



To View Sports Field/Court Availability Calendars:

(You are not required to have an account to view availability calendars.)

- 1) On the *Welcome* page, click the Reserve button.
- 2) On the *Online Reserve Options* page, click the View Facilities button.
- 3) Under Facility Type, click 'Sports Fields\Courts' next to the field/court you are reserving. (Softball, Soccer fields and Volleyball courts are Active Oval.)
- 4) A new page will open listing out each field/court based on your selection.
- 5) Click on the months in the 'Reserved Dates' column for the fields/courts you are interested in reserving.
- 6) Existing reservations will show on the calendars.

To Submit a Reservation Request:

(You are required to have an account to submit reservation requests.)

- 1) On the *Welcome* page, click the Reserve button.
- 2) On the *Online Reserve Options* page, click the Reservation Requests button.
- 3) Log into your account or set up an account if you have not done so already.
- 4) On the *Reservation* page:
 - a. Event Type: Select the appropriate description of your group from the drop down menu. 'Resident' applies if your group's address is within the City of Atlanta. Select 'Non-Resident' if you are outside of Atlanta. Tax-Exempt' applies to non-for-profit organizations only. PPC requires tax-exempt documentation from all organizations applying for this rate. 'Youth' applies to a group comprised of people under 19 years old.
 - b. Description:
Leagues/Organizations- Enter the name of your league or organization here along with any info that will help identify this reservation.
All Other Reservations- Please enter a brief event description.
 - c. Maximum Number of Guests: Enter the number of people who will be on the field for your reservation.
 - d. Click Continue.
- 5) On the *Resource Search* page:
 - a. Location: Select the location of your reservation (softball, soccer fields and volleyball courts are Active Oval).
 - b. Type of Facility: Select 'Sports Fields\Courts'.
 - c. Amenities: Select the amenities (if any) that apply to your reservation. If you do not need any of the amenities listed please select 'Unspecified'.
 - d. Click Continue.
- 6) On the *Review Selected Candidates* page, use the check-box in the 'Select' column to choose which field(s) or court(s) you'd like to reserve.
- 7) On the *Event Dates* page:

- a. Specify the Dates: Choose the date or range of dates for your event. You must enter a beginning date and the end date. (Please note: For one-day events, the beginning and end dates are the same.)
 - b. Specify when the event starts: Use Exact Time and enter the start time in the Exact Time box.
 - c. Specify how long the event lasts: Enter the number of hours of the reservation the Duration box. (For multiple reservations, enter the number of hours one reservation will last. You will be able to adjust this later if your reservations are shorter/longer on different days.)
 - d. Click Continue
- 8) *This page will appear for multiple reservations only.* On the *Date Pattern* page, use one of the tables to indicate the days on which your event occurs. First = days 1-7, Second = days 8-14, etc. Click Continue.
- 9) On the *Customize/Review Requested Event Dates* page, review the highlighted dates. If you are not satisfied, click on a day of the month to add, change, or remove a date from consideration. (The * symbol indicates a date which you have changed from the requested pattern of dates and times.) When you are satisfied with the dates you have chosen, click Continue.
- 10) On the *Resource Search Results* page click Review Selected Time from the 'Comment' column to review your request. (If certain requests are unavailable click on Date Not Available in the 'Comment' column.) A list of your reservation requests will be displayed. You can click on the date links to make changes, or use the checkboxes to delete specific dates. Click Select once your request is accurate, and then click Continue to resume the request process.
- 11) On the *Checklist/Questions* page:
- a. Checklist Items: Click the links to the Waiver and applicable Rules and review. By checking the boxes you are confirming that you have read and agree to the corresponding documents. Agreement to the waiver is required to proceed.
 - b. Questions: Answer the questions as they apply to the current reservation request.
 - c. Click Continue.
- 12) On the *Selected Event Times* page click Submit. (If you need to make changes you can navigate back to previous steps at the bottom of the page. This is your last opportunity to make changes before your request is submitted.)

Upon submittal, a receipt of your pending request will be displayed. You may print this receipt for your records. Your Reservation Request submittal is now complete.

PPC will receive your request. If your request is approved, you will receive a Permit On Hold email with payment instructions. If your request is denied, you will receive a Permit Denied email which will include details on why your request was not accepted.

Payments must be submitted *within two weeks* of the Reservation Request date. Permits are taken off hold and approved once payment in full has been received.