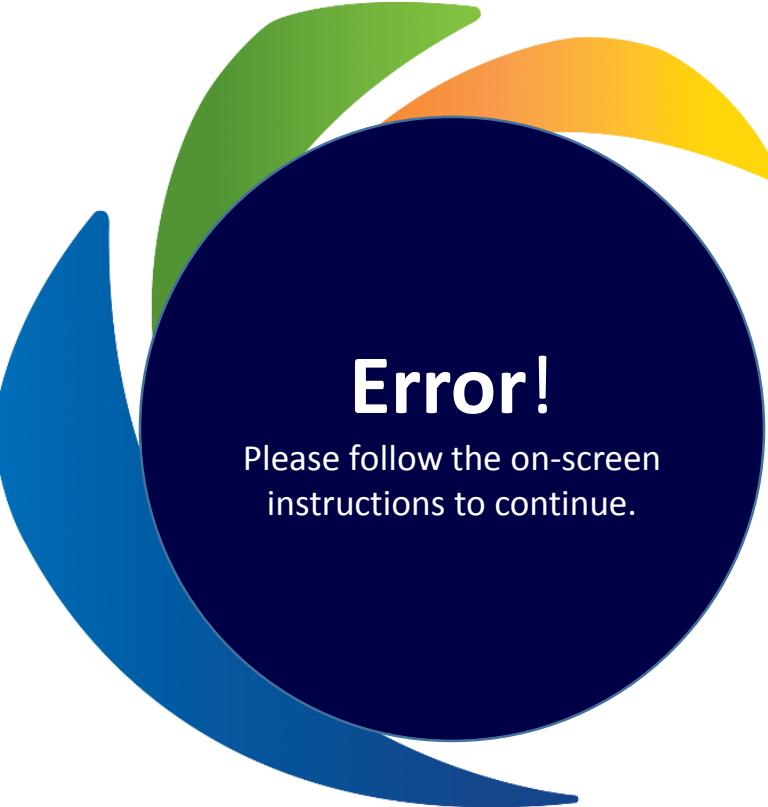




# Facility Reservations

Click to Begin



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



# Complete

Please navigate to the next module  
in the course to continue.

[Restart Course](#)



Front Desk Menu

- ▶ Favorites
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- ▶ Help Center
- ▶ Active Support

Front Desk × [+]

Pending Receipt #1

Pending Receipt #1

Help

## Receipt Actions

## ▶ Registration

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

## ▶ POS

- [Sell](#)

## ▶ Reserve

- [Reserve Facility](#)
- [Schedule Reservations](#)
- [Refund Payments](#)

## ▶ Refund/Withdraw

- [Refund/Withdraw Transaction](#)

## ▶ Membership

- [Renew Membership](#)
- [Sell Membership](#)

## ▶ Account Actions

- [Refund from Account](#)
- [Pay on Account](#)

## ▶ Donation

- [Make Donation](#)

Trainer Site

Pay

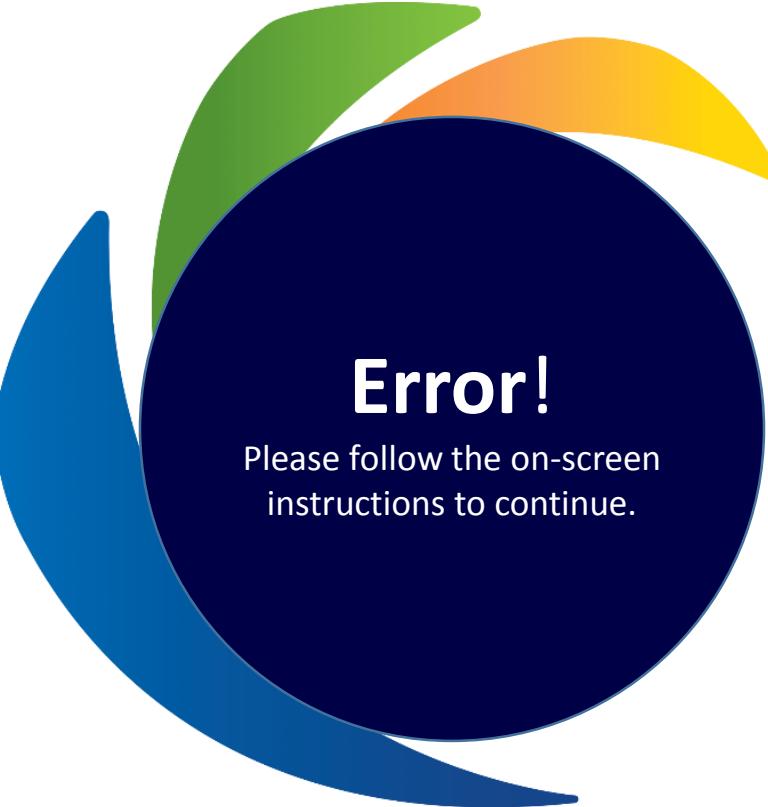
Finish

Cancel

Tip:

## Select *Resource Scheduler*

This is the best way to visualize all availability.



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



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## Front Desk Menu

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Receipt #2 x [\[+\]](#)

Front Desk Home » Resource Scheduler

Pending Receipt #2 [New Receipt ...](#)

[Help](#)

▼ 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 Park, Calavera Hills Community Center & Park, Laguna Riviera Park  
Facility Type: Meeting Rooms, Multi-Purpose Rooms, Picnic Areas, Outdoor Spaces

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

Selectable Items

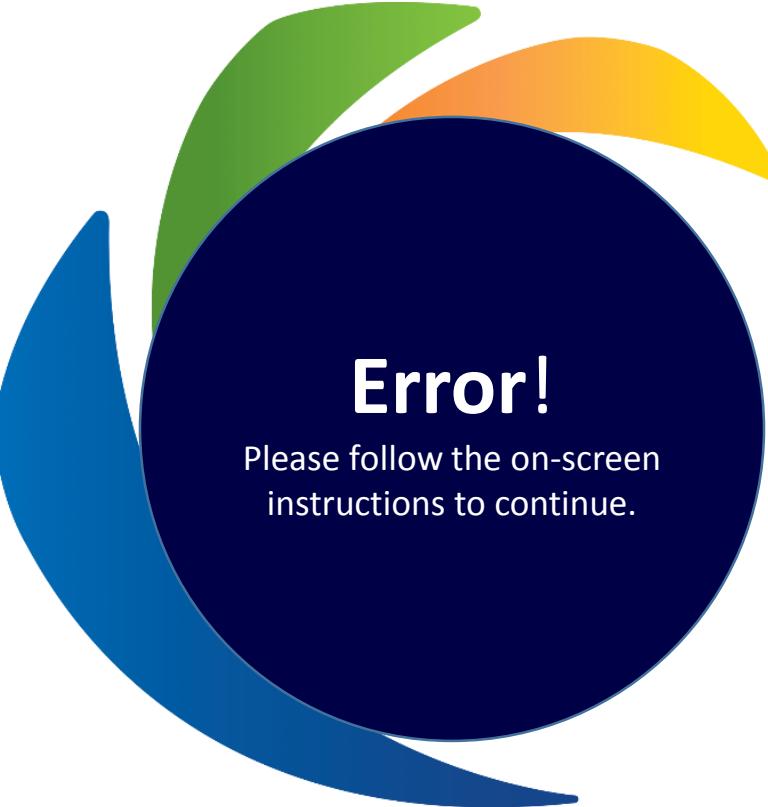
- [Calavera Hills: Activity Room \(CH:AR\)](#)
- [Calavera Hills: Meeting Room \(CH:MR\)](#)
- [Calavera Hills: Meeting Room 1 \(CH:MR1\)](#)
- [Calavera Hills: Meeting Room 2 \(CH:MR2\)](#)



**Tip:**

## Select Advanced Criteria Filters

We need to select a facility for the reservation.



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



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- > 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 Comm  
Calavera Hills Community Center & Park  
Riviera Park  
Facility Type: Meeting Rooms, Multi-Pur  
Rooms, Picnic Areas, Outdoor Spaces

**Bookable Resources Search**

**Advanced Criteria** [Reset](#)

**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

**Common** **Facility**

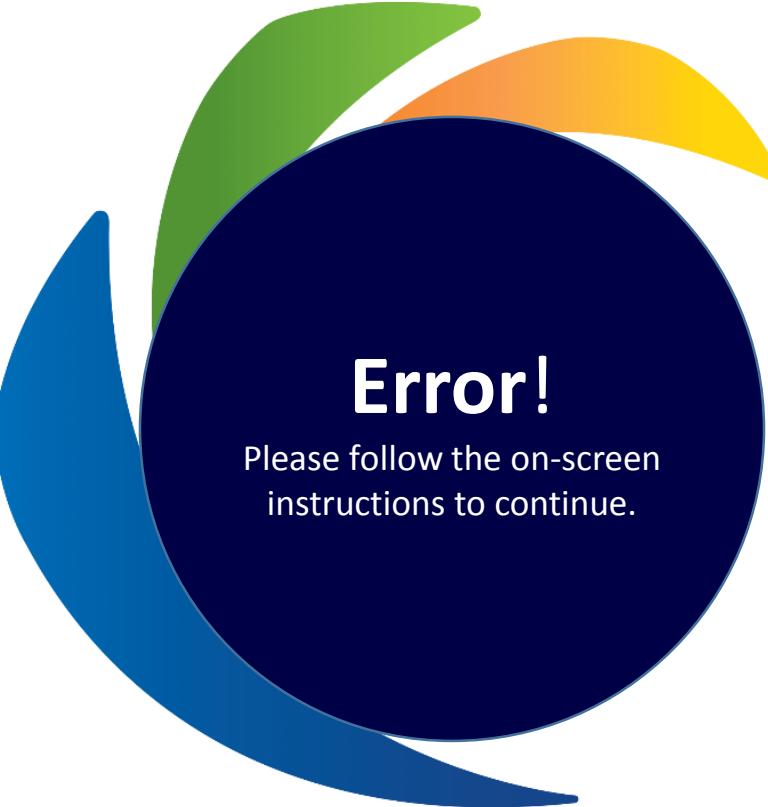
**Site(s)**  
Any Site  
Carlsbad Parks & Recreation  
Internet Site - City of Carlsbad

**Geographic Area(s)**  
Any Area

[Search Now](#) [Cancel](#)

Tip:

Select Facility



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



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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: 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](#)

**Bookable Resources Search**

[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](#)

A large green circle containing the word "Tip:" in white, bold, sans-serif font.

**Tip:**

Scroll to Find 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: Hidden Canyon Comm  
Calavera Hills Community Center & Park  
Riviera Park  
Facility Type: Meeting Rooms, Multi-Pur  
Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria Reset

Site: Carlsbad Parks & Recreation  
Resource Type: facility

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



**Tip:**

Select **Calavera Hills Community Center**



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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: 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  
Facility Center: Calavera Hills Community Center & Park

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](#)

A large green circle containing the word "Tip:" in white, bold, sans-serif font.

Scroll to locate 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: Hidden Canyon Comm  
Calavera Hills Community Center & Park  
Riviera Park  
Facility Type: Meeting Rooms, Multi-Pur  
Rooms, Picnic Areas, Outdoor Spaces

Advanced Criteria [Reset](#)

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

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) 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](#)

A large green circle with a white border and a white outline of the word "Tip:" inside it.

*Tip:*

Select Picnic Areas

ACTIVE  
Net



Front Desk



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- ▶ 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](#)

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

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) Outdoor Spaces  
Picnic Areas  
Pool Birthday Party

Amenities Unspecified  
Access to Horseshoe Pits  
Access to Kitchenette

Minimum Capacity  persons

Maximum Capacity  persons

[Search Now](#) [Cancel](#)

Tip:

Search for matching locations



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Receipt #2 × [+] Front Desk Home » Resource Scheduler Help

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:  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 | Save As Quick View

**Tip:**

*Check Picnic Area #1*

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



Welcome, Intern Trainer!

Account ▾

Receipt #2 x [+] New Receipt ...

Front Desk Home » Resource Scheduler

Pending Receipt #2 X

▼ 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:  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](#) | [Save As Quick View](#)

Year:

Layout Properties

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

9/21/16

**Tip:***Check Picnic Area #2*



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- ▶ Registrations
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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:  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)

Select All Save As Quick View

9/21/16

8AM Calavera Hills: Picnic Area 1 Calavera Hills: Picnic Area 2

9AM

10AM

11AM

12PM

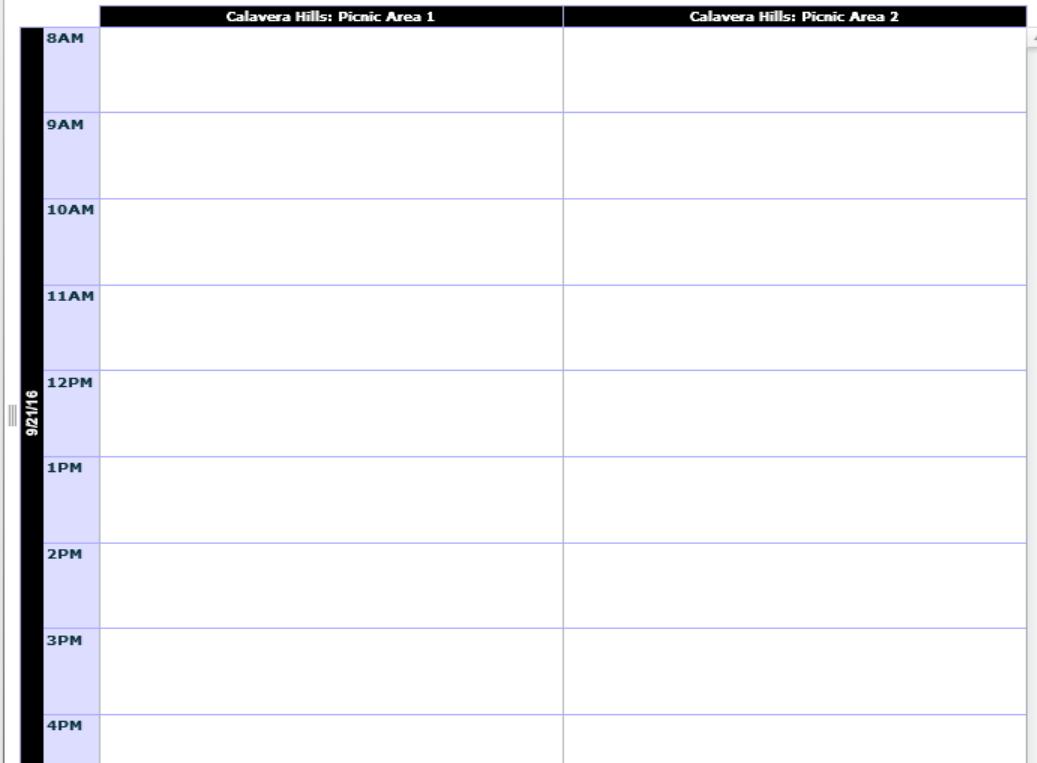
1PM

2PM

3PM

4PM

Layout Properties

Tip:

*Collapse the Bookable Items field*



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- ▶ Membership
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- ▶ Reserve
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- ▶ 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
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						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
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	
12PM	
1PM	
2PM	
3PM	

9/21/16

Tip:

Select September 18 from the calendar



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- ▶ 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
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
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						
M	T	W	T	F	S	S
1	2	3	4	5		
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

▶ Layout Properties

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

9/18/16

**Tip:**

*Click on the 11AM line for Calavera PA #1*

Normally, you would click and drag for the allotted time slot.



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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
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						
M	T	W	T	F	S	S
1	2	3	4	5		
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

▶ Layout Properties

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

9/18/16

Event Time: 11:00AM to 2:00PM

Tip:

You would normally drag your mouse.

This would allot time at the particular location. For now, click the gray area.

- > Favorites
- > FlexReg/Private Lessons
- > Membership
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- > Reserve
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Welcome, Intern Trainer!

Account ▾

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

Pending Receipt #1 New Receipt ...

Saved Quick Views Bookable Resources Selection Criteria Bookable Items Date Chooser

Layout Properties

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

BAH

Previous Year **Create New Reservation** Next Year

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 ...		Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<input type="text"/>

Reserve Selected  Cancel

A large green circle containing the word "Tip:" in white text.

## Enter an Event Name

This is what would appear on the reservation sign.

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



Welcome, Intern Trainer!

Account ▾

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

Pending Receipt #1 New Receipt ...

Saved Quick Views Bookable Resources Selection Criteria Bookable Items Date Chooser

Layout Properties

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

BAH

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
<input checked="" type="checkbox"/> 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

**Tip:***Enter any Event Notes, if applicable*

For special setups, items the patron may be considering, etc.



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

Pending Receipt #1 New Receipt ...

Saved Quick Views Bookable Resources Selection Criteria Bookable Items Date Chooser

Layout Properties

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

BAH

Previous Year Resource Month Create New Reservation

Event Name: Regular Picnic

Event Notes: 1st Birthday Party - no Additional Setup

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: 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 ...		Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<input type="text"/>

Tip:

## Enter the Event Attendance

Please note that each area has a preassigned max. Ensure the acclaimed area can accommodate the attendance before continuing.

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

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

Pending Receipt #1 New Receipt ...

Saved Quick Views Bookable Resources Selection Criteria Bookable Items Date Chooser

Layout Properties

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

BAH

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:  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	<input type="button"/>

Reserve Selected Cancel



**Tip:**

## Select an Event Type

For standard birthday parties, **Picnic** is the best category.

Front Desk Menu

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- > Active Support

**Tip:**

*Scroll until Picnic appears*

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

Pending Receipt #1 New Receipt ...

Saved Quick Views Bookable Resources Selection Criteria Bookable Items Date Chooser

Layout Properties

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

BAH

Previous Year **Create New Reservation** Next Year

Event Name: Regular Picnic  
Event Notes: 1st Birthday Party - no Additional Setup  
Event Attendance: 15  Override Skip Dates?  Override Closed Times?  
Event Type: **Administrative Booking**  Non-exclusive Use?  
Prep Code:  
Schedule Type:  Request Expiration Date: 10/05/2016  
Scope:  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 ...	15	Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<input type="button"/>

**Reserve Selected** **Cancel**

- > Favorites
- > FlexReg/Private Lessons
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- > Active Support



Welcome, Intern Trainer!

Account ▾

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 [Resource Month](#) 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: [Personal Touch Rental](#)

Prep Code: Personal Touch Rental

Schedule Type: Picnics

Setup:  hrs  mins Cleanup:  hrs  mins

Non-exclusive Use?

Request Expiration Date: 10/05/2016 [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 ...	15	Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	<a href="#">Reservation Setting?</a>

[Reserve Selected](#) [Cancel](#)

Tip:

Select Picnics

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

ActiveNet - City of Carlsbad

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Welcome, Intern Trainer! Account

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City of Carlsbad

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

Pending Receipt #1 New Receipt ...

Saved Quick Views Bookable Resources Selection Criteria Bookable Items Date Chooser

Layout Properties

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

BAH

Previous Year Resource Month 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:

Setup:  hrs  mins Cleanup:  hrs  mins

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
<input checked="" type="checkbox"/> CH:P1_Calavera Hills...	Calavera Hills ...	15	Sun	09/18/2016	11 : 00 AM	02 : 00 PM	3 hrs	Picnics

Reserve Selected Cancel

Tip:



Select **Reserve Selected**



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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
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						
M	T	W	T	F	S	S
1	2	3	4	5		
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

Layout Properties

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

9/18/16

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

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

*After verifying the details, select Book Now*



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Receipt #1 x +

Pending Receipt #2 » Find Customer

## Customer Search

Help

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	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/> <input type="checkbox"/> Sounds Like
Family Name	<input type="text"/>
Address	<input type="text"/>
City, State, Zip Code	<input type="text"/> <input type="button" value="▼"/> <input type="text"/>
Email Address	<input type="text"/>
Phone	( <input type="text"/> ) <input type="text"/>
Cell Phone	( <input type="text"/> ) <input type="text"/>
Retired	<input type="checkbox"/> Exclude Retired <input type="button" value="▼"/>
Entered On or After	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Add New Customer"/>	

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](#) [Help](#)

▼ **Customer Search**

Find By Customer  Find By Organization

▼ **Find Customer**

First Name  [X](#)

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 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](#) [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    
Entered On or After

Scan Card    
Customer ID    
Pass Number

**Tip:****Select Search**



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- ▶ Active Support

Receipt #1 x +

Pending Receipt #2 » Select Customer List

Help

## Customer Search Results

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

NameAddressPhone EmailDate of BirthCustomer TypeRetired? FamilyJustin A.  
GouletH: -- carlsbadconnect@carlsbadca.gov  
W: (760) 602-  
4680

Jun 1, 1994

Individual

No

Goulet (#1324) : Adult /  
Guardian[Add Family Member](#)

Step 4 of 6

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

Tip:

*Select the appropriate client from the list*

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Receipt #1 + 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](#) [Help](#)

**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:

[Attach to a New Company](#) [Attach to an Existing Company](#)

Step 5 of 6 Continue Reservation [Back](#) [Cancel](#)

A large green circle with a white border containing the word "Tip:" in white.

*Continue onto permit details*

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**Tip:**

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**Inflatable Party Jumps are not available in all areas!**

Receipt #1  
Pending Receipts

Class 1 Insur Calavera Hills PA #1

Class 2 Insur Calavera Hills: PA #1

Class 2 Insur 1-150 People Calavera Hills: Picnic Area 1

Class 3 Insur 1-100 People NO ALCOHOL Calavera Hills: Picnic Area 1

Class 3 Insur 1-150 People ALCOHOL Calavera Hills: Picnic Area 1

Individual Private Party Fee Calavera Hills: Picnic Area 1

**Inflatable Party Jump Fee** Calavera Hills: Picnic Area 1

Insurance Policy Processing Fee Calavera Hills: Picnic Area 1

Rental Change Fee Calavera Hills: Picnic Area 1

Security Guards: 1 Guard Calavera Hills: Picnic Area 1

z: 1 Staff Calavera Hills: Picnic Area 1

Charge? Clear All Charges? Reload All Charges?

Qty	Unit Charge					
1.00	164.21 ea					
1.00	94.41 ea					
1.00	138.69 ea					
1.00	275.74 ea					
1.00	220.28 ea	0	0	0	0	
1.00	363.21 ea	0	0	0	0	
3.00	41.00 / hr	123.00	0	0	123.00	0
1.00	20.00 ea	0	0	0	0	
1.00	50.00 ea	0	0	0	0	
1.00	10.00 ea	0	0	0	0	
3.00	23.00 / hr	0	0	0	0	
3.00	18.00 / hr	0	0	0	0	
		Totals	123.00	0		

For example, they are allowed in Calavera Hills PA #1  
**but not**  
Calavera Hills PA #2

## Add an **Inflatable Party Jump Fee**

This fee must be included for all reservations with a party jump. Ensure they are allowed at the location before continuing.



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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?

**Tip:**

Select to *Include this Fee*

- > Favorites
- > FlexReg/Private Lessons
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Receipt #1 x [+]

Pending Receipt #2 » Change Reservation Fee

**Change Reservation Fee**

Help

 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 &amp; Field Rentals

Default Fee 20.00

Holiday Rates

Unit of Measure Each

Default Quantity 1.00

**Charge Options****Date/Time for Extra Resource** Use Reservation Date/Time?**Submit****Delete****Tip:***Submit the changes*

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Welcome, Intern Trainer!

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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
<a href="#">Class 1 Insur 1-100 People ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	164.21 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Class 1 Insur 1-100 People NO ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	94.41 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Class 2 Insur 1-100 People NO ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	138.69 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Class 2 Insur 1-150 People ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	275.74 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Class 3 Insur 1-100 People NO ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	220.28 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Class 3 Insur 1-150 People ALCOHOL</a> Calavera Hills: Picnic Area 1	1.00	363.21 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Individual Private Party Fee</a> Calavera Hills: Picnic Area 1	3.00	41.00 / hr	123.00	0	0	123.00	<input type="text"/> 0
<a href="#">Inflatable Party Jump Fee</a> Calavera Hills: Picnic Area 1	1.00	20.00 ea	20.00	0	0	20.00	<input type="text"/> 0
<a href="#">Insurance Policy Processing Fee</a> Calavera Hills: Picnic Area 1	1.00	50.00 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Rental Change Fee</a> Calavera Hills: Picnic Area 1	1.00	10.00 ea	0	0	0	0	<input type="text"/> 0
<a href="#">Security Guards: 1 Guard</a> Calavera Hills: Picnic Area 1	3.00	23.00 / hr	0	0	0	0	<input type="text"/> 0
<a href="#">z 1 Staff</a> Hills: Picnic Area 1	3.00	18.00 / hr	0	0	0	0	<input type="text"/> 0
			<b>Totals</b>			<b>143.00</b>	<input type="text"/> 0

[Add Charge?](#) [Clear All Charges?](#) [Reload All Charges?](#)

Tip:

*Verify the fees were added, then collapse the view*

File Edit View Favorites Tools Help

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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!](#) **(Selected)**

[Collect nothing now?](#)

Initial Payment

▼ Payment Plan for Balance

Balance \$143.00

Select a Payment Plan

▼ Change Default Payer

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

Payer  Customer  [Remove](#)

Organization  [Remove](#)

Payment Schedule

Amount	143.00
Billing Starts	Immediately
Frequency	Weekly
First Payment	Sep 21, 2016
Payments	1
Total Payment	143.00

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

Date  [Edit](#)

Amount  [Modify Payment](#)

## Collect Everything Now

If the caller came to the facility or called in, payment in full is due immediately. If the patron completed the permit online, payment is due within 24 hours from creation.



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A large green circle containing the word "Tip:" in white.

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 Custom

▼ Change Default Payer

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

Payer  Customer  Organization  
Justin A. Goulet

Payment Schedule

Amount   
Billing Starts   
Frequency   
Next Payment    
Payments   
Payment

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

Date   
Amount   
[Modify Payment](#)

## *Collapse the Payment Plan section*

Birthday parties and picnic reservations do not meet the requirements for a payment plan.

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
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- ▶ Refund
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- ▶ Resource Scheduler
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- ▶ Active Support



Welcome, Intern Trainer!

Account ▾

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 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>	--

Administrator

Tip:

*Include the **Refund Policy** in the permit*

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
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Welcome, Intern Trainer!

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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 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>	--

Administrator

Tip:

*Include the Use Waiver in the permit*

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
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Welcome, Intern Trainer!

Account ▾

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	<a href="#">Refund Policy</a>	<a href="#">Refund Policy</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	<a href="#">Facility Use Waiver</a>	--

Administrator

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

*Ensure the client agrees to the Refund Policy*



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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	<a href="#">Refund Policy</a>	<a href="#">Refund Policy</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<a href="#">Facility Use Waiver</a>	--

Administrator

Tip:

*Ensure the client agrees to the Use Waiver*

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



Welcome, Intern Trainer!

Account ▾

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	<a href="#">Refund Policy</a>	<a href="#">Refund Policy</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<a href="#">Facility Use Waiver</a>	--

Administrator

Tip:

Collapse the **Checklist Items** section

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



Welcome, Intern Trainer!

Account ▾

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

Do you have Tiki torches, contained flames, special lighting, propane tanks or open flames?\* No

A large green circle containing the word "Tip:" in white, bold, sans-serif font.

*Ask and Respond to each of the required questions.*

Although all questions may not pertain to the user, these questions are used to determine the scope of the event. *Collapse for now.*

# Tip:

## Select Submit

The screenshot shows a software interface for managing reservations. A large green circle highlights the word "Tip:" in white text. The main window title is "Customers" and the sub-section is "Reservation Fees". The navigation bar includes links for "Reservation Candidates", "Reservation Dates", "Confirm Candidate Resources", "Customer Search", "Select Customer/Company", and "Reservation Fees". The "Help" link is also present.

Selected Candidates: Calavera Hills: Picnic Area 1 (dropdown menu) | 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

A vertical sidebar on the left lists steps for the process:

- Fees for Regular Picnic
- Initial Payment
- Payment Plan for Balance
- Notes
- Disclaimers
- Select Checklist Items
- Permit Administrator
- Questions (\* - required field)

At the bottom of the sidebar are three buttons: "Submit" (highlighted in green), "Back", and "Cancel".

Step 6 of 6



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](#)
- ▶ POS
  - [Sell](#)
- ▶ Reserve
  - [Reserve Facility](#)
  - [Schedule Reservations](#)
  - [Refund Payments](#)
- ▶ Refund/Withdraw
  - [Refund/Withdraw Transaction](#)
- ▶ Membership
  - [Renew Membership](#)
  - [Sell Membership](#)
- ▶ Account Actions
  - [Refund from Account](#)
  - [Pay on Account](#)
- ▶ Donation
  - [Make Donation](#)

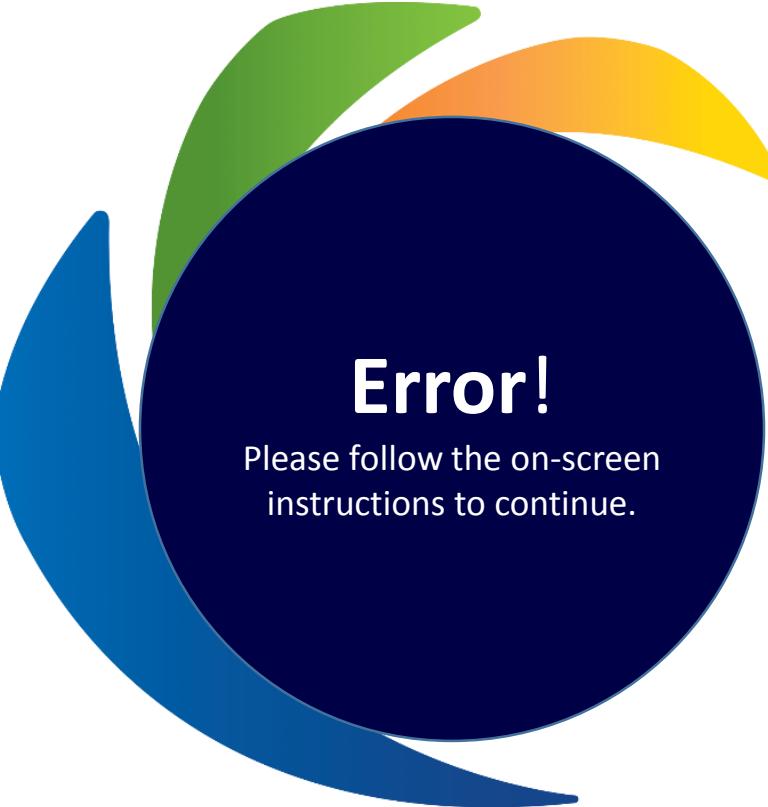
**Trainer Site** Pay Finish Cancel

**Transactions**

Action	Description	Customer	Fee	Amount
<a href="#">Reservation</a> <span style="background-color: blue; color: white; border: 1px solid black; padding: 2px 5px;">Remove</span> <span style="background-color: blue; color: white; border: 1px solid black; padding: 2px 5px;">Resource Scheduler</span>	Regular Picnic	Justin A. Goulet	\$143.00	\$143.00
<b>Totals</b>			<b>\$143.00</b>	<b>\$143.00</b>

A large green circle with a white border containing the word "Tip:" in white.

*Progress to payment information*



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



Front Desk



Customers



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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**

Potential Customers  [Select](#)

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](#)

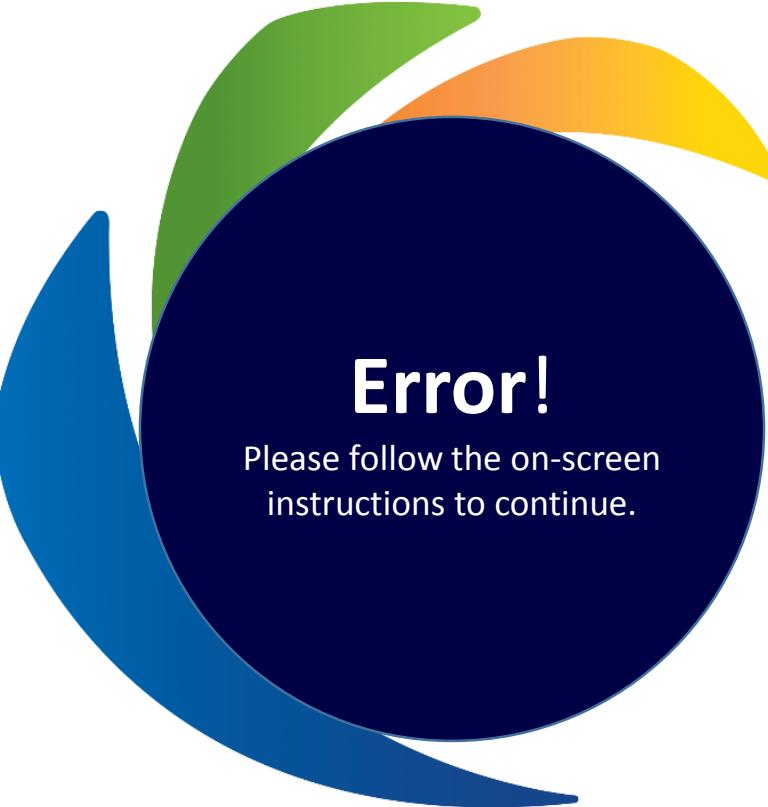
Add Family Member  [Submit](#)

Scan Card  [Submit](#)

Membership Pass Number  [Submit](#)

Tip:

Select the current customer as the Payer



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)

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 #1 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 : \$

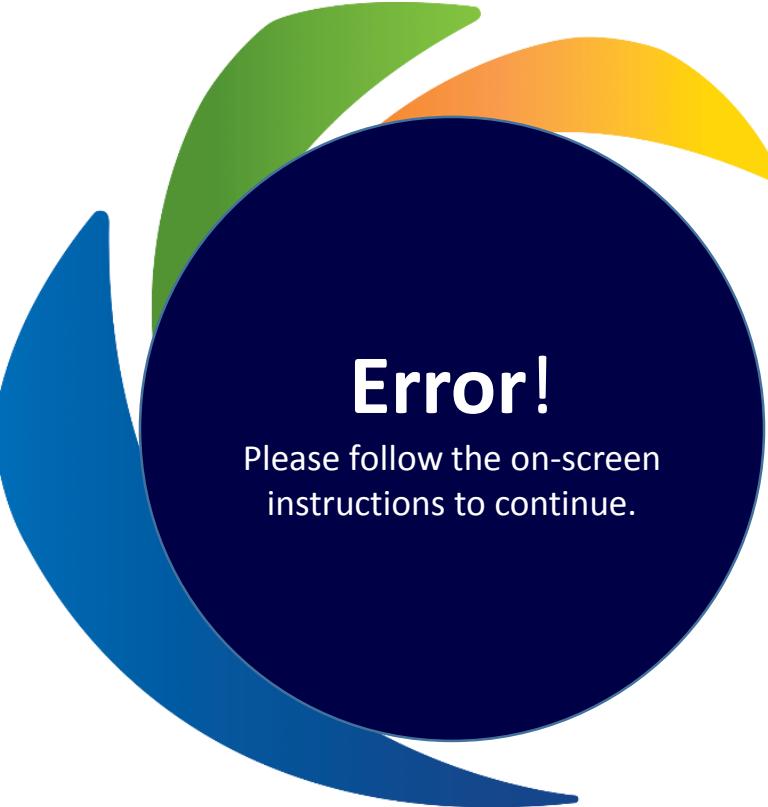
Cash : \$

Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel

Tip:

Select the \$ to auto apply the full amount



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)

**ACTIVENet**

**City of Carlsbad**

Front Desk Menu

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

Front Desk Customers Organizations POS Reports Admin

Receipt #1 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 : \$

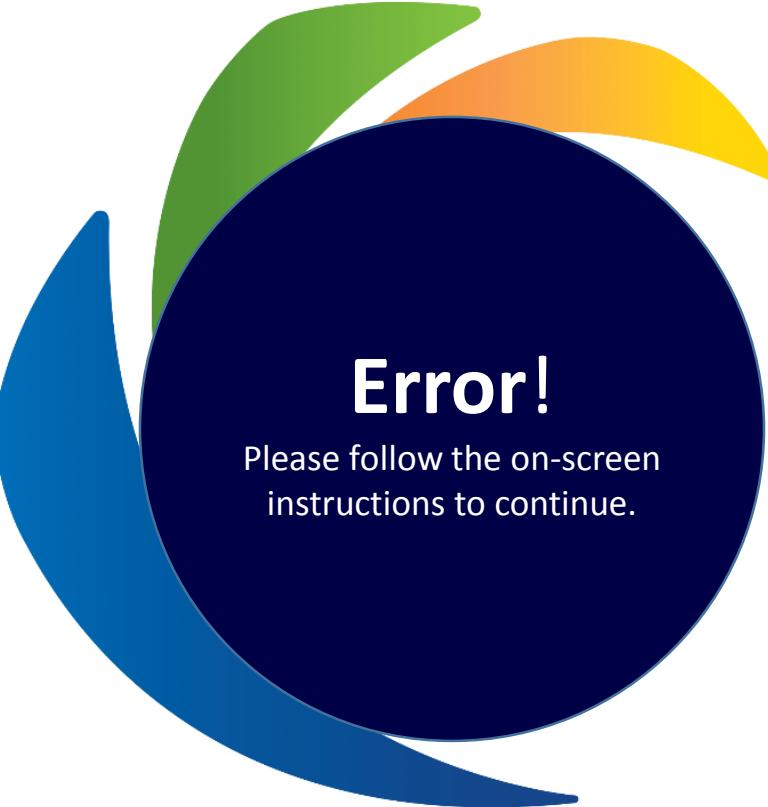
▶ Cash : \$  x

▶ Electronic Check : \$

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

**Tip:**

**Pay and Finish to finish the transaction**



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



Front Desk



Customers



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Front Desk Menu

- ▶ Favorites
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- ▶ Membership
- ▶ Population
- ▶ Receipts
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- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

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



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

Justin A. Goulet  
1462 Countryview Lane  
Vista, CA 92081  
Phone: --  
Email: --

## Description

Created Permits #9002311  
Action: [Permit](#)  
Permit # [9002311](#)

Item	Unit	Qty	Fee	Charge
------	------	-----	-----	--------

Regular Picnic #9002311  
Action: [Paid on Account Balance](#)<sup>1</sup>  
Location: Calavera Hills Picnic Area

Individual	Per Hour	\$123.00
Private Party		

Tip:

*Send an Email Receipt to the client*



## Email Receipt Confirmation

Help

### ▼ Recipients

# 1 carlsbadconnect@carlsbadca.gov

# 2

# 3

# 4

# 5

# 6

# 7

# 8

# 9

# 10

**Tip:**

*Confirm the email and send*



# Tip:

## Select to Change Status / Stages

The screenshot shows a software application window titled "Customers". At the top, there's a navigation bar with links like "Receipts", "Actions for #9002311", and "Help". On the left, a sidebar lists various menu items such as "Favorites", "FlexReg/P", "Membership", "Population", "Receipts", "Refund", "Registrations", "Reserve", "Resource Scheduler", "Help Center", and "Active Support".

The main content area displays "General Information" for an event named "Regular Picnic #9002311". It includes details like Event Type (Picnics), Event Date(s) (Sep 18, 2016), Permit Status (Tentative), and Customer (Justin A. Goulet). Below this, a section titled "Financial - Balance: \$0" is shown.

At the bottom of the main content area, there are several sections with expandable arrows:

- 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](#) (highlighted with a green box)
    - [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](#)



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

 Approved Tentative Issued Waiting Decision On Hold Denied Stage Denied Cancelled Completed

Save

## ▼ Permit Expiration Date

Expiration Date Oct 5, 2016

Save

## Checklist Items

Description	Due	Completed
<a href="#">Facility Use Waiver</a>	Sep 18, 2016	Sep 21, 2016
<a href="#">Fund Policy</a>	Sep 15, 2016	Sep 21, 2016

Back

Tip:

*Set the status to Approved*



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

Change Permit Status Help

▶ General Information

▼ Permit Status

Approved       Denied  
 Tentative       Stage Denied  
 Issued       Cancelled  
 Waiting Decision       Completed  
 On Hold

**Save**

▼ Permit Expiration Date

Expiration Date

**Save**

Checklist Items

Description	Due	Completed
Facility Use Waiver	Sep 18, 2016	Sep 21, 2016
Land Policy	Sep 15, 2016	Sep 21, 2016

**Back**

**Tip:**

*Save your changes*



Front Desk



Customers



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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 #7692

### Permit Functions for #7692

Help

#### General Information

Event Name Regular Picnic #7692

Event Type Picnics

Event Date(s) 1 booking Sep 18, 2016 [Details](#)

Permit Date Sep 21, 2016 3:16 PM

Permit Status Approved

Site Carlsbad Parks &amp; 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](#)

##### it Status

- [Change Status / Checklist / Stages](#)
- [Initial Permit](#)
- [Update Permit](#)

##### Financial Detail

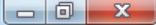
- [Review / Modify Charges](#)
- [Make a Payment](#)
- [Modify Payment Plan](#)
- [Claim Deposit](#)
- [Refund Charges](#)
- [Refund Deposit](#)

##### Audit / Review

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

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

Show the updated 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 #7692, Approved  
Sep 21, 2016 3:16 PM



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

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**

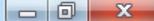
Event	Resource	Center	Notes			
Regular Picnic #7692 Type: Picnics Attend/Qty: 15	Calavera Hills: Picnic Area 1	Calavera Hills Community Center & Park 2997 Glasgow Drive Carlsbad, CA 92010 (760) 602-4680	--			
Day	Days Requested	Date	Event Begins	Duration	Event Ends	Notes
Sunday	Sep 18, 2016	11:00 AM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

Tip:

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				

**Send the Approved Permit to the client**

They must have access to it on the day of the event, if requested.



## Email Permit Contract

Help

### Email Details

Multiple email address separated by commas.

Recipients

Email Subject

Email Text

**Send Email**

**Cancel**

**Tip:**

*Confirm the email and send to the client.*

Your supervisor will automatically get updates on every permit you create.