



Pittsford Recreation King's Bend Park Reservation Instructions

To make a King's Bend Park facility reservation visit the Pittsford Recreation's online registration and reservation page by clicking [here](#).

Step 1: Log into your account or create a new account

Login

- If you have never registered for a recreation program or completed a facility reservation, please click **Create Account** and enter your household information to proceed.
- Anyone who has registered for a program with Pittsford Recreation or reserved a facility within the last 5 years has an existing household account in WebTrac.
- If you do not remember your username or password, click the **Forgot Password?** link.
 - You will be asked to enter your primary email address for the household and then follow the verification prompts.
 - Your account credentials (username and password reset link) will be emailed to the primary household member in two separate emails. The emails will both come from townofpittsford@rectrac.com. If you don't see these in your inbox, please check your junk/spam folder.
- **If you are unable to successfully retrieve your username and password, please click the "[Need Login Help?](#)" link.** Once you complete the form, a Pittsford Recreation staff member will get in touch with you during regular office hours.

IMPORTANT NOTES

- If the email address we have on file is incorrect or missing you will not be able to request your log-in credentials online.

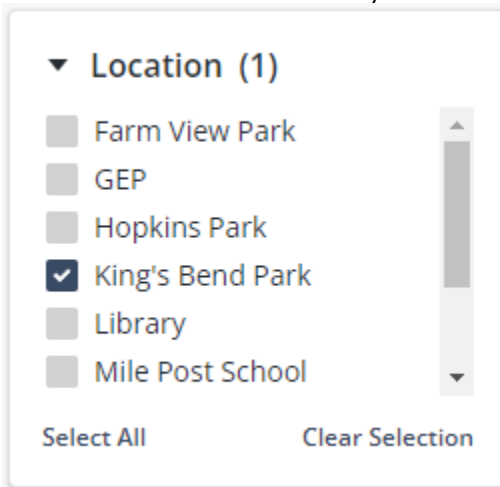
- Please do not create a new account if you have an existing account (i.e., registered for a program or made a facility reservation within the last 5 years). If a duplicate household account is created, you may be locked out of both accounts until we merge your households.

PLEASE CONFIRM THAT YOU CAN SUCCESSFULLY LOG IN TO YOUR ACCOUNT PRIOR TO NOVEMBER 7th. We anticipate a high volume of calls when King's Bend Park facility reservations become available.

Step 2: Select Lodge Reservations



- Choose the facility, month, and year to display.
 - KBP North Lodge @ King's Bend Park (larger lodge, \$175.00 resident fee)
 - KBP South Lodge @ King's Bend Park (smaller lodge, \$150.00 resident fee)
- On the lefthand side of your screen select King's Bend Park under **Location:**



▼ Location (1)

- Farm View Park
- GEP
- Hopkins Park
- King's Bend Park
- Library
- Mile Post School

Select All Clear Selection

- Search for the date you would like to reserve using the **Date** drop down menu at the top of the page:

- Once you click on the date you would like, click **Done**. You will know if the lodge is available by hovering over the 10:00 am -10:00 pm time box, if it reads **Book Now** you may reserve the lodge. If available, click the time box and add to your shopping cart.
- **Please note the begin time and end time will default to 10:00AM & 10:00PM.**
A Recreation staff member will be in touch with you a week prior to your reservation to confirm what time you would like to enter the lodge.

Step 3: Reservation Details

- After making your selection you will be asked to enter a headcount.

- Next you will be asked to answer questions about your reservation. Please note all questions in red require an answer.

Questions

Reservation Purpose

Type of activity? Please be specific *

Will alcohol be served? *

--- Not Selected ---

Will you be serving food? *

--- Not Selected ---

Please list special activities

I am reserving this as the following *

- After the required questions have been completed you will need to read and agree to the Facility Rules and Regulations.

Step 4: Make Payment

- After completing the Facility Reservation Questions, you will be directed to your shopping cart.
- Please verify the correct lodge and date are in your shopping cart.
- Click **Proceed To Checkout** to pay and complete your reservation.
- Please select your credit card type and verify that your billing information is correct.
- Click **Continue** to proceed the payment authorization process and generate a confirmation receipt.