



ACTIVENet™



Welcome, Justin Goulet!

Account ▾

## Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
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- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

## Front Desk × +

Pending Receipt #1

## Pending Receipt #1

Help

## ▼ Receipt Actions

## ▶ Registration

- [Enroll](#)
- [Enroll from Waiting List](#)
- [Modify Enrollment](#)
- [Transfer](#)

## ▶ POS

- [Sell](#)

## ▶ Equipment Loans

- [Loan / Return](#)

## ▶ Reserve

- [Quick Reserve](#)
- [Reserve Facility](#)
- [Reserve Equipment](#)
- [Reserve Instructor](#)
- [Schedule Reservations](#)
- [Reserve Locker](#)
- [Refund Payments](#)

## ▶ Donation

- [Make Donation](#)

## ▶ Gift Cards

- [Sell Gift Card](#)
- [Inquire about Gift Cards](#)

## ▶ Refund/Withdraw

- [Refund/Withdraw Transaction](#)

## ▶ Membership

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- [Sell Membership](#)
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## ▶ Account Actions

- [Refund from Account](#)
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## ▶ FlexReg/Private Lessons

- [Enroll/Modify enrollment](#)
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Trainer Site

Pay

Finish

Cancel

Tip:

Open **Resource Scheduler** from the side menu

# Error!

Please Follow the On-Screen  
Instructions to Continue

[Go Back](#)

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ActiveNet - City of Carlsbad

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Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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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: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Site: Carlsbad Parks & Recreation  
 Facilities  Equipment  Instructors  
Advanced Criteria Filters... Reset

Bookable Items

Name
Calavera Hills: Meeting Room (CH:AR)
Calavera Hills: Meeting Room (CH:MR)
Calavera Hills: Meeting Room 1 (CH:MR1)
Calavera Hills: Meeting Room 2 (CH:MR2)
Calavera Hills: Open Space (CH:OS)
Calavera Hills: Picnic Area 1 (CH:P1)

All Clear All Save As Quick View Chooser



We are going to reserve Calavera Picnic Area #1 on July 20th, 2016

Tip:

Select Advance Criteria Filters

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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: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Bookable Resources Search

Advanced Criteria Reset

Common Facility Equipment Instructor

Facilities  Event  Instructors

Site(s) Any Site Carlsbad Parks & Recreation Internet Site - City of Carlsbad

Geographic Area(s) Any Area

Search Now Cancel



Tip: Select Facility

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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: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Bookable Resources Search

Advanced Criteria Reset

Common Facility Equipment Instructor

Name / Keyword:

Center(s): Any Location  
All  
Alga Norte Community 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



Tip: In the **Centers** scroller, locate **Calavera Hills**

Tip:

In the **Centers** scroller, locate **Calavera Hills**

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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 Park  
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Bookable Resources Search

Advanced Criteria Reset Common Facility Equipment Instructor

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



Tip:

Select **Calavera Hills** from the list

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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: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Bookable Resources Search

Advanced Criteria Reset

Common Facility Equipment Instructor

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

The screenshot shows the ActiveNet software interface for the City of Carlsbad. On the left, there's a sidebar with various menu items like Favorites, Campaign, and Resource Scheduler. The main area is titled 'Resource Scheduler' and shows a 'Bookable Resources Selection Criteria' section with filters for Site, Resource Type, Facility Center, and Facility Type. A large search dialog box is open, showing search criteria for 'Name / Keyword', 'Center(s)', 'Facility Type(s)', 'Amenities', 'Minimum Capacity', and 'Maximum Capacity'. A red arrow points to the 'Facility Type(s)' dropdown menu. A green circle with the word 'Tip:' is overlaid on the bottom left.

Tip:

Locate **Picnic Areas** from the **Facility Type** view

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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 & Park  
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Bookable Resources Search

Advanced Criteria Reset

Common Facility Equipment Instructor

Name / Keyword:

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

Facility Type(s): Outdoor Spaces  
Picnic Areas  
Pools

Amenities: Unavailable  
Access to horseshoe Pits  
Access to Benette

Minimum Capacity: 0 persons

Maximum Capacity: 0 persons

Search Now Cancel

Tip: Select Picnic Areas

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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: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

Bookable Resources Search

Advanced Criteria Reset Common Facility Equipment Instructor

Name / Keyword:

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

Facility Type(s): Outdoor Spaces  
Picnic Areas  
Pools

Amenities: Unspecified  
Access to Horseshoe Pits  
Access to Kitchenette

Minimum Capacity: 0 persons

Maximum Capacity: 0 persons

Search Now Cancel

Tip:

Click to Search Now

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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

Facilities  Equipment  Instructors

Advanced Criteria Filters... Reset

Bookable Items

Name
<a href="#">Calavera Hills: Picnic Area 1 (CH:P1)</a>
<a href="#">Calavera Hills: Picnic Area 2 (CH:P2)</a>

Select All Clear All Save As Quick View

Tip:



You can save particular locations into views for future ease of use

View Tutorial



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

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Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

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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

Bookable Items

Date Chooser

Previous Year Previous Month

Jun 2016

S	M	T	W	T	F	S
				1	2	3
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		

Jul 2016

S	M	T	W	T	F	S
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						

Aug 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				

Layout Properties

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

6/28/16



Tip:

Select **July 20** from the calendar view.

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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 Facilities Equipment Instructors Advanced Criteria Filters... Reset

Bookable Items Name

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

Select All Clear All Save As Quick View

Date Chooser Previous Year Previous Month

Layout Properties

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

6/26/16

Reservation Time

To reserve a time, place your mouse at the corresponding start time of the request and drag until the end time of the request. A yellow box will appear with the selected times.

Tip:

Since we cannot click and drag in this tutorial, please just click the reservation slot.

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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

Bookable Items

Date Chooser Previous Year

Event Name:

Event Notes:

Event Attendance:  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: 07/12/2016

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: Pi...	Calavera Hills Co...		Wed	07/20/2016	12 : 00 PM	02 : 00 PM	2 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel



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Tip:

Enter an *Event Name*

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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

Bookable Items

Date Chooser Previous Year

Event Name: Social Gathering

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:  Request Expiration Date: 07/12/2016

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: Pi...	Calavera Hills Co...		Wed	07/20/2016	12 : 00 PM	02 : 00 PM	2 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel



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Tip:

Enter an **Attendance** value

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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

Bookable Items

Date Chooser Previous Year

Calavera Hills: Picnic Area 1

8AM 9AM

Create New Reservation

Event Name: Social Gathering

Event Notes:

Event Attendance: 15  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: 07/12/2016

Override Minimum Advanced Reservation Setting?

Override Maximum Advanced Reservation Setting?

Reservation Candidates and Date/Times Requested

Name	Center	Qty	Day	Date	Reserved Start	Reserved End	Duration	Event Type
CH:P1 Calavera Hills: Pi...	Calavera Hills Co...	15	Wed	07/20/2016	12 : 00 PM	02 : 00 PM	2 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel



Tip: Change the **Event Type** to **Picnic**

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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

Bookable Items

Date Chooser Previous Year

Event Name: Social Gathering

Event Notes:

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

Event Type:

Prep Code: Maintenance Booking Meetings Personal Touch Rental Picnics Special Events

Setup:  hrs  mins Cleanup:  hrs  mins

Schedule Type:  Non-exclusive Use?

Scope: Request Expiration Date: 07/12/2016

Advanced Reservation Setting?

Reservation Candidates Times Requested

Name	Calavera Hills Co...	Qty	Day	Date	Reserved Start	Reserved End	Duration	Event Type
<input checked="" type="checkbox"/> CH:P1 Calavera Hills: Pi...	Calavera Hills Co...	15	Wed	07/20/2016	12 : 00 PM	02 : 00 PM	2 hrs	<input type="button" value="▼"/>

Reserve Selected Cancel



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Help

Tip:

Select **Picnics** from the drop-down menu

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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

Bookable Items

Date Chooser Previous Year

Calavera Hills: Picnic Area 1

8AM 9AM

Create New Reservation

Event Name: Social Gathering

Event Notes:

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

Event Type: Picnics

Prep Code: Setup: hrs mins Cleanup: hrs mins

Schedule Type: Reservation: Billable  Non-exclusive Use?

Scope: Tentative Request Expiration Date: 07/12/2016

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: Pi...	Calavera Hills Co...	15	Wed	07/20/2016	12 : 00 PM	02 : 00 PM	2 hrs	Picnics

Reserve Selected Cancel



Tip:

Select **Reserve Selected**

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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

Bookable Items

Date Chooser Previous Year Previous Month

S	M	T	W	T	F	S
				1	2	3
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	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Layout Properties

Calavera Hills: Picnic Area 1

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

7/20/16 PENDING RESERVATION FOR Social Gathering  
Unspecified  
Qty: 15  
Picnics  
Reservation: Billable

Pending Receipt #2 Reservations

Social Gathering

Book It Now

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

Edit Event... Cancel Event

Facility: Calavera Hills: Picnic Area 1  
Date: Wed 7/20/16  
Start Time: 12:00PM  
Out Time: 2:00PM  
Duration: 2 hrs

Repeat... Remove

Tip:

If the information is correct, **Book it Now**. Else, select **Edit Event...**

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Front Desk Menu

Favorites Campaign Equipment Loans Financial FlexReg/Private Lessons League Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #2 x

Front Desk Home > Resource Scheduler > 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

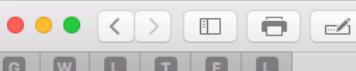
First Name  Middle Name  Sounds Like   
Last Name   
Family Name   
Address   
City, State, Zip Code     
Email Address   
Phone (  )   
Cell Phone (  )   
Retired  Exclude Retired   
Entered On or After    
 Search  Add New Customer

Scan Card   Submit  
Customer ID   Submit  
Pass Number   Submit



Tip:

Enter a client's **First Name**



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Receipt #2 x +

Front Desk Home » Resource Scheduler » 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](#) [Help](#)

**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

Scan Card    
Customer ID    
Pass Number



**Tip:**

Enter a client's **Last Name**

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Receipt #2 x

Front Desk Home » Resource Scheduler » 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:

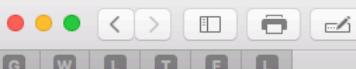
Search

Customer ID:  Submit  
Phone Number:  Submit



Tip:

Select Search



## Front Desk Menu

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Receipt #2

Front Desk Home » Resource Scheduler » Select Customer List

## Customer Search Results

Help

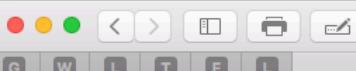
1. [Find Reservation Candidates](#)
2. [Reservation Dates](#)
3. [Confirm Candidate Resources](#)
4. **Customer Search**
5. [Select Customer/Company](#)
6. [Reservation Fees](#)

Name	Address	Phone	Email	Date of Birth	Customer Type	Retired?	Family
<a href="#">Justin A. Goulet</a>		H: -- W: (760) 602- 4680	carlsbadconnect@carlsbadca.gov	Jun 20, 1994	Individual	No	<a href="#">Goulet (#1324) : Adult / Guardian</a> <a href="#">Add Family Member</a> <a href="#">Change Customer Skills</a>

[Back](#) [Cancel](#)

Tip:

*Select the client's Name from the results*



ACTIVENet



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Receipt #2  

Front Desk Home » Resource Scheduler » Select Customer/Company

Help

## 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

Phone

Home:

Work: 7606024680

Authorized Agent for Companies

[Attach to a New Company](#)[Attach to an Existing Company](#)[Continue Reservation](#)[Back](#)[Cancel](#)

Step 5 of 6



Tip:

*If the information is correct, select **Continue Reservation**.*



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**Receipt #2 x +**

Front Desk Home > Resource Scheduler > Reservation Fees

**Reservation Fees**

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

**Selected Candidates** Calavera Hills: Picnic Area 1 [Change Selected Candidates](#)

**Organization** — [Find a different organization](#)

**Customer:** [Justin A. Goulet](#)  
1462 Countryview Lane  
Vista, CA 92081 [Find a different customer](#)

**Customer Type** Individual

**Schedule Type** Reservation: Billable

**Fees for Social Gathering**

Charge Description	Qty	Unit Charge	Charge	Tax	Disc	Total	Payment
<a href="#">Candidate</a>	1.00	164.21 ea	0	0	0	0	<input type="text"/>
<a href="#">Class 1 Insur 1-100 People ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	94.41 ea	0	0	0	0	<input type="text"/>
<a href="#">Class 1 Insur 1-100 People NO ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	138.69 ea	0	0	0	0	<input type="text"/>
<a href="#">Class 2 Insur 1-100 People NO ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	275.74 ea	0	0	0	0	<input type="text"/>
<a href="#">Class 3 Insur 1-150 People ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	220.28 ea	0	0	0	0	<input type="text"/>
<a href="#">Class 3 Insur 1-150 People NO ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	363.21 ea	0	0	0	0	<input type="text"/>
<a href="#">Individual Private Party Fee</a> Calavera Hills: Picnic Area 1	2.00	41.00 / hr	82.00	0	8.20	73.80	<input type="text"/>
<a href="#">Inflatable Party Jump Fee</a> Calavera Hills: Picnic Area 1	1.00	20.00 ea	0	0	0	0	<input type="text"/>
<a href="#">Insurance Processing Fee</a> Calavera Hills: Picnic Area 1	1.00	50.00 ea	0	0	0	0	<input type="text"/>
<a href="#">Petual Change</a> Calavera Hills: Picnic Area 1	1.00	10.00 ea	0	0	0	0	<input type="text"/>
<a href="#">Safety Guard</a> Calavera Hills: Picnic Area 1							

**Tip:**

Add an **Inflatable Party Jump Fee**

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Receipt #2 x +

Front Desk Home > Resource Scheduler > Change Reservation Fee

Change Reservation Fee

Help

General Information

Event Name: Social Gathering  
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

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?

Submit Delete

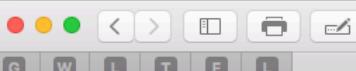
Please refer to your specialist for which G/L Account to use.

Party jumps are not discounted

Be sure that "Each" is selected, NOT Hour

Tip:

Check the box for **Include this Fee** to include this charge in the permit



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Receipt #2 +/-

Front Desk Home » Resource Scheduler » Change Reservation Fee

## Change Reservation Fee

Help

 Include this fee?

## General Information

Event Name Social Gathering

Facility Calavera Hills: Picnic Area 1

Charge Description Inflatable Party Jump Fee

G/L Account Calavera Hills Room &amp; 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?

Tip:

Select Submit



**Tip:**

Collect all due fees **NOW**

Collect Nothing Now

Select when you are collecting the funds.

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City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Receipt #2 x +

Front Desk Home > Resource Scheduler > Reservation Fees

Reservation Fees

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

Selected Candidates: Calavera Hills: Picnic Area 1 Change Selected Candidates

Organization: -- Find a different organization

Customer: Justin A. Goulet Find a different customer

Customer Type: Individual

Schedule Type: Reservation: Billable

**Fees for Social Gathering**

**Initial Payment**

Custom Payment:

Collect deposit now?  
Collect everything now?  
Collect nothing now?

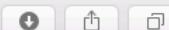
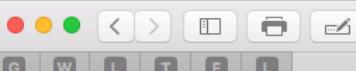
Initial Payment:  0

**Payment Plan for Balance**

**Notes**

**Disclaimers**

Select Checklist Items

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## Receipt #2

Front Desk Home » Resource Scheduler » Reservation Fees

Help

## Reservation Fees

1. [Find Reservation Candidates](#)
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3. [Confirm Candidate Resources](#)
4. [Customer Search](#)
5. [Select Customer/Company](#)
6. [Reservation Fees](#)

Selected Candidates Calavera Hills: Picnic Area 1

Organization --

[Change Selected Candidates](#)Customer: [Justin A. Goulet](#)[Find a different organization](#)[Find a different customer](#)

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

## ▶ Payment Plan for Balance

## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

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

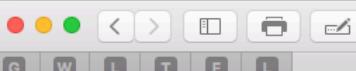
## ▶ Permit Admin

Questions (\* = required field)

Be sure to include both the **Refund Policy** and the **Facility Use Waiver** with all permits.

Tip:



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Receipt #2  

Front Desk Home » Resource Scheduler » Reservation Fees

Help

## Reservation Fees

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## Selected Candidates

Calavera Hills: Picnic Area 1

[Change Selected Candidates](#)

## Organization --

[Find a different organization](#)

Customer: Justin A. Goulet

[Find a different customer](#)

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

## ▶ Payment Plan for Balance

## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

Include in Permit



Agree to Waiver



Required

Yes

Description

[Refund Policy](#)

Attachment

[Refund Policy](#)

Yes

[Facility Use Waiver](#)

--

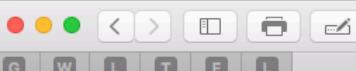
## ▶ Permit Address

Questions (\* = required field)



Tip:

Now include the **Facility Use Waiver**

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Receipt #2  

Front Desk Home » Resource Scheduler » Reservation Fees

Help

## Reservation Fees

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5. [Select Customer/Company](#)
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## Selected Candidates

Calavera Hills: Picnic Area 1

[Change Selected Candidates](#)

## Organization --

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

1462 Countryview Lane

Vista, CA 92081

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

## ▶ Payment Plan for Balance

## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

Include in Permit



Agree to Waiver



Required

Yes

Description

[Refund Policy](#)[Facility Use Waiver](#)Click Here  
to Read it!Attachment  
[Refund Policy](#)

--

## ▶ Permit Administrator

Questions (\* = required field)

Tip:

The client must agree to both as well. Please ensure they are completely aware of their contents before continuing.



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Receipt #2 x [+] [Front Desk Home](#) » [Resource Scheduler](#) » [Reservation Fees](#)

**Reservation Fees**

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

Selected Candidates Calavera Hills: Picnic Area 1 [Change Selected Candidates](#)

Organization -- [Find a different organization](#)

Customer: **Justin A. Goulet**  
1462 Countryview Lane  
Vista, CA 92081 [Find a different customer](#)

Customer Type Individual  
Schedule Type Reservation: Billable

► [Fees for Social Gathering](#)

► [Initial Payment](#)

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▼ [Select Checklist Items](#)

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

► [Permit Administrator](#)

Questions (\* = required field)



Tip:

Agree to the **Facility Use Waiver** as well.

# Tip:

*Although each question may not pertain to every individual, each one must be answered before moving forward.*

Receipt #2  

Desk Customers Organizations

Desk Home » Resource Scheduler » Reservation Fees

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

Will you be using a generator?\* Yes  

Additional permitting process and fees may be needed.\*  I Understand

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  

Will you be placing signs and/or banners around the area for advertising?\* No  

Please specify any special setup requests you may have:  
 Not all requests are approved.

Will your event require a stage?\* No  

Will your event require closing or modifying access of streets, sidewalks and/or parking lots?\* No  

Will your event have any tents or canopies?\* No  

Will you or any outside vendor be selling food or product?\* No    
Outside sales

Submit Back Cancel

Step 6 of 6

# Park & Recreation

## Refund Policy

### Program Registration

When a registrant requests a refund at least 10 city business days prior to the scheduled class/program, 50 percent of the registration fee will be refunded by check or credit card or a full credit\* will be applied to their CarlsbadConnect Account. Once a credit has been issued, it cannot be exchanged for a refund.

There are NO CASH REFUNDS. All check refunds will be mailed approximately 2 to 3 weeks after a request has been received.

\*Please note, all credits are good for 1 year from date of issue, and may be used for any Parks & Recreation Department program. After 1 year, any unused credits will be written off or a registrant may elect to donate them to the department's Opportunity Grants Program for a possible tax write off.

### Reservation

When an applicant requests a refund at least 30 calendar days prior to rental, 50 percent of the registration fee will be refunded by check or credit card or a full credit\* will be applied to their CarlsbadConnect Account. Once a credit has been issued, it cannot be exchanged for a refund.

Upon notice of cancellation, any financial obligations incurred by the City of Carlsbad to accommodate the applicant or event will be invoiced and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

No refunds or credits will be given for requests less than 30 days prior to the scheduled rental.

No refunds will be provided due to applicant cancelling an event because of inclement weather. Any refund/credit applied will follow the procedure outlined above.

**Leo Carrillo Ranch Historic Park–If an event is cancelled by the client with at least 90 days' notice, 50 percent of the rental holding fee will be refunded. If the event is cancelled by the applicant with less than 90 days' notice, the City of Carlsbad will retain the entire rental holding fee.**

There are NO CASH REFUNDS. All refunds will be mailed approximately 2 to 3 weeks after a request for refund has been received.

\*Please note, all credits are good for 1 year from date of issue, and may be used for any Parks & Recreation Department program. After 1 year, any unused credits will be written off or registrant may elect to donate it to the department's Opportunity Grants Program for a possible tax write off.

Continue

**Tip:**

*If you are continuing, you know the policy.*

ACTIVENet

Welcome, Justin Goulet! Account ▾

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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  - Availability - Items
  - Availability - Locker
  - Batch Complete Permits
  - Equipment Check-in/out
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Front Desk Home » Resource Scheduler » Reservation Fees

Reservation Fees Help

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

Selected Candidates Calavera Hills: Picnic Area 1 Change Selected Candidates

Organization -- Find a different organization

Customer: [Justin A. Goulet](#) Find a different customer  
1462 Countryview Lane  
Vista, CA 92081

Customer Type Individual

Schedule Type Reservation: Billable

► Fees for Social Gathering

▼ Initial Payment

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

Initial Payment

► Payment Plan for Balance

► Notes



Tip:

Click the arrow to minimize the section

ACTIVENet

Welcome, Justin Goulet! Account ▾

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Front Desk Home » Resource Scheduler » Reservation Fees

Reservation Fees Help

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

Selected Candidates Calavera Hills: Picnic Area 1 Change Selected Candidates

Organization -- Find a different organization

Customer: [Justin A. Goulet](#) Find a different customer  
1462 Countryview Lane  
Vista, CA 92081

Customer Type Individual

Schedule Type Reservation: Billable

► Fees for Social Gathering

▼ Initial Payment

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

Initial Payment 0.00

► Payment Plan for Balance

► Notes



Tip:

Click the arrow to minimize the section

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## Receipt #2

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Help

## Reservation Fees

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Selected Candidates Calavera Hills: Picnic Area 1

Organization --

[Change Selected Candidates](#)[Find a different organization](#)Customer: [Justin A. Goulet](#)[Find a different customer](#)

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

## ▶ Payment Plan for Balance

## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

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

## ▶ Permit Admin

Questions (\* = required field)

Be sure to include both the **Refund Policy** and the **Facility Use Waiver** with all permits.

Tip:



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Receipt #2 +/-

Front Desk Home » Resource Scheduler » Reservation Fees

Help

## Reservation Fees

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5. [Select Customer/Company](#)
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## Selected Candidates

Calavera Hills: Picnic Area 1

[Change Selected Candidates](#)

## Organization --

[Find a different organization](#)

Customer: Justin A. Goulet

[Find a different customer](#)

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

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## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

Include in Permit



Agree to Waiver



Required

Yes

Description

[Refund Policy](#)

Attachment

[Refund Policy](#)

Yes

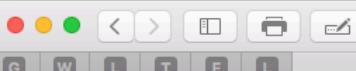
[Facility Use Waiver](#)

--

## ▶ Permit Address

## Questions (\* = required field)

[Ask a Question](#)[Ask a Question](#)



ACTIVENet



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## Receipt #2 x

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Help

## Reservation Fees

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## Selected Candidates

Calavera Hills: Picnic Area 1

[Change Selected Candidates](#)

## Organization --

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

1462 Countryview Lane

Vista, CA 92081

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

## ▶ Payment Plan for Balance

## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

Include in Permit



Agree to Waiver



Required

Yes

Description

[Refund Policy](#)[Facility Use Waiver](#)Click Here  
to Read it!Attachment  
[Refund Policy](#)

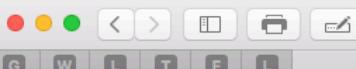
--

## ▶ Permit Administrator

Questions (\* = required field)

Tip:

The client must agree to both as well. Please ensure they are completely aware of their contents before continuing.

ACTIVENet<sup>®</sup>

## Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2  

Front Desk Home » Resource Scheduler » Reservation Fees

Help

## Reservation Fees

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

## Selected Candidates

Calavera Hills: Picnic Area 1

[Change Selected Candidates](#)

## Organization --

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

1462 Countryview Lane

Vista, CA 92081

Customer Type Individual

Schedule Type Reservation: Billable

## ▶ Fees for Social Gathering

## ▶ Initial Payment

## ▶ Payment Plan for Balance

## ▶ Notes

## ▶ Disclaimers

## ▼ Select Checklist Items

Include in Permit



Agree to Waiver



Required

Yes

Description

[Refund Policy](#)

Attachment

[Refund Policy](#)

Yes

[Facility Use Waiver](#)

--

## ▶ Permit Administrator

Questions (\* = required field)



Tip:

*Agree to the Facility Use Waiver as well.*

# Tip:

*Although each question may not pertain to every individual, each one must be answered before moving forward.*

Receipt #2  

Desk Customers Organizations

Desk Home » Resource Scheduler » Reservation Fees

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

Will you be using a generator?\* Yes  

Additional permitting process and fees may be needed.\*  I Understand

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  

Will you be placing signs and/or banners around the area for advertising?\* No  

Please specify any special setup requests you may have:  
 Not all requests are approved.

Will your event require a stage?\* No  

Will your event require closing or modifying access of streets, sidewalks and/or parking lots?\* No  

Will your event have any tents or canopies?\* No  

Will you or any outside vendor be selling food or product?\* No    
Outside sales

Submit Back Cancel

Step 6 of 6

# Park & Recreation

## Refund Policy

### Program Registration

When a registrant requests a refund at least 10 city business days prior to the scheduled class/program, 50 percent of the registration fee will be refunded by check or credit card or a full credit\* will be applied to their CarlsbadConnect Account. Once a credit has been issued, it cannot be exchanged for a refund.

There are NO CASH REFUNDS. All check refunds will be mailed approximately 2 to 3 weeks after a request has been received.

\*Please note, all credits are good for 1 year from date of issue, and may be used for any Parks & Recreation Department program. After 1 year, any unused credits will be written off or a registrant may elect to donate them to the department's Opportunity Grants Program for a possible tax write off.

### Reservation

When an applicant requests a refund at least 30 calendar days prior to rental, 50 percent of the registration fee will be refunded by check or credit card or a full credit\* will be applied to their CarlsbadConnect Account. Once a credit has been issued, it cannot be exchanged for a refund.

Upon notice of cancellation, any financial obligations incurred by the City of Carlsbad to accommodate the applicant or event will be invoiced and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

No refunds or credits will be given for requests less than 30 days prior to the scheduled rental.

No refunds will be provided due to applicant cancelling an event because of inclement weather. Any refund/credit applied will follow the procedure outlined above.

**Leo Carrillo Ranch Historic Park–If an event is cancelled by the client with at least 90 days' notice, 50 percent of the rental holding fee will be refunded. If the event is cancelled by the applicant with less than 90 days' notice, the City of Carlsbad will retain the entire rental holding fee.**

There are NO CASH REFUNDS. All refunds will be mailed approximately 2 to 3 weeks after a request for refund has been received.

\*Please note, all credits are good for 1 year from date of issue, and may be used for any Parks & Recreation Department program. After 1 year, any unused credits will be written off or registrant may elect to donate it to the department's Opportunity Grants Program for a possible tax write off.

Continue

**Tip:**

*If you are continuing, you know the policy.*

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Pending Receipt for Justin A. Goulet

Pending Receipt for Justin A. Goulet Help

Receipt Actions

- Registration
  - Enroll
  - Enroll from Waiting List
  - Modify Enrollment
  - Transfer
- POS
  - Sell
- Equipment Loans
  - Loan / Return
- Reserve
  - Quick Reserve
  - Reserve Facility
  - Reserve Equipment
  - Reserve Instructor
  - Schedule Reservations
  - Reserve Locker
  - Refund Payments
- Donation
  - Make Donation
- Gift Cards
  - Sell Gift Card
  - Inquire about Gift Cards
- Refund/Withdraw
  - Refund/Withdraw Transaction
- Membership
  - Renew Membership
  - Sell Membership
  - Transfer
- Account Actions
  - Refund from Account
  - Pay on Account
  - Adjust Balance
  - Transfer Balance
- FlexReg/Private Lessons
  - Enroll/Modify enrollment
  - Enroll from Waiting List

Trainer Site Pay Finish Cancel

Transactions

Action	Description	Customer	Amount
Reservation Remove Resource Scheduler	Social Gathering	Justin A. Goulet	\$93.80
		Totals	\$93.80
			\$93.80



Tip: Pay the amount

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Favorites Campaign Equipment Loans Financial FlexReg/Private Lessons League Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #2 x Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment

Find Customer for Payer

Potential Customers: Justin A. Goulet Select

First Name: [ ] Email Address: [ ]  
Middle Name: [ ] Phone ( [ ] ) [ ]  
Last Name: [ ] Sounds like: [ ] Cell Phone ( [ ] ) [ ]  
Family Name: [ ] Retired: Exclude Retired [ ]  
Address: [ ] Entered On or After: [ ]  
City, State, Zip Code: [ ] [ ] [ ]  
Search Add New Customer

Add Family Member: Justin A. Goulet Submit

Scan Card: [ ] Submit

Membership Pass Number: [ ] Submit



Tip:

Select the current customer as the payer

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Favorites Campaign Equipment Loans Financial FlexReg/Private Lessons League Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #2 x Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment

Find Customer for Payer

Potential Customers: Justin A. Goulet Select

First Name: [ ] Email Address: [ ]  
Middle Name: [ ] Phone ( [ ] ) [ ]  
Last Name: [ ] Sounds like: [ ] Cell Phone ( [ ] ) [ ]  
Family Name: [ ] Retired: Exclude Retired [ ]  
Address: [ ] Entered On or After: [ ]  
City, State, Zip Code: [ ] [ ] [ ]  
Search Add New Customer

Add Family Member: Justin A. Goulet Submit

Scan Card: [ ] Submit

Membership Pass Number: [ ] Submit



Tip:

Select the current customer as the payer

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Favorites Campaign Equipment Loans Financial FlexReg/Private Lessons League Membership Population Receipts Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #2 x + Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment

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

Find Organization

Add a Donation

Receipt Payment

Balance to be Paid 93.80

Portion Due Immediately 93.80

Payer ID # (e.g., Driver's license)

(Click on appropriate \$ to apply remaining balance)

Check : \$

Cash : \$

Electronic Check : \$

Trainer Site Pay and Finish Pay



Tip:

Click the \$ to auto-apply the balance

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

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

Receipt #2 x +  
Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment

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 : \$   
Number

Cash : \$

Electronic Check :

Credit Card : \$

Trainer Site Pay and Finish Pay



Tip:

Input the **Check Number**

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

- Favorites
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- Registrations
- Reserve
- Resource Scheduler
- Help Center
- Active Support

Receipt #2 x +  
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 : \$   
Number

Cash : \$

Electronic Check : \$

Credit Card : \$

 Trainer Site [Pay and Finish](#) [Pay](#)

Tip:

Select **Pay and Finish**

ACTIVENet

Welcome, Justin Goulet! Account ▾

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Receipt #1206977.002 +/-

Front Desk Home » Receipt #1206977.002

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](#)



JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

Receipt #1206977.002

Jun 29, 2016 3:48 PM



Prepared By: Justin Goulet  
Customer ID: 2902

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

▼ Payment Summary

Check:	\$93.80 Check # 123
Total Received:	\$93.80
	Total Payments: \$93.80

▼ Transactions

Customer  
Justin A. Goulet  
1462 Countryview Lane  
Vista, CA 92081  
Home phone: --  
Email:  
carlsbadconnect@carlsbadca.gov  
ID: 2902

Description  
Created Permits #9002173  
Action: [Permit](#)  
Permit # [9002173](#)

Item	Unit	Qty	Fee	Charge
Inflatable Party Jump Fee	Each			\$20.00

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Tip:

Email the client the receipt.

ACTIVENet. anprod.active.com Welcome, Justin Goulet! Account

City of Carlsbad Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Receipt #1206977.002 x +  
Front Desk Home » Receipt #1206977.002

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

Receipt #1206977.002 Jun 29, 2016 3:48 PM

City of Carlsbad  
Prepared By: Justin Goulet  
Customer ID: 2902

JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

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

Payment Summary  
Check: \$93.80 Check # 123  
Total Received: \$93.80 Total Payments: \$93.80

Transactions  
Customer: Justin A. Goulet  
Description: Created Permits #9002173  
Action: Permit  
Permit # 9002173  
Item: Inflatable Party Jump Fee  
Unit: Each  
Qty: 1  
Fee: \$20.00

Email Receipt Confirmation  
Recipients:  
# 1 carlsbadconnect@carlsbadca.gov  
# 2  
# 3  
# 4  
# 5  
# 6  
# 7  
# 8  
# 9  
# 10

Send Email Cancel

Tip:

Send the Email

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Receipt #1206977.002

Front Desk Home » Receipt #1206977.002

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

Receipt #1206977.002  
Jun 29, 2016 3:48 PM

City of Carlsbad

Prepared By: Justin Goulet  
Customer ID: 2902

JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

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

Payment Summary

Check: \$93.80 Check # 123

Total Received: \$93.80 Total Payments: \$93.80

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 #9002173 Action: Permit Permit # <a href="#">9002173</a>	Inflatable Party Jump Fee	Each			\$20.00

[Paid on Account Balance](#)

Calvera Hills: Picnic Area 1 at Calvera Hills Cnty Ctr &

Tip: View the Permit by clicking the Permit Number



ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk × +

Front Desk Home » Receipt #1206977.002 » Permit: Social Gathering #9002173

Permit Functions for #9002173 Help

▼ General Information

Event Name Social Gathering #9002173  
Event Type Picnics  
Event Date(s) 1 booking Jul 20, 2016 [Details](#)  
Permit Date Jun 29, 2016 3:48 PM  
Permit Status Tentative  
Expiration Date Jul 13, 2016  
Site [Carlsbad Parks & Recreation](#)  
Taken by Goulet Justin  
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](#)  
[Checklist Transactions](#)  
[Resource Scheduler](#)  
[Manage Attachments](#)

► 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](#)



Tip: Show the Permit

## 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](#)

## Permit#9002173, Pending approval

Jun 29, 2016 3:48 PM  
Expires Jul 13, 2016

Customer Type: Individual  
Prepared By: Justin Goulet  
Permit Administrator:

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

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

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$102.00	\$0	(\$8.20)	\$93.80	\$0	\$0	(\$93.80)	\$0	\$0

**▼ RESERVATIONS**

Event	Resource	Center	Notes
Social Gathering	Calavera Hills: Picnic Area 1	Calavera Hills Community Center & Park	--
Type: Picnics		2997 Glasgow Drive	
Attend/Qty: 15		Carlsbad, CA 92010	
		(760) 602-4680	
Days Requested	Event Begins	Duration	Event Ends
Day	Date		
Wednesday	Jul 20, 2016	12:00 PM	Jul 20, 2016 at 2:00 PM
Summary			Notes
Total Number of Dates: 1			--
Total Time: 2 hours			

**▼ CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
	Social Gathering #9002173	\$41.00	2.00	--	\$82.00
	Calavera Hills: Picnic Area 1				
	Gathering #9002173	\$20.00	1.00	--	\$20.00
	Hills: Picnic Area 1				
	Gathering #9002173	\$8.20	0	--	(\$8.20)

A large green circle with the word "Tip:" written in white inside it.

Email the permit to the client

**Email Details**

Multiple email address separated by commas.

Recipients

Email Subject

Email Text

**Send Email**

**Cancel**



**Tip:**

*Send the Email*

ACTIVENet

Welcome, Justin Goulet! Account ▾

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk x +  
Pending Receipt for Justin A. Goulet

Pending Receipt for Justin A. Goulet Help

Receipt Actions

- Registration
  - Enroll
  - Enroll from Waiting List
  - Modify Enrollment
  - Transfer
- POS
  - Sell
- Equipment Loans
  - Loan / Return
- Reserve
  - Quick Reserve
  - Reserve Facility
  - Reserve Equipment
  - Reserve Instructor
  - Schedule Reservations
  - Reserve Locker
  - Refund Payments
- Refund/Withdraw
  - Refund/Withdraw Transaction
- Membership
  - Renew Membership
  - Sell Membership
  - Transfer
- Account Actions
  - Refund from Account
  - Pay on Account
  - Adjust Balance
  - Transfer Balance
- FlexReg/Private Lessons
  - Enroll/Modify enrollment
  - Enroll from Waiting List
- Donation
  - Make Donation
- Gift Cards
  - Sell Gift Card
  - Inquire about Gift Cards

Trainer Site Pay Finish Cancel

Transactions

Action  
Reservation  
[Remove](#) [Resource Scheduler](#)

Description  
Social Gathering

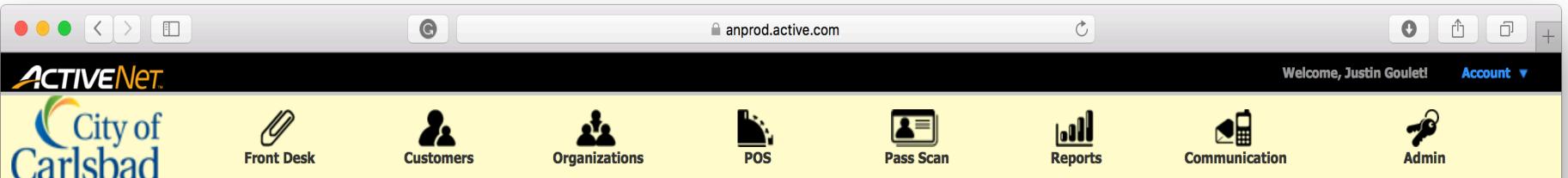
Customer  
Justin A. Goulet

Fee	Amount
\$93.80	\$0
Totals	\$93.80
	\$0



Tip:

Finish the transaction



The screenshot shows the ACTIVENet City of Carlsbad Front Desk interface. At the top, there's a navigation bar with icons for Home, Front Desk, Customers, Organizations, POS, Pass Scan, Reports, Communication, and Admin. The title bar says "anprod.active.com". On the right, it says "Welcome, Justin Goulet!" and "Account ▾". Below the navigation bar, there's a receipt header with a red arrow pointing to the "Send Email" button. The receipt details a permit charge for a social gathering. The "Transactions" section shows a table of items and their charges. A large green circle in the bottom left corner contains the word "Tip:".

Receipt #3021286.002 +/-  
Front Desk Home » Receipt #3021286.002

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](#)

JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

Permit Charges Summary #3021286.002

Jun 29, 2016 4:26 PM



Prepared By: Justin Goulet  
Customer ID: 2902

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

▼ Payment Summary

Total Received:

\$0

Total Payments:

\$0

Payment Plan:

\$93.80

▼ Transactions

Customer  
Justin A. Goulet  
1462 Countryview Lane  
Vista, CA 92081  
Home phone: --  
Email: carlsbadconnect@carlsbadca.gov  
ID: 2902

Description  
Social Gathering #9002174  
Action: [Reservation](#)  
Location: Calvera Hills: Picnic Area 1 at Calvera Hills Cnty Ctr & Park  
Permit # [9002174](#)

Question

Is there going to be alcohol?  
Will you be having any amplified sound system at your celebration/event?  
Will you need electrical hook-up?  
Will additional fencing be brought in for your event?

\* food/non-alcoholic beverages be served by an outside caterer/vendor?

Item	Unit	Qty	Fee	Charge
Individual Party Fee	Per Hour	2.00	\$41.00	\$82.00
Inflatable Party Jump Fee	Each	1.00	\$20.00	\$20.00
Discount: Resident	Each	0	10.00%	(\$8.20)

Answer

No  
No  
No  
No

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**Tip:**

*Finish the transaction*



# Complete!

Please Navigate to the next module  
within this course to continue

[Start Over](#)

# Error!

This tutorial was not yet added to this guide. If you see this screen, please let us know in the course feedback!

[Back](#)