



# TOWN OF PITTSFORD RECREATION DEPARTMENT

## Reserving a Facility or Registering for an Activity

### How to Reserve a Facility:

- 1.) Login or create an account
- 2.) Choose the facility you would like to reserve or use the search options under "Shop" (calendar view is your most versatile search option).
- 3.) Choose your location and the date you would like to hold your reservation
- 4.) Select the time of the reservation and click "Book Times"
- 5.) Review the "Facility Rules and Regs" and select "Yes, I Agree"
- 6.) Complete the "Facility Reservation Questions" and click submit
- 7.) Click "Proceed to Checkout"
- 8.) Review "Summary of Charges" and click continue
- 9.) A receipt will be generated for your review (you will also be emailed a copy)

### How to Register for an Activity:

- 1.) Login or create an account
- 2.) Choose from the category on the right or use the search options above under the "Shop" link
- 3.) Once you have found your activity, click on the shopping cart to the left of the activity
- 4.) Choose the family member that will be attending and click "Add to Cart"
- 5.) Click "Yes, I Agree" to the terms of the waiver
- 6.) Select "Proceed to Checkout"
- 7.) Review "Summary of Charges" and click continue
- 8.) Enter your credit card information and submit payment
- 9.) A receipt will be generated for your review (you will also be emailed a copy)