

Steps to Reserving a Park Shelter at RECDESK

1. Sign in at your RecDesk Account at: <https://dodgeville.recdesk.com/Community/Home>
2. Go to the tab FACILITIES!
3. Find the Park Shelter in the list that you'd like to reserve.
4. You can either Click on the NAME of the shelter to look at the general information about the shelter, or you can hit the GREEN RESERVE button to start your reservation process.
5. Once you click on the Green Reserve button, click through the *calendar* until you find the date you'd like to reserve .
6. If your date is available, click on the RESERVE word on that day/date. If your day is NOT available due to already being reserved, the day will look blank. Sorry, this date is not available.
7. Once you click RESERVE on your desired date, fill out the information which includes: Description of Use (party, reunion, etc) and Group Size. Your only option is a "full day rental" so click on the time frame listed, and then click on the word INDIVIDUAL (\$47.39) and it should then be highlighted.
8. Press "ADD TO CART"
9. You will now be at the shopping cart and can see your reservation.
10. Press "GO TO CHECKOUT"
11. Press "I ACCEPT WAIVER"
12. FILL OUT THE NEXT Three FORMS, which all have checkboxes you have to check off. (Alcohol Agreement, Shelter Reservation Agreement, Policies and information)
13. Click on I HAVE COMPLETED ALL FORMS
14. You should now be at the final checkout form. Fill out your credit card info and your contact information. You should see the total your card will be charged.
15. Click Submit.
16. You are now finished and should receive a confirmation email.