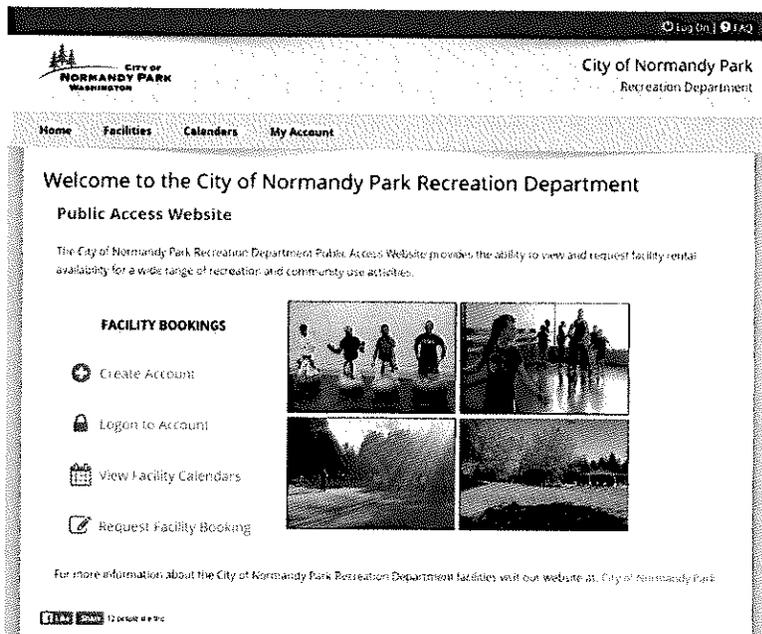


## Creating a Public Access Account



For your convenience, The City of Normandy Park Recreation Department Public Access Website provides the ability to view and request facility rental online. To access this site, please visit:

<http://app.booking.ca/normandyparkpub>

or click the link located on our city site at:

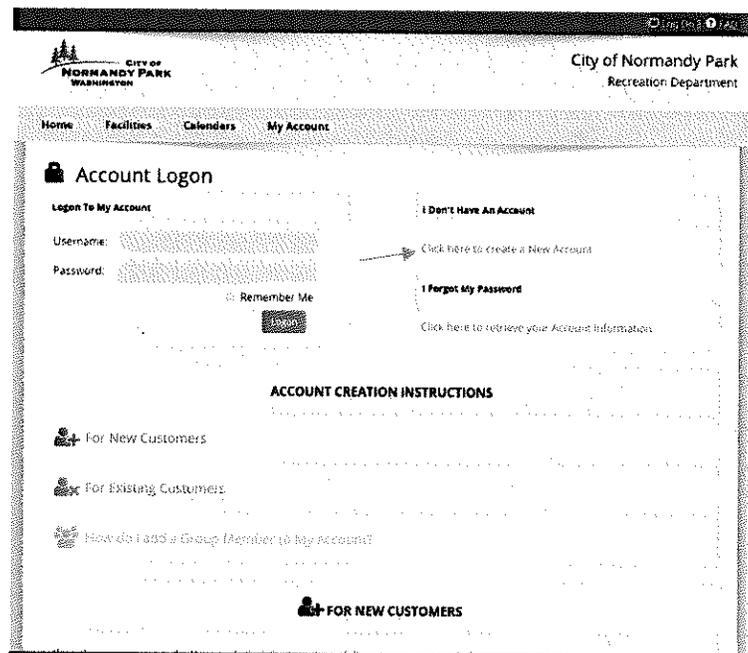
<http://www.ci.normandy-park.wa.us/>

### Create an Account:

Creating an account on our public access site will enable you the access to: making facility 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 206.248.7603 or email [marya@ci.normandypark.wa.us](mailto:marya@ci.normandypark.wa.us) for online account activation.

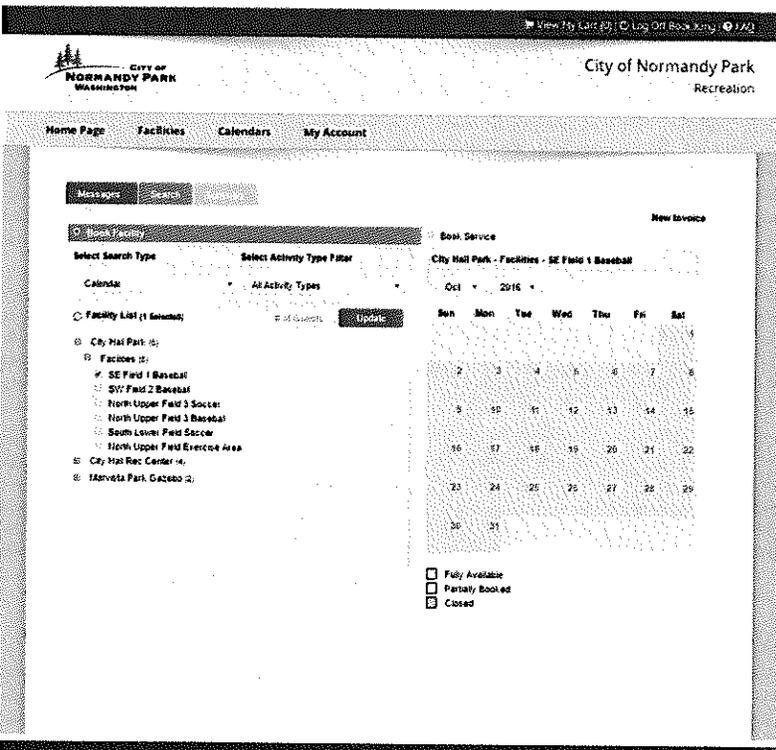
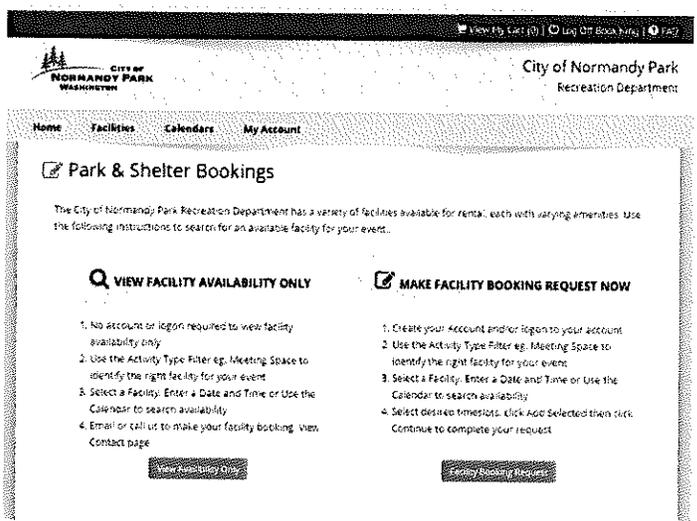
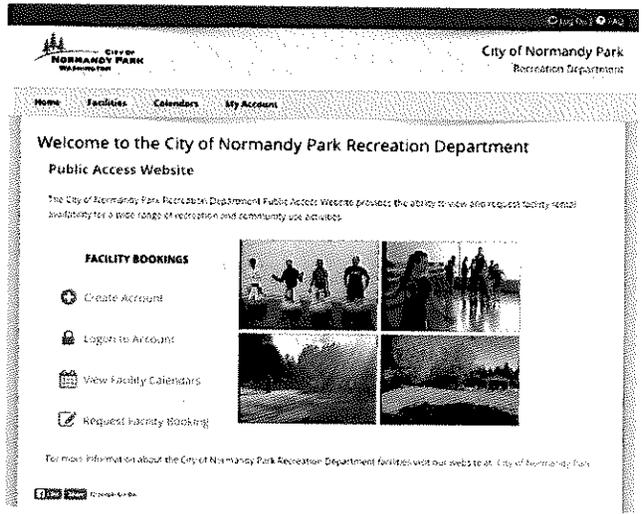


To create your account, click the link "Click here to create a New Account" and fill out the Billing Contact information form.



## Making Facility 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 availability, or create a booking request. Select “Facility Booking Request”



From this search screen, choose the facility 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

Facility Calendar Search: New Invoice

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

Prev Day Next Day Search Again

Date: Sat Oct 15, 2016	06:00AM - 07:00AM	Available
Date: Sat Oct 15, 2016	07:00AM - 08:00AM	Available
Date: Sat Oct 15, 2016	08:00AM - 09:00AM	Available
Date: Sat Oct 15, 2016	09:00AM - 10:00AM	Available
Date: Sat Oct 15, 2016	10:00AM - 11:00AM	Available
Date: Sat Oct 15, 2016	11:00AM - 12:00PM	Available
Date: Sat Oct 15, 2016	12:00PM - 01:00PM	Available
Date: Sat Oct 15, 2016	01:00PM - 02:00PM	Available
Date: Sat Oct 15, 2016	02:00PM - 03:00PM	Available
Date: Sat Oct 15, 2016	03:00PM - 04:00PM	Available
Date: Sat Oct 15, 2016	04:00PM - 05:00PM	Available
Date: Sat Oct 15, 2016	05:00PM - 06:00PM	Available
Date: Sat Oct 15, 2016	06:00PM - 07:00PM	Available
Date: Sat Oct 15, 2016	07:00PM - 08:00PM	Available
Date: Sat Oct 15, 2016	08:00PM - 09:00PM	Available
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

Pending Facility Bookings: Invoice #58

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)

Creation Date: Mon Oct 31 2016 Invoice #: 66

**NAME:** Sophia Shalowsky   
 3719 Jenner Road  
 Victoria  
 British Columbia, Victoria, British Columbia, Canada  
 v8v0t4

**Client #:** 1 **Account #:** **Phone 1:** **Phone 2:** **Email:** sophies@bookking.ca **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
<b>Facility Subtotal:</b>				\$0.00
<b>Total:</b>				\$0.00

**Transactions**

There are no transactions to display for this invoice.

**Document Assignments**

Document Name	Document Category	Size (kb)	Required	TOS	Function
ng-rec-ice-rental-contract.pdf	Contracts	127	Yes	Yes	<input type="button" value="View"/>
<b>Subtotal:</b>				\$0.00	
<b>Total:</b>				\$0.00	
<b>Amount Paid:</b>				\$0.00	
<b>Balance Due:</b>				\$0.00	

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.

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 Normandy Park. You will receive an additional message upon approval/decline of this booking.

Your request is not finalized until it is approved by a staff member, invoice is paid in full, and all rental agreement documents are signed and submitted.

1 Item (0 Unread) Filter: All Messages

From	Subject	Received

**From:** Book King System **Sent:** Mon Oct 31 2016 09:46AM  
**To:** Sophia Shalowsky  
**Subject:** Request Received Invoice #66

Hello Sophia Shalowsky,

We have received your facility booking request for invoice #66

**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 206-248-7603.

