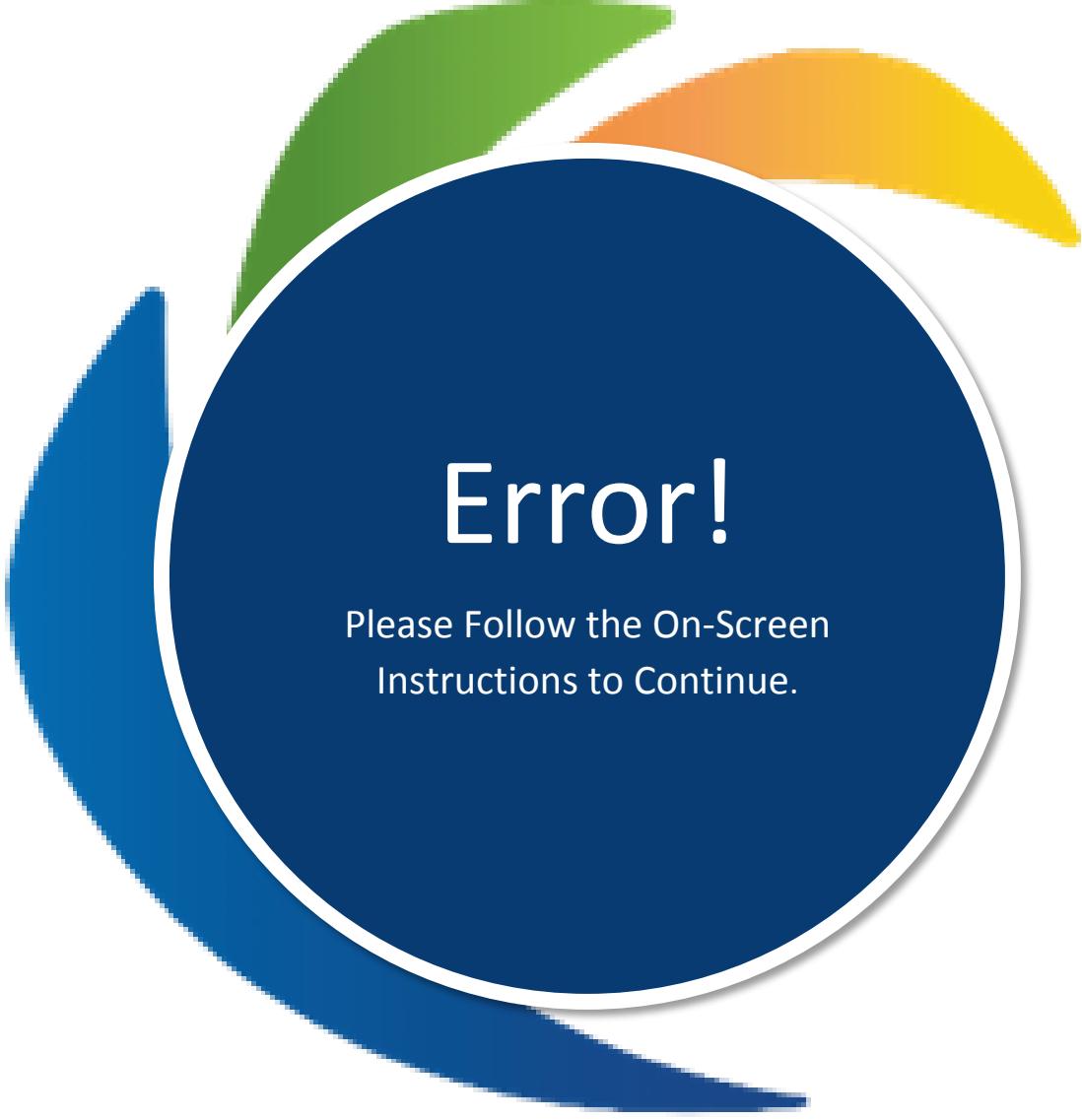




Facility Reservations

This tutorial will show you one
way to reserve a facility using
Resource Scheduler

[Click to Begin](#)



Error!

Please Follow the On-Screen
Instructions to Continue.

Back

The screenshot shows the ActiveNet - City of Carlsbad software interface. At the top, there is a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and Account. The main header features the ACTIVENet logo and the City of Carlsbad logo. Below the header, there are several menu icons: Front Desk (clip icon), Customers (two people icon), Organizations (three people icon), POS (cash register icon), Reports (bar chart icon), and Admin (key icon). A sidebar on the left is titled "Front Desk Menu" and contains a list of links: Favorites, FlexReg/Private Lessons, Membership, Population, Receipts, Refund, Registrations, Reserve, Resource Scheduler, Help Center, and Active Support. An orange arrow points from a green circle containing the word "Tip:" towards the "Resource Scheduler" link in the sidebar. The main content area is titled "Pending Receipt #1" and includes sections for Receipt Actions, Registration, Reserve, Membership, Refund/Withdraw, and Account Actions, each with sub-links. At the bottom right of the content area are buttons for Trainer Site, Pay, Finish, and Cancel.

Tip:

Click Resource Scheduler from the side menu

Tip:

The screenshot shows the ActiveNet - City of Carlsbad software interface. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and Account. The main header includes the ACTIVENet logo, the City of Carlsbad logo, and a search bar. Below the header, there are several icons: Front Desk, Customers, Organizations, POS, Reports, and Admin. On the left, a sidebar titled 'Front Desk Menu' lists various options like Favorites, FlexReg/Private Lessons, Membership, Population, Receipts, Refund, Registrations, Reserve, Resource Scheduler, Help Center, and Active Support. The main content area is titled 'Front Desk Home > Resource Scheduler'. It shows a 'Pending Receipt #2' and a 'New Receipt ...' button. Under 'Saved Quick Views', there's a dropdown for 'View Name' and buttons for 'Manage Saved Views...' and 'Clear View'. A section titled 'Bookable Resources Selection Criteria' displays site and resource type information: Site: Carlsbad Parks & Recreation, Resource Type: facility, Facility Center: Hidden Canyon Community Park, Calavera Hills Community Center & Park, Laguna Riviera Park, Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces. Below this, a 'Site:' dropdown is set to 'Carlsbad Parks & Recreation' and an 'Advanced Criteria Filters...' button is highlighted with a large orange arrow. The 'Bookable Items' section lists several items with icons: Calavera Hills: Activity Room (CH:AR), Calavera Hills: Meeting Room (CH:MR), Calavera Hills: Meeting Room 1 (CH:MR1), Calavera Hills: Meeting Room 2 (CH:MR2), and Calavera Hills: Open Space (CH:OS).

Click Advanced Criteria Filters

Tip:

Select Facility

The screenshot shows the ActiveNet - City of Carlsbad software interface. At the top, there's a navigation bar with links for Front Desk, Customers, Organizations, POS, Reports, and Admin. On the left, a sidebar titled 'Front Desk Menu' lists various options like Favorites, FlexReg/Private Lessons, Membership, Population, Receipts, Refund, Registrations, Reserve, Resource Scheduler, Help Center, and Active Support. A green circle with the word 'Tip:' is overlaid on the bottom left. In the center, there's a 'Bookable Resources Search' dialog box. This dialog has tabs for 'Common' and 'Facility', with 'Facility' being the active tab, indicated by an orange arrow pointing to it. The search criteria under 'Facility' include Site: Carlsbad Parks & Recreation, Resource Type: facility, Facility Center: Hidden Canyon Community Park, Calavera Hills Community Center & Park, Riviera Park, and Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces. Below these, there are sections for 'Site(s)' and 'Geographic Area(s)', both currently set to 'Any Site' and 'Any Area'. At the bottom of the dialog are 'Search Now' and 'Cancel' buttons.

ACTIVENet

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

▶ Favorites
▶ FlexReg/Private Lessons
▶ Membership
▶ Population
▶ Receipts
▶ Refund
▶ Registrations
▶ Reserve
▶ Resource Scheduler
▶ Help Center
▶ Active Support

Receipt #2 × +
Front Desk Home » Resource Scheduler

Pending Receipt #2 New Receipt ...

Saved Quick Views
View Name: Manage Saved Views... Clear View

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Hidden Canyon Community Center & Park
Calavera Hills Community Center & Park
Riviera Park
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria Reset

Common Facility

Name / Keyword

Center(s) Any Location
Alga Norte Community Park
All

Facility Type(s) Any Type
Auditoriums
Ball Fields

Amenities Unspecified
Access to Horseshoe Pits
Access to Kitchenette

Minimum Capacity 0 persons
Maximum Capacity 0 persons

Search Now Cancel

Tip:

In the Centers scroller, locate Calavera Hills

ACTIVENet

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

City of Carlsbad

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 × +

Front Desk Home » Resource Scheduler

Pending Receipt #2 New Receipt ...

Saved Quick Views

View Name: Manage Saved Views... Clear View

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Hidden Canyon Community Center & Park
Calavera Hills Community Center & Park
Riviera Park
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria Reset

Site: Carlsbad Parks & Recreation
Resource Type: facility

Bookable Resources Search

Common Facility

Name / Keyword

Center(s) Business Park Recreational Facility: Zone 5
Calavera Hills Community Center & Park
Cannon Park

Facility Type(s) Any Type
Auditoriums
Ball Fields

Amenities Unspecified
Access to Horseshoe Pits
Access to Kitchenette

Minimum Capacity 0 persons
Maximum Capacity 0 persons

Search Now Cancel

An orange arrow points to the 'Calavera Hills Community Center & Park' option in the 'Center(s)' dropdown list.

Tip:

Select *Calavera Hills* from the list

Tip:

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 × +

Front Desk Home » Resource Scheduler

Pending Receipt #2 New Receipt ...

Saved Quick Views View Name: Manage Saved Views... Clear View

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Hidden Canyon Community Center & Park
Calavera Hills Community Center & Park
Riviera Park
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria Reset

Common Facility

Name / Keyword

Center(s) Business Park Recreational Facility: Zone 5
Calavera Hills Community Center & Park
Cannon Park

Facility Type(s) Any Type
Auditoriums
Ball Fields

Amenities Unspecified
Access to Horseshoe Pits
Access to Kitchenette

Minimum Capacity 0 persons
Maximum Capacity 0 persons

Search Now Cancel

Locate Picnic Areas from the Facility Type view

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 x +

Front Desk Home » Resource Scheduler

Pending Receipt #2 New Receipt ...

Saved Quick Views View Name: Manage Saved Views... Clear View

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Hidden Canyon Community Center & Park
Calavera Hills Community Center & Park
Riviera Park
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria Reset

Common Facility

Name / Keyword

Center(s) Business Park Recreational Facility: Zone 5
Calavera Hills Community Center & Park
Cannon Park

Facility Type(s) Outdoor Spaces
Picnic Areas
Pool Birthday Party

Amenities Unspecified
Access to Horseshoe Pits
Access to Kitchenette

Minimum Capacity 0 persons
Maximum Capacity 0 persons

Search Now Cancel

Tip:

Select Picnic Areas

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 × +

Front Desk Home » Resource Scheduler

Pending Receipt #2 New Receipt ...

Saved Quick Views

View Name: Manage Saved Views... Clear View

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Hidden Canyon Community Center & Park
Calavera Hills Community Center & Park
Riviera Park
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria Reset

Common Facility

Name / Keyword

Center(s) Business Park Recreational Facility: Zone 5
Calavera Hills Community Center & Park
Cannon Park

Facility Type(s) Outdoor Spaces
Picnic Areas
Pool Birthday Party

Amenities Unspecified
Access to Horseshoe Pits
Access to Kitchenette

Minimum Capacity 0 persons
Maximum Capacity 0 persons

Search Now

Tip:

Click to Search Now

ACTIVENet

Welcome, Intern Trainer! **Account ▾**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 **New Receipt ...**

Pending Receipt #2 **New Receipt ...**

Saved Quick Views
View Name: [Clear View](#)

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Calavera Hills Community Center & Park
Facility Type: Picnic Areas

Site: [Advanced Criteria Filters...](#) [Reset](#)

Bookable Items

Name
<input type="checkbox"/> Calavera Hills: Picnic Area 1 (CH:P1)
<input type="checkbox"/> Calavera Hills: Picnic Area 2 (CH:P2)

All | Clear All | Save As Quick View

Tip:

Select **Calavera Hills: Picnic Area 1** from the list

ACTIVENet

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 x +

Front Desk Home » Resource Scheduler

Pending Receipt #2

Help

Saved Quick Views
View Name:

Bookable Resources Selection Criteria
Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Calavera Hills Community Center & Park
Facility Type: Picnic Areas

Site: Carlsbad Parks & Recreation

Bookable Items

Name
<input checked="" type="checkbox"/> Calavera Hills: Picnic Area 1 (CH:P1)
<input type="checkbox"/> Calavera Hills: Picnic Area 2 (CH:P2)

All | Clear All | Save As Quick View

Layout Properties

8AM
9AM
10AM
11AM
12PM
1PM
2PM
3PM
4PM

9/21/16

Tip:

Click Calavera Hills: Picnic Area 2 from the list

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Welcome, Intern Trainer! Account

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

Favorites FlexReg/Private Lessons Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #2 x +

Front Desk Home » Resource Scheduler

Pending Receipt #2 New Receipt ...

Saved Quick Views

View Name: Manage Saved Views... Clear View

Bookable Resources Selection Criteria

Site: Carlsbad Parks & Recreation
Resource Type: facility
Facility Center: Calavera Hills Community Center & Park
Facility Type: Picnic Areas

Site: Carlsbad Parks & Recreation Advanced Criteria Filters... Reset

Bookable Items

Name
<input checked="" type="checkbox"/> Calavera Hills: Picnic Area 1 (CH:P1)
<input checked="" type="checkbox"/> Calavera Hills: Picnic Area 2 (CH:P2)

All Clear All Save As Quick View

Layout Properties

Calavera Hills: Picnic Area 1 Calavera Hills: Picnic Area 2

Time	Calavera Hills: Picnic Area 1	Calavera Hills: Picnic Area 2
8AM		
9AM		
10AM		
11AM		
12PM		
1PM		
2PM		
3PM		
4PM		

9/21/16



Tip:

Click the Arrow to minimize the view

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Welcome, Intern Trainer! Account

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 x [+] Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year Previous Month

S	M	T	W	T	F	S
				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	30	

S	M	T	W	T	F	S
				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
30	31					

S	M	T	W	T	F	S
1	2	3	4	5	6	7
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Layout Properties

Calavera Hills: Picnic Area 1	Calavera Hills: Picnic Area 2
8AM	
9AM	
10AM	
11AM	
12PM	
1PM	
2PM	
3PM	
4PM	

9/21/16

Next Year Next Month



Tip:

Click September 18th from the calendar

The screenshot shows the ActiveNet - City of Carlsbad software interface. At the top, there's a navigation bar with links for File, Edit, View, Favorites, Tools, Help, and a search bar. The main header includes the ACTIVENet logo, the City of Carlsbad logo, and a welcome message for 'Intern Trainer!'. Below the header are several menu icons: Front Desk, Customers, Organizations, POS, Reports, and Admin.

The central workspace is titled 'Receipt #2' and shows a 'Pending Receipt #2 » Resource Scheduler' section. It includes a 'Saved Quick Views' panel, a 'Bookable Resources Selection Criteria' panel, and a 'Bookable Items' panel. A large orange arrow points from the 'Date Chooser' section to the 'Layout Properties' calendar grid.

The 'Date Chooser' section displays three calendar grids for September, October, and November 2016. The date '18' is highlighted in blue in the September grid. The 'Layout Properties' section shows a 2x7 grid for 'Calavera Hills: Picnic Area 1' and 'Calavera Hills: Picnic Area 2'. The columns represent days of the week, and the rows represent time slots from 8AM to 4PM. The 11AM slot in the first column is highlighted with a light purple background.

Tip:

In Calavera Hills: Picnic Area 1, click on the 11 o'clock time slot

ACTIVENet

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

City of Carlsbad

Front Desk Menu

Favorites FlexReg/Private Lessons Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #2 x + Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year Previous Month

Sep 2016						
S	M	T	W	T	F	S
				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	30	

Oct 2016						
S	M	T	W	T	F	S
				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
30	31					

Nov 2016						
S	M	T	W	T	F	S
		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	30			

Layout Properties

Calavera Hills: Picnic Area 1 Calavera Hills: Picnic Area 2

8AM	Calavera Hills: Picnic Area 1	Calavera Hills: Picnic Area 2
9AM		
10AM		
11AM		
12PM		
1PM		
2PM		
3PM		
4PM		

Tip:

Normally, you would drag the mouse to cover the appropriate item. For now, just click the gray area.

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Pending Receipt #2 x + Pending Receipt #2 » Resource Scheduler

New Receipt ...

Saved Quick Views

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year Next Year

Create New Reservation

Event Name:

Event Notes:

Event Attendance: 0 Override Skip Dates? Override Closed Times?

Event Type:

Prep Code: Setup: hrs mins Cleanup: hrs mins

Schedule Type: Non-exclusive Use?

Scope: Tentative Request Expiration Date: 10/05/2016

Override Minimum Advanced Reservation Setting?
 Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
<input checked="" type="checkbox"/> CH:P1_Calavera_Hills...	Calavera Hills ...	<input type="text"/>	Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel



Calavera Hills: Picnic Area 1 Calavera Hills: Picnic Area 2

SAM

Tip:

Enter an *Event Name*

Tip:

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 x + Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views Layout Properties

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year

Create New Reservation

Event Name: Regular Picnic

Event Notes:

Event Attendance: 0 Override Skip Dates? Override Closed Times?

Event Type:

Prep Code: Setup: hrs mins Cleanup: hrs mins

Schedule Type: Non-exclusive Use?

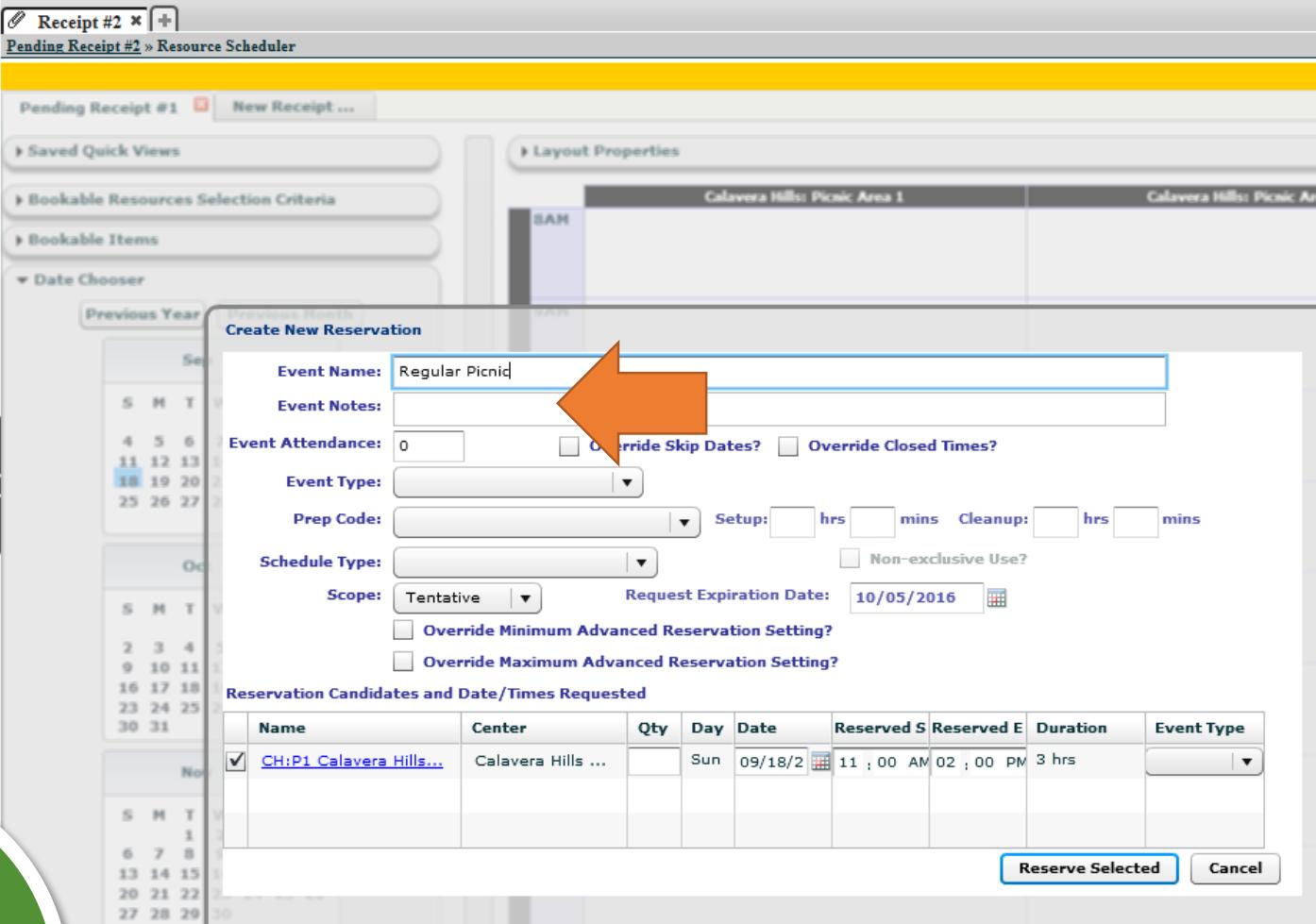
Scope: Tentative Request Expiration Date: 10/05/2016

Override Minimum Advanced Reservation Setting?
 Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
CH:P1_Calavera_Hills...	Calavera Hills ...		Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel



Enter an Event Description

Tip: Enter an Attendance Value

The screenshot shows the ActiveNet - City of Carlsbad software interface. On the left, there's a sidebar with a green circle containing the word "Tip:" followed by "Enter an Attendance Value". The main window displays a "Create New Reservation" dialog box. Inside the dialog, an orange arrow points to the "Event Attendance" input field, which is currently empty. The dialog also contains fields for "Event Name" (Regular Picnic), "Event Notes" (1st Birthday Party, no Additional Setup), "Event Type" (dropdown menu), "Prep Code" (dropdown menu), "Schedule Type" (dropdown menu), "Scope" (Tentative dropdown), "Request Expiration Date" (set to 10/05/2016), and checkboxes for "Override Minimum Advanced Reservation Setting?" and "Override Maximum Advanced Reservation Setting?". Below the dialog is a table titled "Reservation Candidates and Date/Times Requested" with columns for Name, Center, Qty, Day, Date, Reserved S, Reserved E, Duration, and Event Type. One row in the table is selected, showing "CH:P1 Calavera Hills..." as the name, "Calavera Hills ..." as the center, and a duration of 3 hrs. At the bottom right of the dialog are "Reserve Selected" and "Cancel" buttons.

Tip:

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 x + Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views Layout Properties

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year

Create New Reservation

Event Name: Regular Picnic

Event Notes: 1st Birthday Party - no Additional Setup

Event Attendance: 15 Override Skip Dates? Override Closed Times?

Event Type:

Prep Code: Setup: hrs mins Cleanup: hrs mins

Schedule Type:

Scope: Tentative Request Expiration Date: 10/05/2016

Non-exclusive Use?

Override Minimum Advanced Reservation Setting?

Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
CH:P1_Calavera_Hills...	Calavera Hills ...	15	Sun	09/18/2016	11:00 AM	02:00 PM	3 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel

Calavera Hills: Picnic Area 1 Calavera Hills: Picnic Area 2

BAM

Tip:

Select an Event Type

Tip:

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views Layout Properties

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year

Create New Reservation

Event Name: Regular Picnic

Event Notes: 1st Birthday Party - no Additional Setup

Event Attendance: 15 Override Skip Dates? Override Closed Times?

Event Type:

Prep Code:

Schedule Type:

Scope:

Setup: hrs mins Cleanup: hrs mins

Non-exclusive Use?

Request Confirmation Date: 10/05/2016

Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
CH:P1_Calavera_Hills...	Calavera Hills ...	15	Sun	09/18/2016	11:00 AM	02:00 PM	3 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel

Receipt #2 x +

Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views Layout Properties

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year

Create New Reservation

Event Name: Regular Picnic

Event Notes: 1st Birthday Party - no Additional Setup

Event Attendance: 15 Override Skip Dates? Override Closed Times?

Event Type:

Prep Code:

Schedule Type:

Scope:

Setup: hrs mins Cleanup: hrs mins

Non-exclusive Use?

Request Confirmation Date: 10/05/2016

Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
CH:P1_Calavera_Hills...	Calavera Hills ...	15	Sun	09/18/2016	11:00 AM	02:00 PM	3 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel

Scroll until you see Picnics

Tip:

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2 x + Pending Receipt #2 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views Layout Properties

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year

S M T
4 5 6
11 12 13
18 19 20
25 26 27

S M T
2 3 4
9 10 11
16 17 18
23 24 25
30 31

S M T
1
6 7 8
13 14 15
20 21 22
27 28 29

Create New Reservation

Event Name: Regular Picnic

Event Notes: 1st Birthday Party - no Additional Setup

Event Attendance: 15 Override Skip Dates? Override Closed Times?

Event Type:

Prep Code: Personal Touch Rental

Schedule Type: Picnics

Scope: Pool Birthday Party

Setup: hrs mins Cleanup: hrs mins

Non-exclusive Use?

Request Expiration Date: 10/05/2016

Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
CH:P1 Calavera Hills...	Calavera Hills ...	15	Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<input type="button" value=""/>

Reserve Selected Cancel

An orange arrow points from the text "Select Picnics from the list" to the "Picnics" option in the "Schedule Type" dropdown menu.

Select **Picnics** from the list

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Pending Receipt #2 x + Pending Receipt #2 » Resource Scheduler

New Receipt ...

Saved Quick Views

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year

Create New Reservation

Event Name: Regular Picnic

Event Notes: 1st Birthday Party - no Additional Setup

Event Attendance: 15 Override Skip Dates? Override Closed Times?

Event Type: Picnics

Prep Code:

Schedule Type: Reservation: Billable Non-exclusive Use?

Scope: Tentative Request Expiration Date: 10/05/2016 Override Minimum Advanced Reservation Setting? Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved S	Reserved E	Duration	Event Type
CH:P1_Calavera Hills...	Calavera Hills ...	15	Sun	09/18/2016	11:00 AM	02:00 PM	3 hrs	Picnics

Reserve Selected

Tip:

Select **Reserve Selected** to continue

Tip:

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Receipt #2 x [+] Pending Receipt #1 » Resource Scheduler

Pending Receipt #1 New Receipt ...

Saved Quick Views

Bookable Resources Selection Criteria

Bookable Items

Date Chooser

Previous Year Previous Month

S	M	T	W	T	F	S
				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	30	

S	M	T	W	T	F	S
				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
30	31					

S	M	T	W	T	F	S
				1	2	3
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Layout Properties

Calavera Hills: Picnic Area 1	Calavera Hills: Picnic Area 2
8AM	
9AM	
10AM	
11AM	PENDING RESERVATION FOR Regular Picnic
12PM	Unspecified Qty: 15 Picnics
1PM	1st Birthday Party - no Additional Setup Reservation: Billable Tentative
2PM	
3PM	
4PM	

Pending Receipt #1 Reservations

Regular Picnic

Book It Now

Attendance/Qty: 15
Event Type: Picnics
Schedule Type: Reservation: Billable
Prep Code Type: ---
Scope: Tentative
Customer: Unspecified

Edit Event...

Facility: Calavera Hills: Picnic Area 1
Date: Sun 9/18/16
Start Time: 11:00AM
Out Time: 2:00PM
Duration: 3 hrs

Select Book it Now

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Receipt #1 x + Pending Receipt #2 » Find Customer

Customer Search

1. Find Reservation Candidates 2. Reservation Dates 3. Confirm Candidate Resources 4. Customer Search 5. Select Customer/Company 6. Reservation Fees

Customer Search

Find By Customer Find By Organization

Find Customer

First Name Middle Name Last Name Sounds Like Family Name Address City, State, Zip Code Email Address Phone Cell Phone Retired Exclude Retired Entered On or After

Search Add New Customer

Scan Card Submit

Customer ID Submit

Pass Number Submit



Tip:

Enter the **First Name** of the client

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Receipt #1 x + Pending Receipt #2 » Find Customer

Customer Search

1. Find Reservation Candidates 2. Reservation Dates 3. Confirm Candidate Resources 4. Customer Search 5. Select Customer/Company 6. Reservation Fees

Customer Search

Find By Customer Find By Organization

Find Customer

First Name: Justin

Middle Name:

Last Name:

Family Name:

Address:

City, State, Zip Code:

Email Address:

Phone: ()

Cell Phone: ()

Retired: Exclude Retired

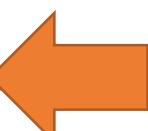
Entered On or After:

Search Add New Customer

Scan Card

Customer ID

Pass Number



Tip:

Enter the *Last Name* of the client

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Receipt #1 x + Pending Receipt #2 » Find Customer

Customer Search

1. Find Reservation Candidates 2. Reservation Dates 3. Confirm Candidate Resources 4. Customer Search 5. Select Customer/Company 6. Reservation Fees

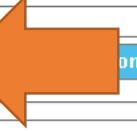
Customer Search

Find By Customer Find By Organization

Find Customer

First Name: Justin
Middle Name:
Last Name: Goulet Sounds Like
Family Name:
Address:
City, State, Zip Code:
Email Address:
Phone: ()
Cell Phone: ()
Retired: Exclude Retired
Entered On or After:

Scan Card Customer ID Pass Number



Tip:

Click to Search

Tip:

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Receipt #1 x + Pending Receipt #2 » Select Customer List

Customer Search Results

1. Find Reservation Candidates 2. Reservation Dates 3. Confirm Candidate Resources 4. Customer Search 5. Select Customer/Company 6. Reservation Fees Help

Name Address Phone Email Date of Birth Customer Type Retired? Family

Justin A. Goulet	1462 Countryview Lane Vista, CA 92081	H: -- carlsbadconnect@carlsbadca.gov W: (760) 602-4680	Jun 1, 1994	Individual	No	Goulet (#1324) : Adult / Guardian
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Add Family Member

Step 4 of 6 Back Cancel

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Select the client from the list

Tip:

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Receipt #1 x +
Pending Receipt #2 » Select Customer/Company

Confirm Selected Customer

1. Find Reservation Candidates 2. Reservation Dates 3. Confirm Candidate Resources 4. Customer Search 5. Select Customer/Company 6. Reservation Fees

Selected Customer

Customer: [Justin A. Goulet](#) [Find a different customer](#)

Customer Type: Individual

Address: 1462 Countryview Lane
Vista, CA 92081

Phone: Home: 7606024680

Authorized Agent for Companies:

Step 5 of 6

Continue Reservation Back Cancel



Select Continue Reservation

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Receipt #1 x +
Pending Receipt #2 » Reservation Fees

Fees for Regular Picnic

Charge Description Candidate	Qty	Unit Charge	Charge	Tax	Disc	Total	Payment
Class 1 Insur 1-100 People ALCOHOL Calavera Hills: Picnic Area 1	1.00	164.21 ea	0	0	0	0	<input type="text"/>
Class 1 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1	1.00	94.41 ea	0	0	0	0	<input type="text"/>
Class 2 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1	1.00	138.69 ea	0	0	0	0	<input type="text"/>
Class 2 Insur 1-150 People ALCOHOL Calavera Hills: Picnic Area 1	1.00	275.74 ea	0	0	0	0	<input type="text"/>
Class 3 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1	1.00	220.28 ea	0	0	0	0	<input type="text"/>
Class 3 Insur 1-150 People ALCOHOL Calavera Hills: Picnic Area 1	1.00	363.21 ea	0	0	0	0	<input type="text"/>
Individual Private Party Fee Calavera Hills: Picnic Area 1	3.00	41.00 / hr	123.00	0	0	123.00	<input type="text"/>
Inflatable Party Jump Fee Calavera Hills: Picnic Area 1	1.00	20.00 ea	0	0	0	0	<input type="text"/>
Insurance Policy Processing Fee Calavera Hills: Picnic Area 1	1.00	50.00 ea	0	0	0	0	<input type="text"/>
Rental Change Fee Calavera Hills: Picnic Area 1	1.00	10.00 ea	0	0	0	0	<input type="text"/>
Security Guards: 1 Guard Calavera Hills: Picnic Area 1	3.00	23.00 / hr	0	0	0	0	<input type="text"/>
Staffing: 1 Staff Calavera Hills: Picnic Area 1	3.00	18.00 / hr	0	0	0	0	<input type="text"/>
			Totals			123.00	<input type="text"/>

Add a New Charge? Clear All Charges? Reload All Charges?

Initial Payment

Tip:

Add an Inflatable Party Jump Fee

Tip:

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Receipt #1 x + Pending Receipt #2 » Change Reservation Fee

Change Reservation Fee

Include this fee?

General Information

Event Name: Regular Picnic
Facility: Calavera Hills: Picnic Area 1
Charge Description: Inflatable Party Jump Fee
G/L Account: Calavera Hills Room & Field Rentals
Default Fee: 20.00
Holiday Rates:
Unit of Measure: Each
Default Quantity: 1.00

Charge Options

Charge once per permit? Charge is a deposit?
 Discountable? Exclude from Payment Plans?
 Extra Booking Fees?
 Taxable by tax 1? Taxable by tax 5?
 Taxable by tax 2? Taxable by tax 6?
 Taxable by tax 3? Taxable by tax 7?
 Taxable by tax 4? Taxable by tax 8?

Date/Time for Extra Resource

Use Reservation Date/Time?

Check the box to include this fee

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Receipt #1 x + Pending Receipt #2 » Change Reservation Fee

Change Reservation Fee

Help

TRAINER

General Information

Event Name: Regular Picnic
Facility: Calavera Hills: Picnic Area 1
Charge Description: Inflatable Party Jump Fee
G/L Account: Calavera Hills Room & Field Rentals
Default Fee: 20.00
Holiday Rates:
Unit of Measure: Each
Default Quantity: 1.00

Include this fee?

Charge Options

Date/Time for Extra Resource

Use Reservation Date/Time?

Submit



Tip:

Select Submit

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Receipt #1 x + Pending Receipt #2 » Reservation Fees

Fees for Regular Picnic

Charge Description Candidate	Qty	Unit Charge	Charge	Tax	Disc	Total	Payment
Class 1 Insur 1-100 People ALCOHOL Calavera Hills: Picnic Area 1	1.00	164.21 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Class 1 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1	1.00	94.41 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Class 2 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1	1.00	138.69 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Class 2 Insur 1-150 People ALCOHOL Calavera Hills: Picnic Area 1	1.00	275.74 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Class 3 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1	1.00	220.28 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Class 3 Insur 1-150 People ALCOHOL Calavera Hills: Picnic Area 1	1.00	363.21 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Individual Private Party Fee Calavera Hills: Picnic Area 1	3.00	41.00 / hr	123.00	0	0	123.00	<input type="text"/> 0 <input type="button" value="x"/>
Inflatable Party Jump Fee Calavera Hills: Picnic Area 1	1.00	20.00 ea	20.00	0	0	20.00	<input type="text"/> 0 <input type="button" value="x"/>
Insurance Policy Processing Fee Calavera Hills: Picnic Area 1	1.00	50.00 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Rental Change Fee Calavera Hills: Picnic Area 1	1.00	10.00 ea	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Security Guards: 1 Guard Calavera Hills: Picnic Area 1	3.00	23.00 / hr	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
Staffing: 1 Staff Calavera Hills: Picnic Area 1	3.00	18.00 / hr	0	0	0	0	<input type="text"/> 0 <input type="button" value="x"/>
			Totals			143.00	<input type="text"/> 0 <input type="button" value="x"/>

Add a New Charge? Clear All Charges? Reload All Charges?

Tip:

Verify the fees, then collapse the field

Tip:

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Receipt #1 x [+] Pending Receipt #2 » Reservation Fees

Fees for Regular Picnic

Initial Payment

Custom Payment
[Collect deposit now?](#)
[Collect everything now?](#)
[Collect nothing now?](#)

Initial Payment 0

Payment Plan for Balance

Balance \$143.00
Select a Payment Plan Custom

Change Default Payer

You can choose another customer or organization as the owner of the payment plan.

Payer Customer Organization
Justin A. Goulet [Remove](#)
[Remove](#)

Payment Schedule

Amount 143.00
Billing Starts
Frequency
First Payment Sep 21, 2016 [Edit](#)
Number of Payments 1
Average Payment 143.00

143.00 on Sep 21, 2016

To customize a payment, select the payment then click [here](#)
Date
Amount [Modify Payment](#)



Select Collect Everything Now

Tip:

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Receipt #1 x [+] Pending Receipt #2 » Reservation Fees

▶ Fees for Regular Picnic

▼ Initial Payment

Custom Payment
[Collect deposit now?](#)
[Collect everything now?](#)
[Collect nothing now?](#)

Initial Payment

▼ Payment Plan for Balance

Balance \$0.00 

Select a Payment Plan

▼ Change Default Payer

You can choose another customer or organization as the owner of the payment plan.

Payer Customer  

Organization 

▼ Payment Schedule

Amount
Billing Starts
Frequency
First Payment 
Number of Payments
Average Payment

To customize a payment, select the payment then click [here](#)

Date
Amount 

Since you are collecting everything now,
Collapse the Payment Plan field

Tip:

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Receipt #1 × [+] Pending Receipt #2 » Reservation Fees

▶ Fees for Regular Picnic

▶ Initial Payment

▶ Payment Plan for Balance

▶ Notes

▼ Disclaimers

<input type="checkbox"/> Cabana	<input type="checkbox"/> Calavera & Stagecoach Gym
<input type="checkbox"/> Field Use	<input type="checkbox"/> Harold E. Smerdu Comm Garden
<input type="checkbox"/> Leo Carrillo Ranch	<input type="checkbox"/> Magee Park
<input type="checkbox"/> Senior Center	<input type="checkbox"/> Synthetic Fields

▼ Select Checklist Items

Include in Permit	Agree to Waiver	Required	Description	Attachment
<input type="checkbox"/>	<input type="checkbox"/>	Yes	Refund Policy	Refund Policy
<input type="checkbox"/>	<input type="checkbox"/>	Yes	Facility Use Waiver	--

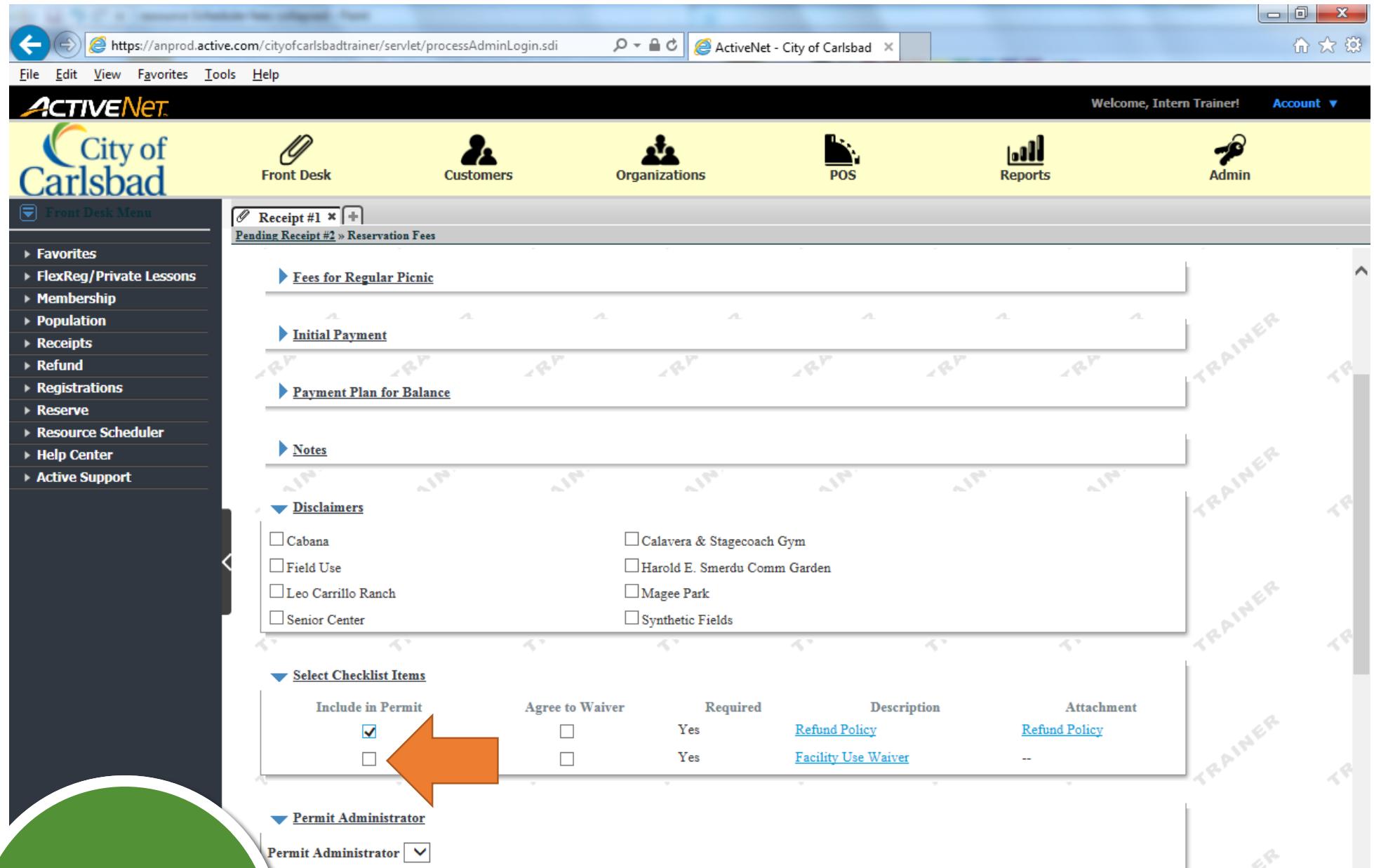
▼ Permit Administrator

Permit Administrator ▾

Questions (* - required field)



Include the Refund Policy



Tip:

Include the Facility Use Waiver

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Fees for Regular Picnic

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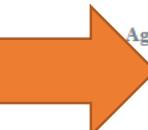
<input type="checkbox"/> Cabana	<input type="checkbox"/> Calavera & Stagecoach Gym
<input type="checkbox"/> Field Use	<input type="checkbox"/> Harold E. Smerdu Comm Garden
<input type="checkbox"/> Leo Carrillo Ranch	<input type="checkbox"/> Magee Park
<input type="checkbox"/> Senior Center	<input type="checkbox"/> Synthetic Fields

Select Checklist Items

Include in Permit	Agree to Waiver	Required	Description	Attachment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	Refund Policy	Refund Policy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	Facility Use Waiver	--

Permit Administrator

Questions (* - required field)



Tip:

Advise and Confirm the Refund Policy

Tip:

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Receipt #1 x [+] Pending Receipt #2 » Reservation Fees

▶ Fees for Regular Picnic

▶ Initial Payment

▶ Payment Plan for Balance

▶ Notes

▼ Disclaimers

<input type="checkbox"/> Cabana	<input type="checkbox"/> Calavera & Stagecoach Gym
<input type="checkbox"/> Field Use	<input type="checkbox"/> Harold E. Smerdu Comm Garden
<input type="checkbox"/> Leo Carrillo Ranch	<input type="checkbox"/> Magee Park
<input type="checkbox"/> Senior Center	<input type="checkbox"/> Synthetic Fields

▼ Select Checklist Items

Include in Permit	Agree to Waiver	Required	Description	Attachment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Refund Policy	Refund Policy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	Facility Use Waiver	--

▼ Permit Administrator

Permit Administrator ▾

Questions (* - required field)



Advise and Confirm the Facility Use Waiver

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Receipt #1 x [+] Pending Receipt #2 » Reservation Fees

Fees for Regular Picnic

Initial Payment

Payment Plan for Balance

Notes

Disclaimers

<input type="checkbox"/> Cabana	<input type="checkbox"/> Calavera & Stagecoach Gym
<input type="checkbox"/> Field Use	<input type="checkbox"/> Harold E. Smerdu Comm Garden
<input type="checkbox"/> Leo Carrillo Ranch	<input type="checkbox"/> Magee Park
<input type="checkbox"/> Senior Center	<input type="checkbox"/> Synthetic Fields

Select Checklist Items

Include in Permit	Agree to Waiver	Required	Description	Attachment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Refund Policy	Refund Policy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Facility Use Waiver	--

Permit Administrator

Questions (* - required field)



Tip:

Collapse the Checklist Items field

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Receipt #1 x + Pending Receipt #2 » Reservation Fees

Permit Administrator

Questions (* - required field)

Is there going to be alcohol?* No

Will you be having any amplified sound system at your celebration/event?* No

Will you need electrical hook-up?* No

Will additional fencing be brought in for your event?* No

Will food/non-alcoholic beverages be served by an outside caterer/vendor?* No

Will you be using a generator?* No

Will any "inflatable party jumps" (also known as jump houses, bouncy houses) be at your event?* Yes

I understand inflatables must be provided by a city approved vendor.* I Understand

Is this celebration/event for a minor?* No
Under the age of 21

Are you a Not-For-Profit Organization?* No
Have a 501(c)3

Will your event have Tiki torches, contained flames, special lighting, propane tanks or open flames?* No



Tip:

*Confer with the client regarding every question.
When complete, minimize the field*

Tip:

Submit the permit

The screenshot shows a software interface for managing reservations. At the top, there's a navigation bar with icons for Front Desk, Customers, Organizations, POS, Reports, and Admin. Below the navigation bar, a header displays "Receipt #1 x [+] Ending Receipt #2 » Reservation Fees". On the left, a sidebar lists various administrative categories like FlexPass Points, Membership, Population, Receipts, Refund, Registrations, Reserve, Resource Scheduler, Help Center, and Active Support. The main content area is titled "Reservation Fees" and includes a step-by-step guide: 1. Find Reservation Candidates, 2. Reservation Dates, 3. Confirm Candidate Resources, 4. Customer Search, 5. Select Customer/Company, and 6. Reservation Fees. The "Selected Candidates" dropdown is set to "Calavera Hills: Picnic Area 1" with a "Change Selected Candidates" link. The "Organization" field shows "--" with a "Find a different organization" link. The "Customer" field shows "Justin A. Goulet" with the address "1462 Countryview Lane, Vista, CA 92081" and links to "Find a different customer" and "Edit". The "Customer Type" is listed as "Individual" and the "Schedule Type" as "Reservation: Billable". Below this, a vertical list of steps is shown in boxes, each preceded by a blue triangle icon: "Fees for Regular Picnic", "Initial Payment", "Payment Plan for Balance", "Notes", "Disclaimers", "Select Checklist Items", "Permit Administrator", and "Questions (* - required field)". A large orange arrow points from the bottom left towards the "Submit" button, which is highlighted in blue. At the very bottom, it says "Step 6 of 6".

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Welcome, Intern Trainer! Account ▾

ACTIVENet.

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

▶ Favorites
▶ FlexReg/Private Lessons
▶ Membership
▶ Population
▶ Receipts
▶ Refund
▶ Registrations
▶ Reserve
▶ Resource Scheduler
▶ Help Center
▶ Active Support

Front Desk x + Pending Receipt for Justin A. Goulet

Pending Receipt for Justin A. Goulet Help

Receipt Actions

▶ Registration
Enroll
Enroll from Waiting List
Transfer

▶ Reserve
Reserve Facility
Schedule Reservations
Refund Payments

▶ POS
Sell

▶ Refund/Withdraw
Refund/Withdraw Transaction

▶ Membership
Renew Membership
Sell Membership

▶ Account Actions
Refund from Account
Pay on Account

▶ Donation
Make Donation

Pay Finish Cancel

Transactions

Action	Description	Customer	Fee	Amount
Reservation Remove Resource Scheduler	Regular Picnic	Justin A. Goulet	\$143.00	\$143.00
		Totals	\$143.00	\$143.00

Tip:

Select Pay

Tip: Select the current potential customer

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

City of Carlsbad

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment Help

Find Customer for Payer

Potential Customers: Justin A. Goulet 

First Name
Middle Name
Last Name Sounds like
Family Name
Address
City, State, Zip Code

Email Address
Phone
Cell Phone
Retired Exclude Retired
Entered On or After 

Add Family Member: Justin A. Goulet (Based on Customer)

Scan Card
Membership Pass Number

Find Organization 



Tip:

Select the current potential customer

Tip:

ACTIVENet - City of Carlsbad

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

City of Carlsbad

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment Help

▶ Find Customer for Payer (Selected: Justin A. Goulet)

▶ Find Organization

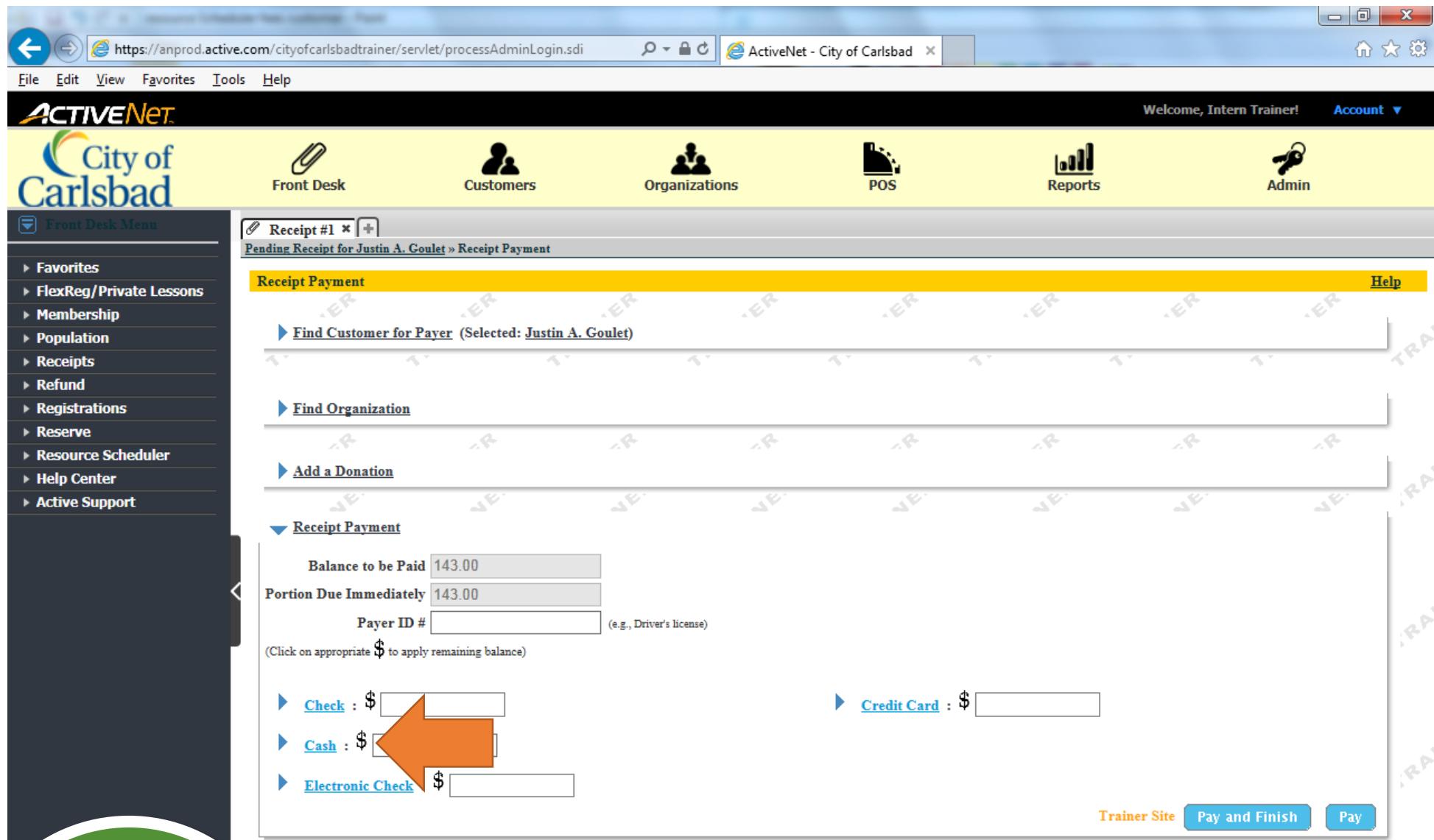
▶ Add a Donation

▼ Receipt Payment

Balance to be Paid 143.00
Portion Due Immediately 143.00
Payer ID #
(Click on appropriate \$ to apply remaining balance)

▶ Check : \$
▶ Cash : \$ 
▶ Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel



Click the \$ on the cash field to auto-apply the balance towards cash payment

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Welcome, Intern Trainer! Account

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

▶ Favorites
▶ FlexReg/Private Lessons
▶ Membership
▶ Population
▶ Receipts
▶ Refund
▶ Registrations
▶ Reserve
▶ Resource Scheduler
▶ Help Center
▶ Active Support

Receipt #1 × +
Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment Help

▶ Find Customer for Payer (Selected: Justin A. Goulet)

▶ Find Organization

▶ Add a Donation

▼ Receipt Payment

Balance to be Paid
Portion Due Immediately
Payer ID #
(e.g., Driver's license)
(Click on appropriate \$ to apply remaining balance)

▶ Check : \$
▶ Cash : \$ X
▶ Electronic Check : \$

▶ Credit Card : \$

Pay and Finish Pay Cancel

Tip:

Select Pay and Finish

Tip:

ACTIVENet - City of Carlsbad

File Edit View Favorites Tools Help

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

Receipt #1234630.002

Front Desk Home » Receipt #1234630.002

Trainer Site

Carlsbad Parks & Recreation
799 Pine Avenue
Suite 200
Carlsbad, CA 92008
Phone: (760) 434-2826
FAX: (760) 434-5088
Email: carlsbadconnect@carlsbadca.gov

Print Send Email New Receipt Back to Resource Scheduler

Receipt #1234630.002
Sep 21, 2016 3:14 PM

City of Carlsbad

Prepared By: Intern Trainer
Customer ID: 2902

JUSTIN A. GOULET
1462 COUNTRYVIEW LANE
VISTA, CA 92081

Home phone: --, Work phone: (760) 602-4680

Payment Summary

Cash:	\$143.00
Total Received:	\$143.00
Total Payments:	\$143.00

Transactions

Customer	Description	Item	Unit	Qty	Fee	Charge
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 2902	Created Permits #9002311 Action: Permit Permit # 9002311					
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 2902	Regular Picnic #9002311 Action: Paid on Account Balance ¹ Location: Calavera Hills: Picnic Area 1 at Calavera Hills Cnty Ctr & Park Permit # 9002311					

Send the client an email confirmation



Email Receipt Confirmation

[Help](#)

Recipients

# 1	carlsbadconnect@carlsbadca.gov	x
# 2		
# 3		
# 4		
# 5		
# 6		
# 7		
# 8		
# 9		
# 10		



Tip:

Confirm the email before sending

Tip:

ACTIVENet - City of Carlsbad

File Edit View Favorites Tools Help

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1234630.002 x +

Front Desk Home » Receipt #1234630.002

Trainer Site

Carlsbad Parks & Recreation
799 Pine Avenue
Suite 200
Carlsbad, CA 92008
Phone: (760) 434-2826
FAX: (760) 434-5088
Email: carlsbadconnect@carlsbadca.gov

Print Send Email New Receipt Back to Resource Scheduler

Receipt #1234630.002
Sep 21, 2016 3:14 PM

City of Carlsbad

Prepared By: Intern Trainer
Customer ID: 2902

JUSTIN A. GOULET
1462 COUNTRYVIEW LANE
VISTA, CA 92081

Home phone: --, Work phone: (760) 602-4680

Payment Summary

Cash:	\$143.00
Total Received:	\$143.00
Total Payments:	\$143.00

Transactions

Customer	Description	Item	Unit	Qty	Fee	Charge
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 2902	Created Permits #9002311 Action: Permit Permit # 9002311					
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov	Regular Balance 9002311 Action: Balance Location: Calavera Hills: Picnic Area 1 at Calavera Hills Cnty Ctr & Park Permit # 9002311					
		Individual	Per Hour			\$123.00
		Private Party				
		Fee				

A large orange arrow points upwards from the text "Permit # [9002311](#)" in the Transactions table towards the "Permit # [9002311](#)" link in the "Action: [Permit](#)" row.

Click the **Permit Number**,
in the form of a hyperlink, to view the permit

Tip:

ACTIVENet

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Front Desk x [+] Front Desk Home » Receipt #1234630.002 » Permit: Regular Picnic #9002311

Permit Functions for #9002311

General Information

Event Name Regular Picnic #9002311
Event Type Picnics
Event Date(s) 1 booking Sep 18, 2016 [Details](#)
Permit Date Sep 21, 2016 3:14 PM
Permit Status Tentative
Expiration Date Oct 5, 2016
Site Carlsbad Parks & Recreation
Taken by Trainer Intern
Customer [Justin A. Goulet \(#2902\)](#)
Customer Type Individual

Financial - Balance: \$0

Functions

▶ Reservation Details

- [Change Place / Date / Time](#)
- [Change Customer / Organization /](#)
- [Permit Administrator](#)
- [Custom Question Answers](#)
- [Change the Notes / Disclaimers](#)
- [Resource Scheduler](#)

▶ Permit Status

- [Change Status / Checklist / Stages](#)
- [Cancel Permit](#)
- [Complete Permit](#)

▶ Financial Detail

- [Review / Modify Charges](#)
- [Make a Payment](#)
- [Modify Payment Plan](#)
- [Claim Deposit](#)
- [Refund Charges](#)
- [Refund Deposit](#)

▶ Audit / Review

- [Show Ledger](#)
- [Show Permit](#)
- [Permit Charges Summary](#)
- [Change Log](#)

To approve the permit, we need to **Change Status**

Tip:

ACTIVENet

Welcome, Intern Trainer! Account ▾

File Edit View Favorites Tools Help

Front Desk Customers Organizations POS Reports Admin

Front Desk Menu

▶ Favorites
▶ FlexReg/Private Lessons
▶ Membership
▶ Population
▶ Receipts
▶ Refund
▶ Registrations **▶ Reserve**
▶ Resource Scheduler
▶ Help Center
▶ Active Support

Front Desk x +
Front Desk Home » Receipt #1234630.002 » Permit: Regular Picnic #9002311 » Change Permit Status

Help

Change Permit Status

General Information

Permit Status

<input type="radio"/> Approved	<input type="radio"/> Denied
<input checked="" type="radio"/> Tentative	<input type="radio"/> Stage Denied
<input type="radio"/> Issued	<input type="radio"/> Cancelled
<input type="radio"/> Waiting Decision	<input type="radio"/> Completed
<input type="radio"/> On Hold	

Save

Permit Expiration Date

Expiration Date Oct 5, 2016

Checklist Items

Checked Description	Due	Completed
<input checked="" type="checkbox"/> Facility Use Waiver	Sep 18, 2016	Sep 21, 2016
<input checked="" type="checkbox"/> Refund Policy	Sep 15, 2016	Sep 21, 2016

Back

Select the **Approved** radio button

Tip:

Save the changes

The screenshot shows a web browser window for ActiveNet - City of Carlsbad. The URL is https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi. The page title is "ActiveNet - City of Carlsbad". The top menu includes File, Edit, View, Favorites, Tools, and Help. The header features the ACTIVENet logo and "Welcome, Intern Trainer!". The navigation bar includes links for Front Desk, Customers, Organizations, POS, Reports, and Admin.

The main content area is titled "Change Permit Status". It displays a "General Information" section with a "Permit Status" dropdown. The "Approved" option is selected. Other options include Denied, Tentative, Stage Denied, Issued, Cancelled, Waiting Decision, and On Hold. A "Save" button is located at the bottom of this section. Below it is a "Permit Expiration Date" section with a field set to "Oct 5, 2016". The bottom section is titled "Checklist Items" and lists two items: "Facility Use Waiver" and "Refund Policy", both of which are checked. The "Completed" dates for these items are "Sep 18, 2016" and "Sep 15, 2016" respectively, while the "Due" dates are "Sep 21, 2016". A "Back" button is at the bottom of the checklist section.

Save the changes

Tip:

Show the permit

The screenshot shows the ActiveNet - City of Carlsbad software interface. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and Account. The main header features the ACTIVENet logo, the City of Carlsbad logo, and a welcome message for 'Intern Trainer'. Below the header are five main menu icons: Front Desk, Customers, Organizations, POS, and Reports. A key icon labeled 'Admin' is also present.

The main content area displays a 'Front Desk' window for a permit application. The title bar says 'Front Desk x [+] Front Desk Home » Receipt #1234630.002 » Permit: Regular Picnic #7692'. The window contains a yellow header bar with 'Permit Functions for #7692' and a 'Help' link. Below this is a section titled 'General Information' which lists details about the event: Event Name (Regular Picnic #7692), Event Type (Picnics), Event Date(s) (1 booking Sep 18, 2016), Permit Date (Sep 21, 2016 3:16 PM), Permit Status (Approved), Site (Carlsbad Parks & Recreation), Taken by (Trainer Intern), Customer (Justin A. Goulet (#2902)), and Customer Type (Individual).

Below the general information is a section titled 'Financial - Balance: \$0'. This section includes a 'Functions' dropdown menu with several options:

- Reservation Details**: Change Place / Date / Time, Change Customer / Organization /, Permit Administrator, Custom Question Answers, Change the Notes / Disclaimers, Resource Scheduler.
- Permit Status**: Change Status / Checklist / Stages, Cancel Permit, Complete Permit.
- Financial Detail**: Review / Modify Charges, Make a Payment, Modify Payment Plan, Claim Deposit, Refund Charges, Refund Deposit.
- Audit / Review**: Show Ledger, Show Permit, Permit Charges Summary, Change Log.

An orange arrow points to the 'Change Log' link under the Audit / Review section.



Permit Contract

Help

Carlsbad Parks & Recreation
799 Pine Avenue
Suite 200
Carlsbad, CA 92008
Phone: (760) 434-2826
FAX: (760) 434-5088
Email: carlsbadconnect@carlsbadca.gov

Print

Send Email



Justin A. Goulet
1462 Countyview Lane
Vista, CA 92081
Email: carlsbadconnect@carlsbadca.gov

Permit #7692, Approved
Sep 21, 2016 3:16 PM



Customer Type: Individual
Prepared By: Intern Trainer
Permit Administrator:

Customer ID: 2902
Work: (760) 602-4680

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$143.00	\$0	\$0	\$143.00	\$0	\$0	(\$143.00)	\$0	\$0

▼ RESERVATIONS

Event	Resource	Center	Notes			
Regular Picnic #7692 Type: Picnics Attend/Qty: 15	Calavera Hills: Picnic Area 1	Calavera Hills Community Center & Park 2997 Glasgow Drive Carlsbad, CA 92010 (760) 602-4680	--			
Day	Days Requested	Date	Event Begins	Duration	Event Ends	Notes
Sunday	Sep 18, 2016	11:00 AM	3 hours	Sep 18, 2016 at 2:00 PM		--
Summary						Notes
Total Number of Dates: 1						--
Total Time: 3 hours						--

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Regular Picnic #7692 Calavera Hills: Picnic Area 1		\$41.00	3.00	--	\$123.00
Regular Picnic #7692 Calavera Hills: Picnic Area 1		\$20.00	1.00	--	\$20.00

Tip:

Send the confirmed permit to the client

https://anprod.active.com/?permit_id=8110&alternate_permit_label=&popup_window=yes - Email Perm - Internet Explorer

Email Permit Contract [Help](#)

Email Details

Multiple email address separated by commas.

Recipients

Email Subject

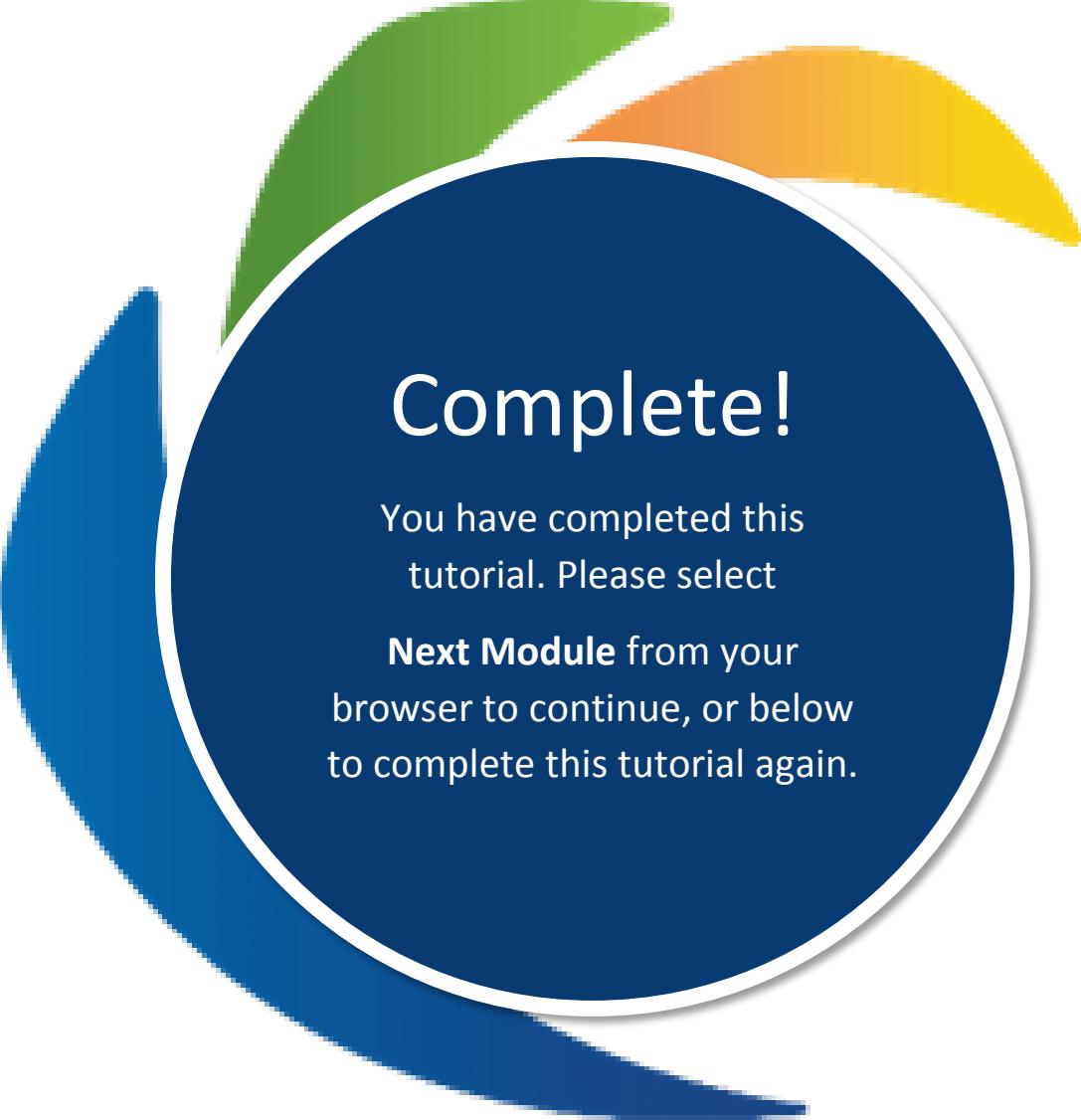
Email Text

Send Email **Cancel**



Tip:

Confirm the email before sending



Complete!

You have completed this tutorial. Please select **Next Module** from your browser to continue, or below to complete this tutorial again.

[Restart](#)