

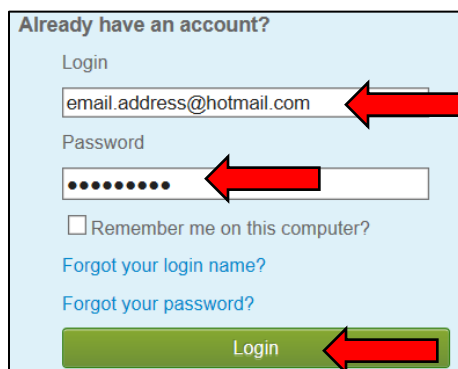
How to Submit a Reservation Request for the 2018 PP&R Wedding Lottery

1. Go to PP&R's reservation page:
https://apm.activecommunities.com/portlandparks/Reserve_Options.

2. Select Reservation Requests. To check location and date availability, call the Customer Service Center; do not use the facility calendar options.

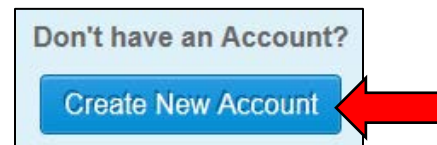


3. Login if prompted. If you don't have an account, select Create New Account and follow steps.



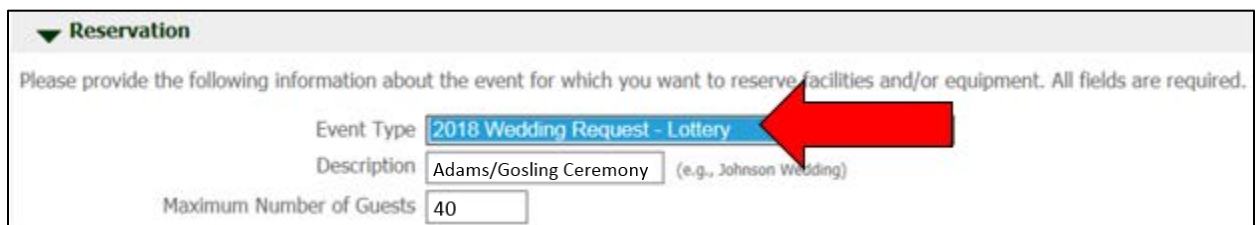
A screenshot of a login form titled 'Already have an account?'. It includes a 'Login' label, an email input field containing 'email.address@hotmail.com', a password input field with masked characters, a checkbox for 'Remember me on this computer?', and links for 'Forgot your login name?' and 'Forgot your password?'. A green 'Login' button is at the bottom. Red arrows point to the email field, password field, and the 'Login' button.

OR



A screenshot of a button labeled 'Don't have an Account?' with a blue 'Create New Account' button below it. A red arrow points to the 'Create New Account' button.

4. Select Event Type: 2018 Wedding Request – Lottery, enter Description and Number of Guests (you will get a chance to provide additional event details later in the process).



A screenshot of a reservation form titled 'Reservation'. It includes a heading 'Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.' and three input fields: 'Event Type' with a dropdown menu showing '2018 Wedding Request - Lottery', 'Description' with 'Adams/Gosling Ceremony' and '(e.g., Johnson Wedding)', and 'Maximum Number of Guests' with '40'. A red arrow points to the '2018 Wedding Request - Lottery' option in the dropdown menu.

- Select Facility: 2018 Wedding Request – Lottery (skip the location and amenities sections).

Reservation: Facility / Equipment Search

/

Please use the fields below to find facilities/equipment for your event.

Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations **-OR-** Areas

Any Locations
 Brooklyn School Park
 Cathedral Park
 Columbia Park
 Council Crest Park

Any Area
 Downtown
 North
 Northeast
 Northwest

Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
 2018 Wedding Request - Lottery

Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements:

Unspecified
 Access to Electricity
 Access to Kitchenette - Reservable
 Access to Restrooms
 Access to WiFi

- Checkmark the box to select the Wedding Request facility.

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step.
 Use the check-boxes in the Select column to choose which item(s) to try to reserve.

| Select | Attend | Qty | Name | Type | Reservation Unit | Location |
|-------------------------------------|--------|-----|--------------------------------|----------|------------------|--|
| <input checked="" type="checkbox"/> | 15 | 0 | 2018 Wedding Request - Lottery | Facility | Minute | Customer Service Center 111 SW Columbia ST Suite 660 Portland, OR, US 97201 (503) 823-2525 |

7. Select your first choice of wedding date under Begin and End dates; select Start Time and Duration. (These details do not need to be exact; you will get a chance to provide more information in the Event Questions later in the process).

▼ Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date ←

-- AND --

Number of Weeks

-- OR --

End Date ←

▼ Specify when the event starts

Start at ←

Exact Time am pm

▼ Specify how long the event lasts

Duration: (hours) (minutes) ←

8. Select Continue.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.
* indicates a date which you have changed from the requested pattern of dates and times.

▼ October, 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-------------------------|-----|
| 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 8:00 am 1 hour | 28 |
| 29 | 30 | 31 | | | | |

When you are satisfied with the dates you have chosen, click ←

9. Select Continue.

Please select one or more available items to reserve from the following list.

| Request | Name | Type | Location | Deposit | Estimate | Processing Fee | Comment |
|-------------------------------------|--------------------------------|----------|--|---------|----------------------|----------------|-----------------------|
| <input checked="" type="checkbox"/> | 2018 Wedding Request - Lottery | Facility | Customer Service Center 111 SW Columbia ST Suite 660 Portland, OR, US 97201 (503) 823-2525 | -- | Charge : \$110.00 | 0 | Review selected time. |
| Select All Deselect All | | | | | | | |

When you have selected the facilities/equipment to reserve, click **Continue**

10. Answer all the event questions with as much detail as possible. Staff will use the answers you provide to create your wedding permit. Please make sure to provide 3 phone numbers that can be used to contact you if staff have any questions. (Screenshot not shown).

11. Select Continue.

Reservation Review

This is the final step in your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$110.00**.

2018 Wedding Request - Lottery at Customer Service Center

| # | Day | Date | Time |
|---|--------|--------------|------------|
| 1 | Friday | Oct 27, 2017 | 8am to 9am |

CONDITIONS OF FACILITY USE: 1) You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: fighting, unseemly conduct, health violations, abuse of staff or property, non-compliance of facility use rules or code of conduct statutes, or failure to remit payment. 2) A refundable

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click **Continue**

12. Enter payment information. (Screenshot not shown).

13. When complete, you will receive an email confirming your submission into the 2018 Wedding Reservation Request Lottery.

*If you have any questions or would prefer to submit your request via phone, call the Customer Service Center at (503) 823-2525 Monday-Friday 8:30am-5pm