentative account for you. Just click on the link below to confirm your account and get started...

**Confirm account and setup login**

Sked Studios · example@skedda.com · 1 (949) 969-7000

**To MODIFY OR CANCEL A RESERVATION:**

To cancel or modify a reservation, click the arrow on the right of the reservation and select "Edit your booking" or "Cancel your booking"

Reservations are posted once a week, so they cannot be edited or canceled within eight days prior to the event date.

The screenshot shows a reservation calendar for "Daniel G. Rupp Park #6". The vertical axis on the left lists times from 6:00 AM to 6:00 PM in one-hour increments. A blue vertical bar indicates a reservation starting at 9:00 AM and ending at 6:00 PM. A small person icon is visible in the 9:00 AM slot. A dropdown menu is open on the right side of the reservation bar, containing two options: "Edit your booking" with a pencil icon and "Cancel your booking" with a trash can icon. A red arrow points from the top right towards the dropdown arrow icon.