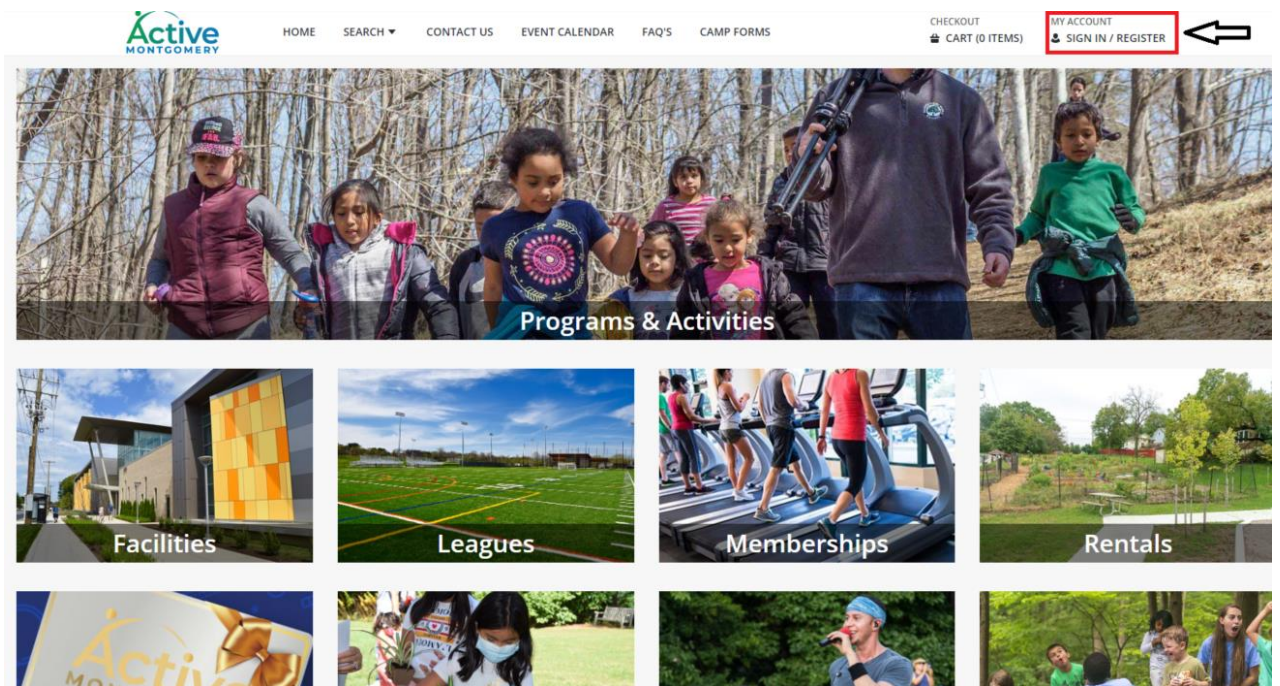




How to Reserve a Parks Field

Customer Help Guide

1. To begin, sign into your customer account (or register to create a new account)



2. Input your Username and Password
3. Select Login

Active MONTGOMERY

HOME SEARCH CONTACT US EVENT CALENDAR FAQ'S CAMP FORMS

CHECKOUT MY ACCOUNT
CART (0 ITEMS) SIGN IN / REGISTER

Login

WebTrac Login

Username *
test@test.com

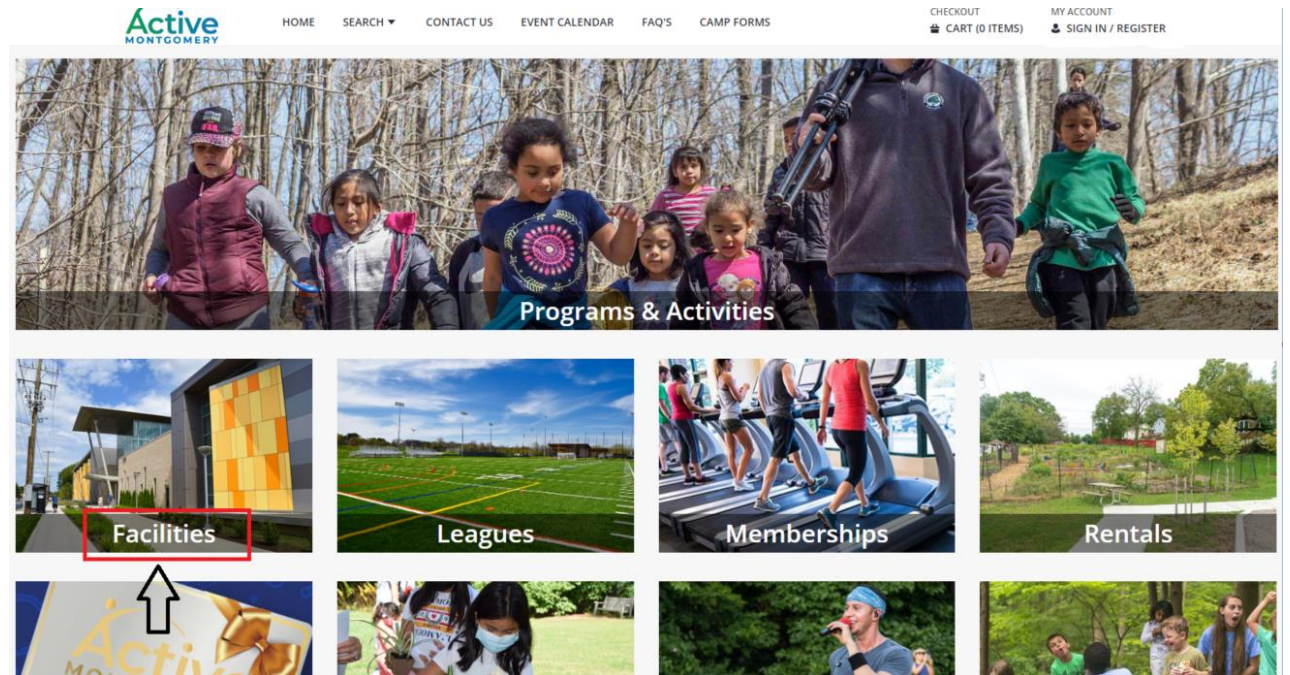
Password *
.....

Login

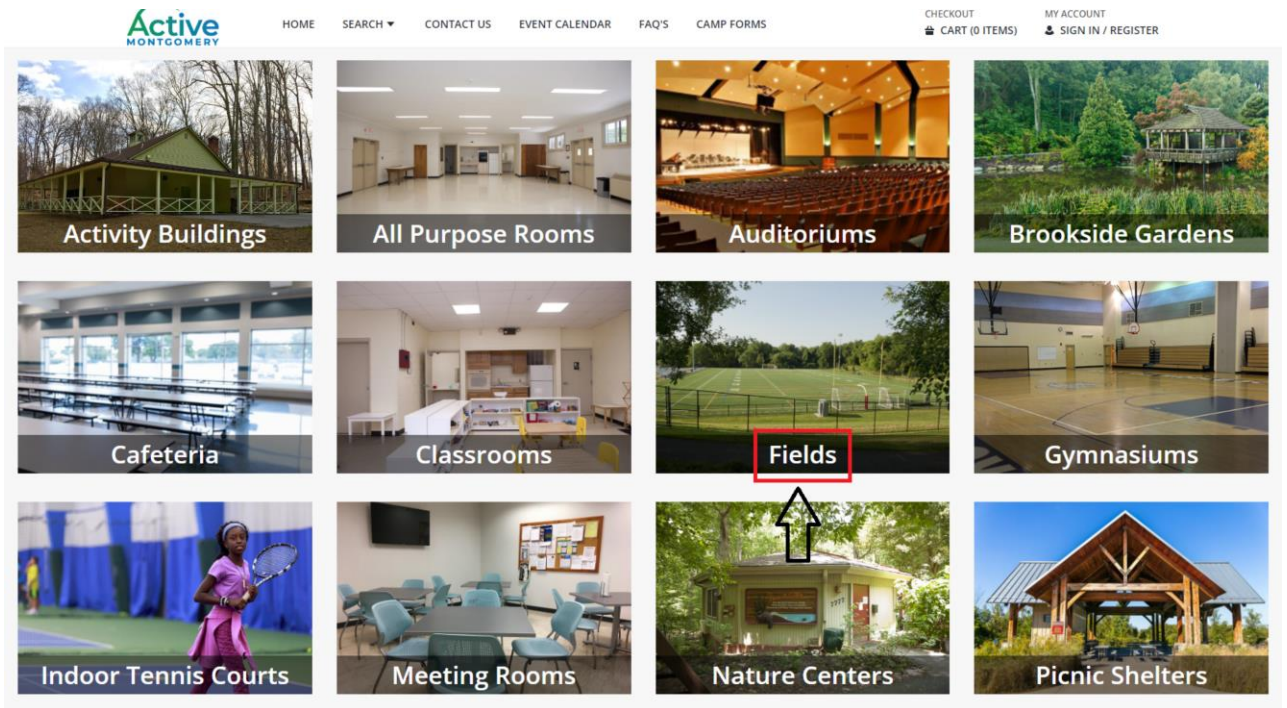
Forgot Username?
Forgot Password?

Don't have an account? Sign Up Now

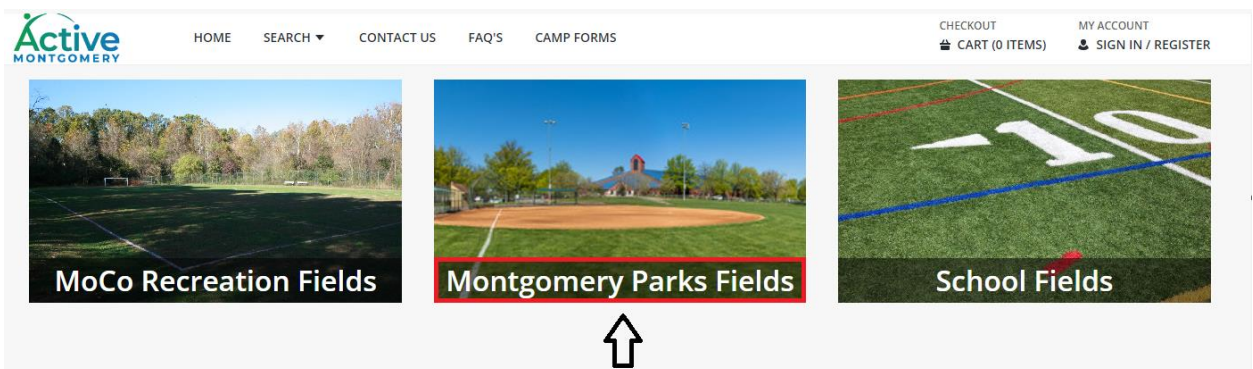
4. From the main page, select Facilities



5. Select Fields



6. Select Montgomery Parks Fields



7. Select type of field to reserve



8. Input reservation date, begin time, and location of reservation

9. Select Search

The screenshot shows the Facility Search results page on the Active Montgomery website. The search criteria are as follows:

- Date:** 07/23/2022
- Keyword Search:** (empty)
- Begin Time:** 8:00 am
- Location (1):** Argyle Local Park (selected)
- Category (1):** (empty)
- Type (0):** (empty)
- Facility Class (1):** (empty)

The search results show three facilities:

Date	Facility Description	Location Description	Class Description	Capacity	Price	Item Details
Jun 28	Aberdeen LP Field #1 FS	Aberdeen Local Park	Field	N/A	\$9.00/\$9.00	Item Details
Jun 28	Arcola LP Field #2 BB-SB	Arcola Local Park	Field	N/A	\$9.00/\$9.00	Item Details
Jun 28	Arcola LP Field #3 FS	Arcola Local Park	Field	N/A	\$9.00/\$9.00	Item Details

The 'Search' button at the bottom of the filter sidebar is highlighted with a red box and an arrow.

*Note if you would like to reserve multiple fields for the same date you may select multiple locations.

Active MONTGOMERY

HOME SEARCH CONTACT US EVENT CALENDAR FAQ'S CAMP FORMS

CHECKOUT MY ACCOUNT
CART (0 ITEMS) BEAN #12

▼ Date
07/15/2022

► Keyword Search

▼ Begin Time
12:00 pm

▼ Location (2)
 Amity Drive Neighbor...
 Arcola Elementary Sc...
 Arcola Local Park
 Argyle Local Park
 Argyle Middle School
 Arora Hills Local Park
Select All Clear Selection

▼ Category (1)
 Community Use of Pu...
 Government Buildings
 Parks
 Public Libraries
 Public Schools
 Recreation
Select All Clear Selection

► Type (0)

▼ Facility Class (1)
 Activity Building
 All Purpose Room
 Auditorium
 Ball Machine
 Bus Permit

Facility Search

Search Results Showing results 1-4 of 4

Display Option: Detail

Arcola LP Field #2 BB-SB

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jul 15	Arcola LP Field #2 BB-SB	Arcola Local Park	Field	N/A	\$9.00/\$9.00	Item Details

Book Now: 12:00 pm - 3:00 pm 3:00 pm - 4:00 pm 4:00 pm - 5:00 pm 5:00 pm - 6:00 pm 6:00 pm - 7:00 pm 7:00 pm - 8:00 pm

Arcola LP Field #3 FS

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jul 15	Arcola LP Field #3 FS	Arcola Local Park	Field	N/A	\$9.00/\$9.00	Item Details

Book Now: 12:00 pm - 3:00 pm 3:00 pm - 4:00 pm 4:00 pm - 5:00 pm 5:00 pm - 6:00 pm 6:00 pm - 7:00 pm 7:00 pm - 8:00 pm

Arcola LP Field #1 BB-SB S-S-F

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jul 15	Arcola LP Field #1 BB-SB S-S-F	Arcola Local Park	Field	N/A	\$9.00/\$9.00	Item Details

Book Now: 12:00 pm - 1:00 pm 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm 3:00 pm - 4:00 pm 4:00 pm - 5:00 pm 5:00 pm - 6:00 pm 6:00 pm - 7:00 pm 7:00 pm - 8:00 pm

Argyle LP Field #1 BB-SB S-S

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jul 15	Argyle LP Field #1 BB-SB S-S	Argyle Local Park	Field	N/A	\$9.00/\$9.00	Item Details

Book Now: 12:00 pm - 1:00 pm 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm 3:00 pm - 4:00 pm 4:00 pm - 5:00 pm 5:00 pm - 6:00 pm 6:00 pm - 7:00 pm 7:00 pm - 8:00 pm

1048 x 890px Size: 127.4KB

10. Select available booking times

- a. Rentable time blocks are for one hour
- b. You may select one hour or multiple hours (Example: 3-8 p.m.)
- c. If a time block (Example: 12 – 3 p.m. as in image shown) is showing more than one hour, it indicates those times are already booked

11. Select to Add to Cart

Active MONTGOMERY

HOME SEARCH CONTACT US EVENT CALENDAR FAQ'S CAMP FORMS

CHECKOUT MY ACCOUNT
CART (0 ITEMS) BEAN #812458

Facility Search

Date: 07/23/2022

Keyword Search

Begin Time: 12:00 pm

Location (1):
Aberdeen Local Park
Acorn Urban Park
Agricultural History Fa...
Alta Vista Elementary ...
Amity Drive Neighbor...
Arcola Elementary Sch...
Select All Clear Selection

Category (1):
Community Use of Pu...
Government Buildings

Search

Search Results Showing results 1-1 of 1

Display Option: Detail

Argyle LP Field #1 BB-SB S-S

Date	Facility Description	Location Description	Class Description	Capacity	Price	
Jul 23	Argyle LP Field #1 BB-SB S-S	Argyle Local Park	Field	N/A	\$9.00/\$9.00	Item Details
Book Now:	12:00 pm - 3:00 pm	3:00 pm - 4:00 pm	4:00 pm - 5:00 pm	5:00 pm - 6:00 pm	6:00 pm - 7:00 pm	7:00 pm - 8:00 pm

Selected Items

Argyle LP Field #1 BB-SB S-S (Field_Argyle Local Park_Field #1 BB-SB S-S): 07/23/2022 @ 3:00 pm - 5:00 pm

Clear Selection Add To Cart

12. Input Reservation Purpose
13. Select Age Group from dropdown
14. Select Sport Type from dropdown
15. Select Continue

Active MONTGOMERY

Argyle LP Field #1 BB-SB S-S on 07/23/2022 at 12:00 pm to 3:00 pm at Argyle Local Park for M Bean (Purchase)

Argyle LP Field #1 BB-SB S-S on 07/23/2022 at 12:00 pm to 3:00 pm at Argyle Local Park for M Bean (Purchase)

Questions

Parks Reservation Purpose
Test Reservation for a Parks Field

Age Group? *
Adult

Sport Type? *
Baseball/Softball

If Other Please Describe:

Continue

16. Select Proceed to Checkout or select Continue Shopping to add additional dates to your reservation

Active MONTGOMERY

HOME SEARCH CONTACT US EVENT CALENDAR FAQ'S CAMP FORMS

CHECKOUT MY ACCOUNT
CART (1 ITEMS) BEAN #812458

New Charges In Shopping Cart

Shopping Cart

Shopping Cart

Description	Name	Total Fees
Remove Argyle LP Field #1 BB-SB S-S on 07/23/2022 at 12:00 pm to 3:00 pm at Argyle Local Park (Firm)	M	\$ 27.00
Grand Total Fees Due		\$ 27.00
Total Old Balances Not in Shopping Cart		\$ 0.00

[Proceed To Checkout](#) [Continue Shopping](#) [Pay Old Balances](#) [Empty Cart](#)

17. Select Payment Method from dropdown
18. Input your billing information (name, phone, email address, and credit card information)
19. Checkmark the box for the “I am not a robot”
20. Select Continue

Active MONTGOMERY HOME SEARCH ▾ CONTACT US EVENT CALENDAR FAQ'S CAMP FORMS CHECKOUT MY ACCOUNT
CART (1 ITEMS) BEAN #812458 ▾

Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 27.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 27.00
Amount To Be Paid Today:	\$ 27.00

Apply Coupon/Gift Certificate/Punch Payment/Scholarship

Type: Coupon ▾ Code:

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *
Credit Card ▾

Billing Information

First Name: *
 ←

Last Name: *
 ←

Home Phone w/area code:

(222)555-8888



Email: *

test@testing.com



Re-Enter Email:

test@testing.com



Payment Information



Name on Card *

m bean



Credit Card Number *

1111 1111 1111 1111



Expiration Date *

10 / 2026



CVV *

123



Billing Street Address *

111 maryland avenue



Billing Zip Code *

20853



I'm not a robot



Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Continue



Back to Cart

21. A Checkout Confirmation will appear to show your reservation has been completed

Active
MONTGOMERY

HOME SEARCH CONTACT US EVENT CALENDAR FAQ'S CAMP FORMS

CHECKOUT MY ACCOUNT
CART (0 ITEMS) BEAN #812458

Checkout Confirmation

Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)
All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.
[Click here to download free Adobe Reader software from Adobe.com.](#)

A copy of your receipt has been sent to "test@testing.com". If you would like to send a copy to another email address, use the field below.

Email Address *

Send Copy

Logout Continue Shopping