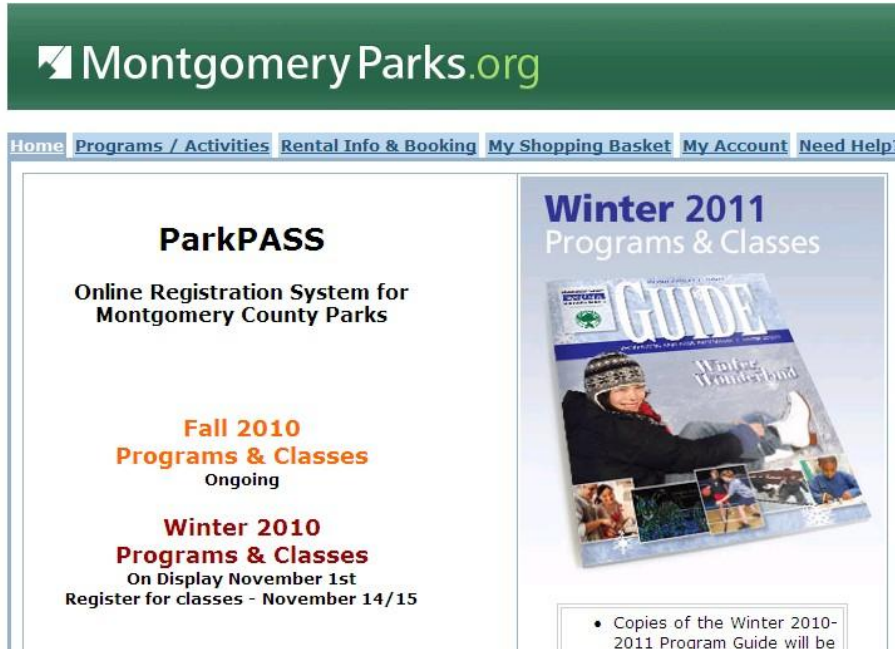


HOW TO: Book a Community Garden Plot online at www.ParkPASS.org

From your Internet Browser – access the ParkPASS website by entering: www.parkPASS.org

- You will receive the ParkPASS website homepage



- First – You should access your ParkPASS Account

NOTE: If you do not already have a ParkPASS account you will need one created in order to book a Garden Plot - Please review the following document describing how to create an account online:

ParkPASS – How To Create an Account Online

- Once you have your ParkPASS Login ID and Account Pin - Click on the My Account Button



- You will receive the ParkPASS User Login window

- Enter you ParkPASS Login ID and Account Pin info in the appropriate fields

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- Click on the Sign-In button
- Receive the ParkPASS My Account page
- At the top of the window – it will display that you are logged onto your account

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Client Name	HISTORY	DETAILS	LOGIN ID
Adam Fancovic	HISTORY	DETAILS	LOGIN ID
Jason Fancovic	HISTORY	DETAILS	LOGIN ID
Patricia Fancovic	HISTORY	DETAILS	LOGIN ID
Stephen Fancovic *MC	HISTORY	DETAILS	LOGIN ID
Account	HISTORY		

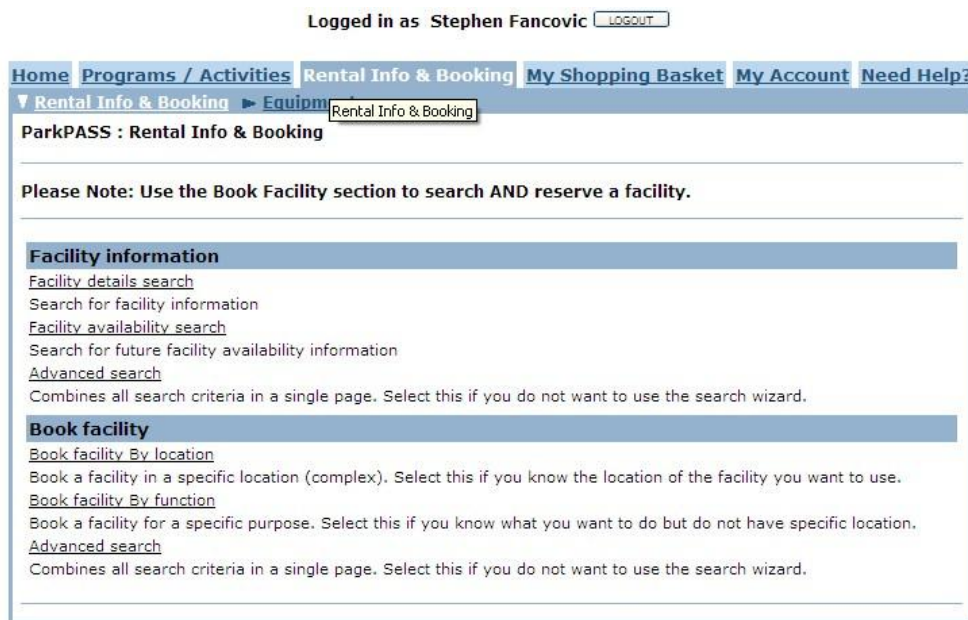
- This page will contain a listing of all clients on your account
- You are now ready to proceed with Searching for and Booking a garden Plot

From the ParkPASS My Account page – After you have accessed you account:

- Click on the Rental Info & Booking Tab

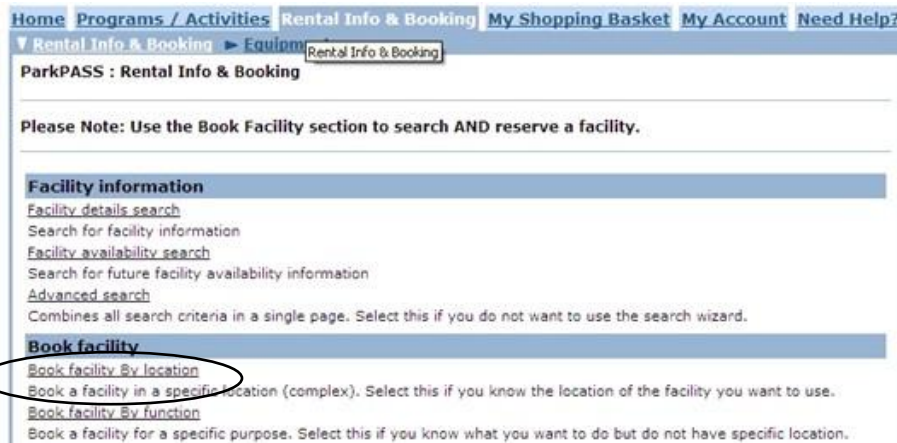


- Receive the ParkPASS – Rental Info& Booking window



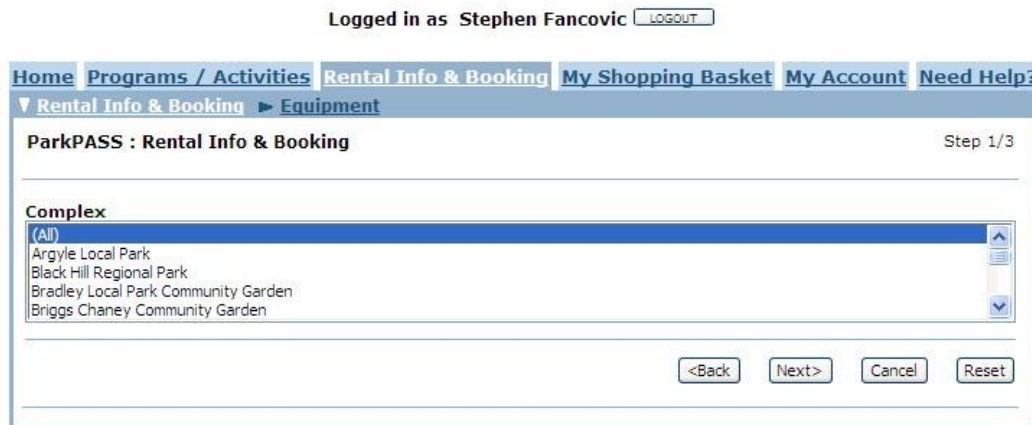
- From this window – you will proceed with:
 - Finding the Community Garden of your choice
 - Determine if there are any available Garden Plots at that Garden

- Click on the Book facility by location option under the Book Facility listing



- Receive a window listing the Complexes

NOTE: From this listing is where you will select the appropriate Community Garden for which you will want to select a Garden Plot



- The names for the Five Community Gardens are as follows:
 - Bradley Local Park Community Garden
 - Briggs Chaney Community Garden
 - Maple Avenue Community Garden
 - Sligo Mill Overlook Community Garden
 - South Germantown Community Garden

- Using the scroll bar on the right – scroll down to the Community Garden for which you wish to search for a garden plot

NOTE: In our example we are using Briggs Chaney Community Gardens

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Home Programs / Activities Rental Info & Booking My Shopping Basket My Account Need Help?

▼ Rental Info & Booking ► Equipment

ParkPASS : Rental Info & Booking Step 1/3

Complex

(All)
 Argyle Local Park
 Black Hill Regional Park
 Bradley Local Park Community Garden
 Briggs Chaney Community Garden

<Back Next> Cancel Reset

- Click on Briggs Chaney Community Garden
- Click on the Next button
- Receive a window for selecting the Function

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ParkPASS : Rental Info & Booking Step 2/3

*Function

Type
(All)

Feature
(Not Applicable)

Spots Capacity To search by capacity only, set Spots = 1

<Back Next> Cancel Reset

- Click on the Function Field and receive a listing – Internet – Community Gardens

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ParkPASS : Rental Info & Booking Step 2/3

*Function

Internet - Community Gardens
(All)

Feature
(Not Applicable)

Spots Capacity To search by capacity only, set Spots = 1

<Back Next> Cancel Reset

- Click on the Internet – Community Gardens listing and it will appear in the Function field

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▼ Rental Info & Booking ► Equipment

ParkPASS : Rental Info & Booking Step 2/3

***Function**

Internet - Community Gardens ▼

Type

<Back Next> Cancel Reset

- Click on the Next button
- Receive the Search Available Dates window

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▼ Rental Info & Booking ► Equipment

ParkPASS : Rental Info & Booking Step 3/3

Date between 1 ▼ Feb ▼ 2011 ▼ And 31 ▼ Jan ▼ 2011 ▼

Day(s) All Mon Tue Wed Thu Fri Sat Sun

Time between 6 ▼ AM ▼ And 10 ▼ PM ▼

Length Hr Min

<Back Search Cancel Reset

- Enter a date range from Feb. 1, 2011 (Start of the 2011 Garden season) to Jan. 31, 2012 (End of the 2011 Garden Season)
- NOTE:** we are having our clients book only one date – that being the last date of the season when booking online.
- By doing so – it reflects you signing up for the entire 2011 season.
- After setting the Search date range – Click on the Search button
 - This will submit a search of the Community Garden you selected (Brigs Chaney Community Garden) and determine which Garden Plots are still available for renting for the 2011 Garden season

- Receive a listing of all the remaining available Garden Plots for the Community Garden you selected

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[Rental Info & Booking](#) ▶ [Equipment](#)


ParkPASS : Rental Info & Booking : QuickRez Search Results

For Indoor Tennis Reservations:

QuickRez Online Bookings are limited to 2 hours per day, per account. Failure to adhere to this policy will result in all Bookings for that account, for that day, being cancelled by the Facility, and NO REFUND will be issued. Your account may also be blocked from QuickRez Online Booking capability until further notice.

For all other Rental Reservations:

Before booking any facility, you are strongly encouraged to visit the facility to ensure it meets your needs. Contact the Park Permit Office for more information. 301) 495-2525. To view a Park Activity Building, prior to booking, keys may be picked up at the Permits Office M-F 8:30-3:00pm (closed weekends and holidays) with a \$25 refundable key deposit.

 [Back to Search](#)

A partial list of facilities is displayed as the number of rows exceeds the maximum.

Function: Internet - Community Gardens **11-09-2010 8:05AM**

Complex	Facility	Day	Date	Time	Avail.	Book
Briggs Chaney Community Garden	BC - Garden Plot #-A - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #-B - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #-C - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #-D - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #1 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #10 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #100 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #101 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #102 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
⋮	⋮	⋮	⋮	⋮	⋮	⋮
Briggs Chaney Community Garden	BC - Garden Plot #30 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #31 - 300'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #32 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #33 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #34 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>

- The listing will show you the remaining Garden Plots that are still available for that Community Garden

NOTE: Each plot is numbered (or lettered) and has a square footage amount for that plot at the end of the plot name. This could differ between plots in a particular Community Garden – fee would differ

Example above – Plot #102 is 625 feet, plot #31 is 300 feet

- Click on the Book checkbox for the Garden Plot you wish to Book
- Click on the Add button



[Back to Search](#)

A partial list of facilities is displayed as the number of rows exceeds the maximum.

Function: Internet - Community Gardens **11-09-2010 8:05AM**

<u>Complex</u>	<u>Facility</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Avail.</u>	<u>Book</u>
Briggs Chaney Community Garden	BC - Garden Plot #-A - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #-B - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #-C - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #-D - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input checked="" type="checkbox"/>
Briggs Chaney Community Garden	BC - Garden Plot #1 - 625'	Mon	01-31-2011	6:00AM - 8:00PM	1	<input type="checkbox"/>

- Receive the ParkPASS: My Shopping Basket reflecting your Garden Plot choice

Logged in as Stephen Fancovic

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ParkPASS : My Shopping Basket

CRSE = Course Registrations RENT = QuickRez Bookings

Basket						
Type	Client/Team	Item	Dates & Times	Cost	Basket	
RENT	Stephen Fancovic	Briggs Chaney Community Garden - BC - Garden Plot #-D - 625'	Quantity: 1 01-31-2011 - 01-31-2011 6:00AM - 8:00PM	Total: \$70.00	<input type="button" value="REMOVE"/> <input type="button" value="CHANGE CLIENT"/>	

When you are ready, please continue to the Checkout to complete your transaction.

- You can either proceed to checkout
 - Click on the Go to Checkout button

OR

- Select another Garden Plot from this Garden or Go to another Community Garden
 - Click on the Continue Shopping button

OR

- You can clear your basket by Clicking on the Clear Basket button

When you are finished, proceed to Go to Checkout where you will need a Credit Card to pay for the Garden Plot(s) you wish to Book.

Be sure to print off your confirmation after paying for your Garden Plot(s).