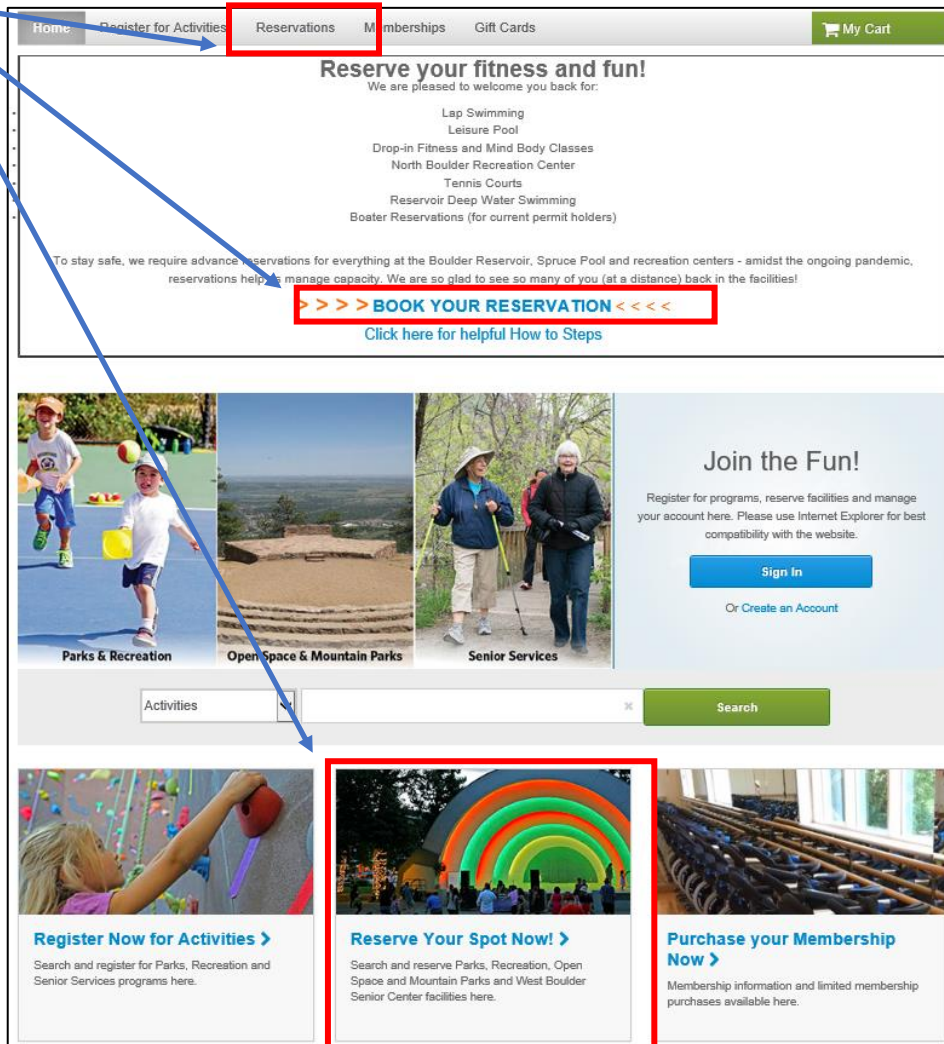


## Step by Step Procedures

### How to make a Reservation | City of Boulder | Parks and Recreation Department

1. Website: <https://apm.activecommunities.com/boulderparksrec/Home>
2. Click on **Reservations**, **BOOK YOUR RESERVATION** or **Reserve Facilities Now**



3. Click on **Make an Online Reservation!**

You're on the right track to make online reservations for the following:

- Lap Swimming
- Leisure Pool
- Drop-in fitness and mind/body classes
- North Boulder Recreation Center
- Tennis courts
- Reservoir deep water swimming
- Boater reservations (for current permit holders)

Our system was not set up for our current reservation needs during the COVID-19 pandemic. We appreciate your patience as we work to make our system more straightforward. If you have trouble making a reservation, please call the facility or program you would like to reserve for assistance.

**Make an Online Reservation!**

#### How to Reserve Your Spot Now

Click on the 'Make an Online Reservation' button to reserve your spot. You will be prompted to log in account, or create an account if you're not already logged in.

**View Facility Details**

#### View Facility Details

View facility details including location, contact information and hours of operations.

4. Login to website or create a New Account
- a. If you forgot your login name or password, use the Forgot options

Already have an account?

Login

EMAIL ADDRESS

Password

.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

[Forgot your login name?](#)

[Forgot your password?](#)

Login

Don't have an Account?

Create New Account

5. (Optional Step) To review any additional specific details, click on your facility of interest to review information:

### Online Quick Reserve

**Reserve your facility here:**

**Step 1:** Select your facility from the Facility/Equipment Group drop-down menu. Note: Per Facility Reservation

**Step 2:** Select the day you want to reserve (Reservation Date) - Remember, bookings can only be made a few days in advance and are set and can not be adjusted, please do not use the time range option)

**Step 3:** Click on the Check Availability button and scroll down to view availability and reserve open facilities. (Note: You must click on the facility name before proceeding to checkout)

**To review Hours of Operations, Fee Structures, What's Available & What's to Expect on your facility of interest listed below for additional information:**

- [Boulder Reservoir Boater Reservation Information](#)
- [North Boulder Recreation Center Reservation Information](#)
- [Spruce Pool Lap Lane and Leisure Pool Reservation Information](#)
- [Tennis Court Reservation Information](#)

**\*\*\*NOTE: You must update Number of Guest to 1 before proceeding**



9. Notes on layout view:

- a. Event Name: You do not need to add an event name, you may if you would like to do so.
- b. A red check mark ✓ indicates the timeslot is not available
- c. Open check boxes indicate reservation time slot is available
- d. Next, check an open time that you would like to reserve
- e. You must update 'Number of Guests' to 1

▼ Availability for Tue, Jul 7, 2020

Event Name:

Show Advance Booking Restrictions Info

Name	Type	Number of Guests	Qty of Equipment	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
SPRUCE: Lane 1	Facility	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPRUCE: Lane 2	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPRUCE: Lane 3	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. (Optional Step) Once you have made your selection, click **Calculate Charges** to view reservation fee

11. Then click **Reserve** at bottom of page to finalize your reservation

Name	Type	Number of Guests	Qty of Equipment	7am	7:30am	8am	9am	10am	10:30am	11am	11:30am	12pm	1pm	2pm	2:30pm	3pm	4pm	5pm	6pm	7pm	7:30pm
Boater	Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	✓	✓	✓	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓
Reservation: 25 of 25																					

**\*\*\*NOTE: You must update Number of Guest to 1 before proceeding to checkout**

12. You will now be directed to the payment page.

- a. Enter your payment information into the required fields (you have the option to save a credit card to your account for future use)
- b. Check the age verification box and click "continue" at the bottom of the page.

13. Once reservation is booked, your page will refresh with a Reservation Receipt. This is your proof of reservation. Additional disclaimer information and waiver information is also listed on the receipt.
- If this receipt does not populate or you close your browser and want to view your reservation receipt later, please follow steps 14 to 18.

## Reservation Receipt

**THANK YOU**  
**For Your Reservation!**  
 Your Permit number is 29478.

Please print this receipt and keep a copy for your records.

Print

Prepared Jun 23, 2020 10:42 AM  
 Status Approved  
 Notes --

Test  
 ,  
 Email @hotmail.com  
 (303)

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▼ **RESERVATIONS**

Event	Resource	Center	Notes
Tim Type: Rental Attend/Qty: 1	Boater Reservation: 02 of 25	Boulder Reservoir 5565 51st St BOULDER, CO 80304 (303) 441-2462	--

Days Reserved		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Sunday	Jun 28, 2020	12:00 PM	3 hours	Jun 28, 2020	3:00 PM

Summary Notes

Total Number of Dates: 1 --

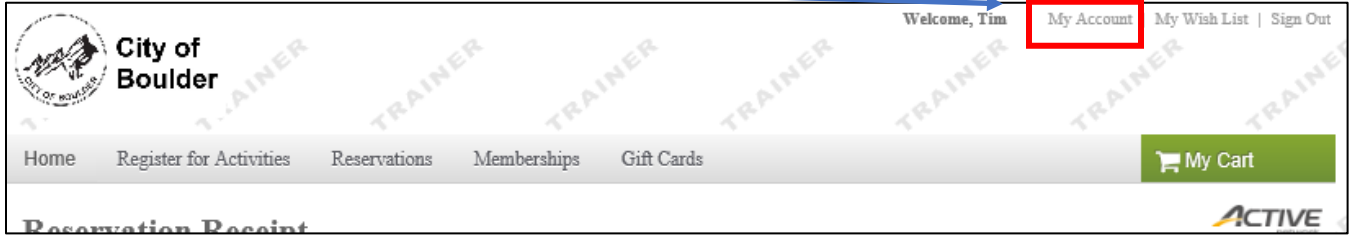
Total Time: 3 hours

▼ **DISCLAIMERS**

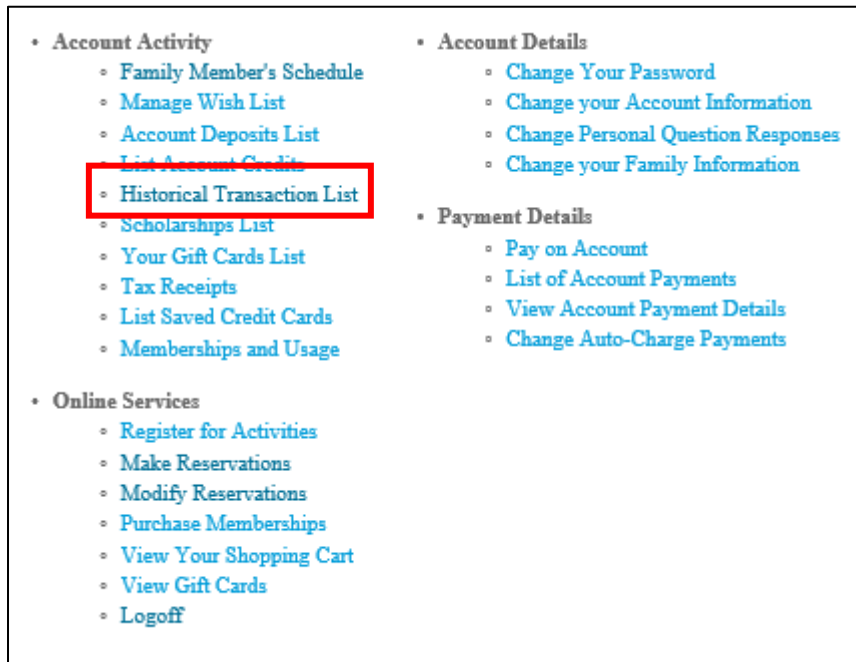
Permit Information:  
 Saturday and Sunday only:  
 Boaters will need to sign up for a lake reservation on the weekends.  
 There will be 3 pre-set 3 hour time blocks:

## Step by Step Procedures How to Review or Print a Reservation and Permit

14. Once logged in, click on **My Account**



15. Click on **Historical Transaction List**



16. Click on **Reservation**

<u>Transaction</u>	<u>Description</u>	<u>Receipt</u>	<u>Date</u>	<u>Time</u>
<b>Reservation</b>	Tim #29478	3014226.001	Jun 23, 2020	10:42 AM
<b>Permit</b>	Created Permits #29478	3014227.001	Jun 23, 2020	10:42 AM
<b>Reservation</b>	Tim #29477	3014224.001	Jun 23, 2020	9:49 AM
<b>Permit</b>	Created Permits #29477	3014225.001	Jun 23, 2020	9:49 AM
<b>Reservation</b>	CLOSED	3009825.021	Jun 16, 2020	1:03 PM

17. Click on Permit Number #####

Activity	--
Permit Number	29478
Receipt Number	3014226.001
Membership	--
Transaction Date	Jun 23, 2020 10:42 AM


18. Your permit contract will populate so you can view it again as needed

### Permit Contract

**Internet Site - BOULDER PARKS & RECREATION** [Print](#)

3198 North Broadway  
BOULDER, CO 80304  
Phone: (303) 413-7270  
FAX: --  
Email: --

**Permit #29478, Approved**  
Jun 23, 2020 10:42 AM



Customer Type: General Public  
Prepared By: Internet User

Tim  
Test  
,  
Email: @hotmail.com

Customer ID: 105626  
Primary: (303): 3

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

**RESERVATIONS**

Event	Resource	Center	Notes
Tim: Type: Rental Attend/Qty: 1	Boater Reservation: 02 of 25	Boulder Reservoir 5565 51st St BOULDER, CO 80304 (303) 441-3461	--

Day	Days Requested	Date	Event Begins	Duration	Date	Event Ends	Time
Sunday	Jun 28, 2020	12:00 PM	3 hours	Jun 28, 2020	3:00 PM		

**Summary**      **Notes**

Total Number of Dates: 1  
Total Time: 3 hours

**DISCLAIMERS**

Permit Information:  
Saturday and Sunday only:  
Boaters will need to sign up for a lake reservation on the weekends.  
There will be 3 pre-set, 3 hour time blocks:  
7:30-10:30 a.m.