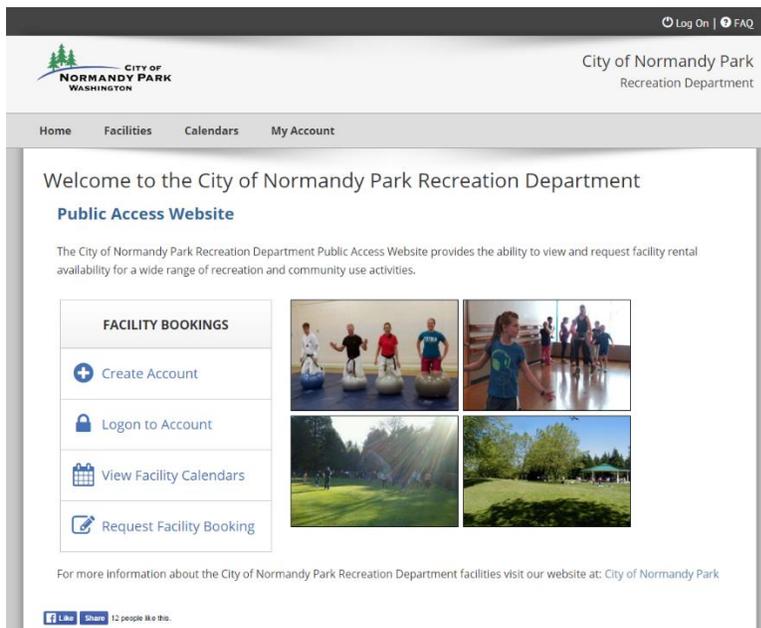


Creating a Public Access Account



For your convenience, The Town of Gananoque, Parks & Recreation Department Public Access Website provides the ability to view and request facility/park rentals online.

To access this site, please visit:

<https://app.booking.ca/gan/>

or click the link located on our site at:

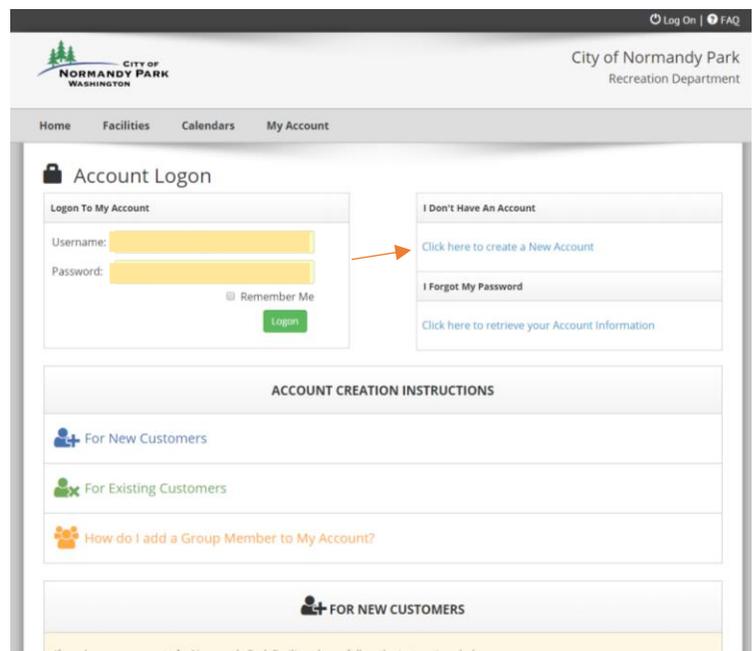
<http://www.gananoque.ca/>

Create an Account:

Creating an account on our public access site will enable you the access to: making facility/park booking requests, viewing your bookings, and more.

To create an account, click the "Create Account" button on the homepage. If you already have an account, proceed to the "Logon to Account" button located below.

If you have rented a facility in the past but do not have an online account, please DO NOT create a new account. Please call 613.382.2149 ext. 1411 or email KMcQuaid@gananoque.ca for online account activation.



To create your account, click the link "Click here to create a New Account" and fill out the Billing Contact information form.

Log On | FAQ

CITY OF NORMANDY PARK
WASHINGTON

City of Normandy Park
Recreation Department

Home Facilities Calendars My Account

Step 1. Create Billing Contact Step 2. Activate Account Step 3. Account Activated

Contact Information Note: Red text indicates required fields.

First Name: Last Name:

Address 1:

Address 2:

Country: Prow/State:

City: Postal/Zip Code:

Phone 1: Phone 2:

Email: Alternate Email:

Client #:

Account Information

Username: * We suggest your email address (Min Characters: 5)

Password: Re-Type Password:

Password Strength

Not Rated

Note: For the best Password Strength rating include:

- Uppercase and lowercase characters
- Numbers
- Symbols
- Eight or more characters

Extra Information

SIN #:

Security Check

Please enter the characters below in the textbox provided. [What's This?](#)
Can't read this? [Try another.](#)

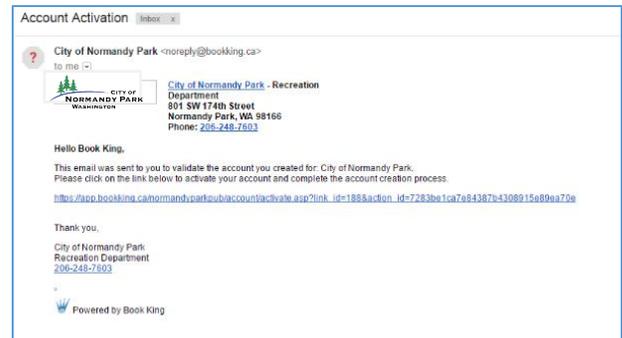
4MKD

Enter Text:

Next

Contact Us

Once the form has been completed, an account activation email will be sent to the email address that you provided on this form. Click on the link in that email in order to activate your account.



Upon a successful login, your account will be activated. You will see options for going to the Home Page, editing My Account, View Facility Information, View Calendars.

View My Cart (0) | Log Off Book King | FAQ

CITY OF NORMANDY PARK
WASHINGTON

City of Normandy Park
Recreation Department

Home Facilities Calendars My Account

Step 1. Create Billing Contact Step 2. Activate Account Step 3. Account Activated

Account Activation Status: Activated

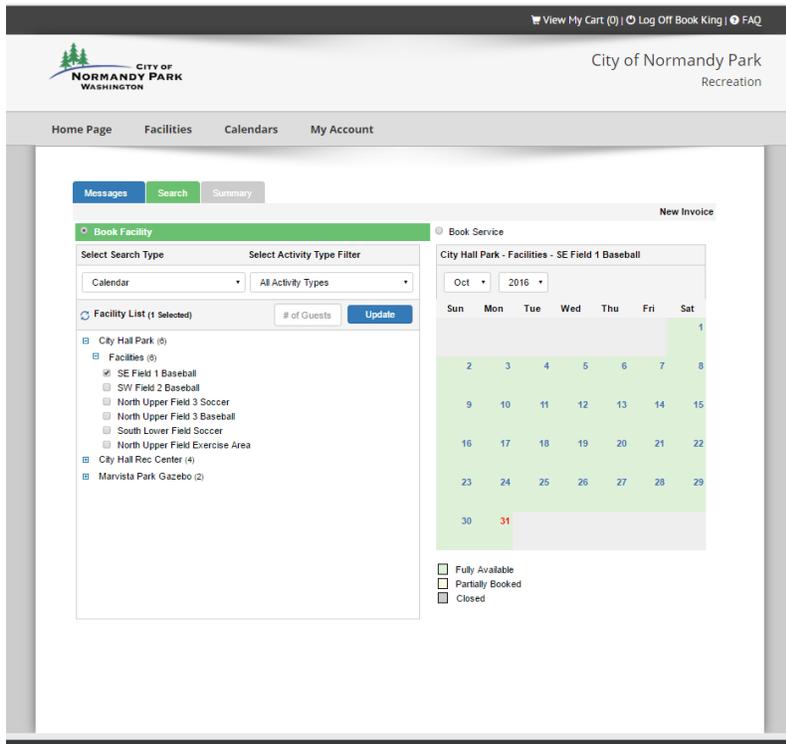
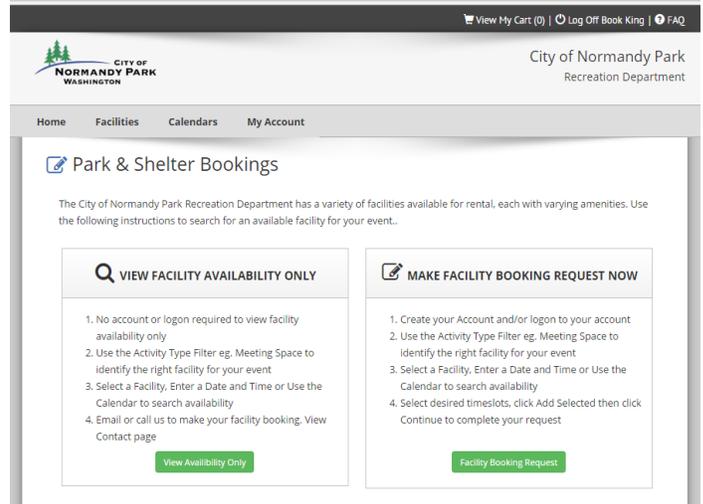
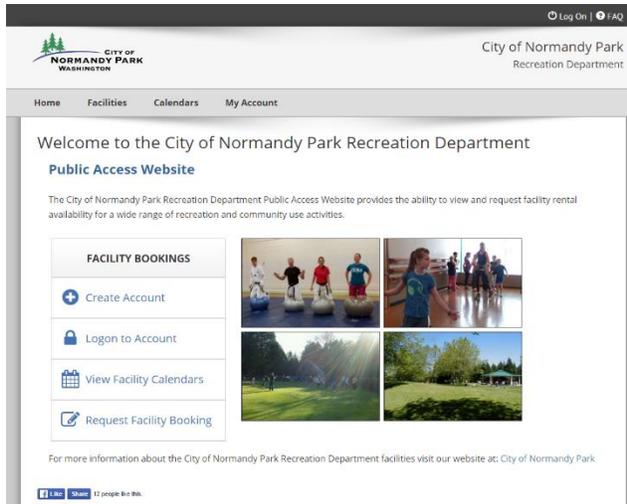
Thank you!

Your new account was successfully activated and you are currently logged into the system. Please click on a menu link to continue your session.

- [Home Page](#)
- [Go to My Account](#)
- [View Facility Information](#)
- [View Our Calendars](#)

Making Facility/Park Requests

Once you are logged in to your account, go to the home page and select “Request Facility Booking.” From the facilities page, you have the option to either view facility/park availability, or create a booking request. Select “Facility Booking Request”



From this search screen, choose the facility/park for which you would like to request a booking by selecting the checkbox next to the facility name on the left.

Next, choose the date of your requested booking by selecting the calendar day on the right. This calendar is color-coded to show days that are **open**, **partially booked**, and **closed**.

Messages Search Summary

Facility Calendar Search: New Invoice Prev Day Next Day Search Again

Sample Ice Complex - Ice Arena - Arena A View My Rules
 Oct 15, 2016 - Search All Day - All Slots - Approval Required

| | | | |
|--------------------------|------------------------|-------------------|-----------|
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 06:00AM - 07:00AM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 07:00AM - 08:00AM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 08:00AM - 09:00AM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 09:00AM - 10:00AM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 10:00AM - 11:00AM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 11:00AM - 12:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 12:00PM - 01:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 01:00PM - 02:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 02:00PM - 03:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 03:00PM - 04:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 04:00PM - 05:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 05:00PM - 06:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 06:00PM - 07:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 07:00PM - 08:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 08:00PM - 09:00PM | Available |
| <input type="checkbox"/> | Date: Sat Oct 15, 2016 | 09:00PM - 10:00PM | Available |

Select/Deselect All Search Again Add Selected
 Combine Consecutive Time Slots

Current Local Time: 08:41AM (PDT)

Next, choose all the time slots needed for your event or booking, and then select, "Add Selected".

If you are not satisfied with the available time slots and would like to search the availability at another facility,

you can return to the facility/calendar search by selecting "Search Again"

Once you have chosen your desired time slots, the next screen will show a summary of your booking request. If you would like to add another facility onto your booking, select "Search Again." If you are happy with your request, select "Continue"

Messages Search Summary

Pending Facility Bookings: Invoice #68 Search Again

Sample Ice Complex - Ice Arena - Arena A

Date: Sat Oct 15, 2016 Pending Approval 02:00PM - 04:00PM

Pending Service Bookings

There are no Pending Service Bookings to display...

Delete Selected Delete All Search Again Continue!

Current Local Time: 08:44AM (PDT)

Messages | Search | Summary

Creation Date: Mon Oct 31, 2016

Invoice #: 68

PAYEE: Sophia Shalkowsky
 3119 Jenner Road
 Victoria
 British Columbia, Victoria, British Columbia, Canada
 v8d1h4

Total Amount Due: \$0.00
 Amount Paid: \$0.00
 Balance Due: \$0.00

Client #: 1 Account #: Phone #: Email: sophies@booking.ca
 Phone 1: Phone 2: Fax:
 Event: Public Booking

Facility

| Facility Name | Description | Date | Time | Price |
|--|--------------------|------------------|---------------------|----------|
| Sample Ice Complex - Ice Arena - Arena A | No Charge - \$0.00 | Sat Oct 15, 2016 | 02:00PM - 04:00PM ↑ | \$0.00 T |
| Facility Subtotal: | | | | \$0.00 |
| Total: | | | | \$0.00 |

Transactions Hide Transactions On Printed Invoice

There are no transactions to display for this Invoice...

Document Assignments Include Document List On Printed Invoice

| Document Name | Document Category | Size (kb) | Required | TOS | Function |
|---------------------------------|-------------------|-----------|----------|--------|----------------------|
| ng rec -ice rental contract.pdf | Contracts | 127 | Yes | Yes | View |
| Subtotal: | | | | \$0.00 | |
| Total: | | | | \$0.00 | |
| Amount Paid: | | | | \$0.00 | |
| Balance Due: | | | | \$0.00 | |

[Print Invoice](#) [Email Invoice](#)

Finally, you will see your booking request summary in the form of an invoice. It is possible that the rate information will be changed based on available rates for your group or type of booking.

Your request is not finalized until it is approved by a staff member. Please await response from someone within the Parks and Recreation Department.

If you select "Messages" at the top right side of the page you will see your request as it has been sent to us at the Town of Gananoque. You will receive an additional message upon approval/decline of this booking.

Messages | Search | Summary

1 Item (0 Unread) Filters: All Messages

| From | Subject | Received |
|--|------------------------------|--------------------------|
| <input checked="" type="checkbox"/> Book King System | Request Received Invoice #68 | Mon Oct 31, 2016 08:46AM |

[Delete Selected](#)

From: Book King System Sent: Mon Oct 31, 2016 08:46AM
 To: Sophia Shalkowsky
 Subject: Request Received Invoice #68

Hello Sophia Shalkowsky,

We have received your facility booking request for Invoice #68.

Sample Ice Complex - Ice Arena - Arena A
 Sat Oct 15, 2016 02:00PM - 04:00PM Pending Approval

You will be notified once your facility booking request has been processed.

If you have any questions regarding this process, please call us at 613.382.2149 ext.1411.

