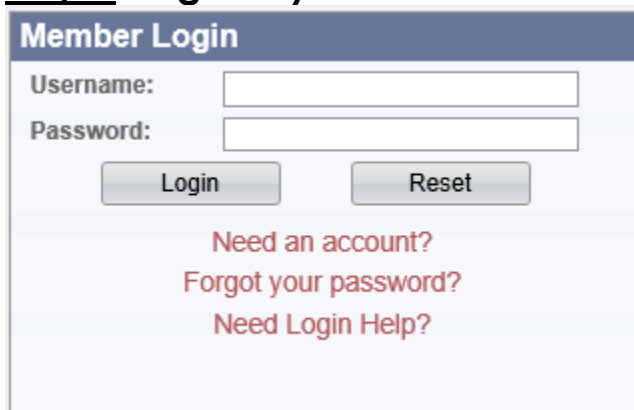


Pittsford Recreation King's Bend Park Reservation Instructions

To make a King's Bend Park facility reservation visit the Pittsford Recreation's online registration and reservation page by clicking [here](#).

Step 1: Log into your account



The screenshot shows a 'Member Login' form with the following elements:

- Member Login** (header)
- Username:** [input field]
- Password:** [input field]
- Login** button
- Reset** button
- [Need an account?](#)
- [Forgot your password?](#)
- [Need Login Help?](#)

- If you have registered for a program with us before, or reserved a facility you already have an account in WebTrac.
- If you do not remember your username or password click the "Forgot your password" link.
 - Enter your primary email address for the household and follow the verification prompts.
 - Your account credentials (username and password reset link) will be emailed to the primary household member in two separate emails. The emails will both come from *rectrac@townofpittsford.org*, if you don't see them in your inbox please check your junk/spam folder.
- If you have never been registered for a recreation program or completed a facility reservation please click "Need an account?" and enter your household information to proceed.
- **If you are unable to successfully retrieve your username and password please click the "Need Login Help?" link. Once you complete the form we will get in touch with you during office hours.**

IMPORTANT NOTES

- If the email address we have on file is incorrect or missing you will not be able to request your log-in credentials online.
- **Please do not create a new account if you have already registered before. If a duplicate household account is created you may be locked out of both accounts until we merge your households.**

PLEASE ENSURE THAT YOU CAN SUCCESSFULLY LOG IN TO YOUR ACCOUNT PRIOR TO NOVEMBER 2ND. We anticipate a high volume of calls when King's Bend Park facility reservations become available.

Step 2: Select Lodge Reservations



- Choose the facility, month, and year to display.
 - KBP North Lodge @ King's Bend Park (Larger lodge, \$175.00 resident fee)
 - KBP South Lodge @ King's Bend Park (Smaller lodge, \$150.00 resident fee)
- View the calendar and click on your desired date.

Step 3: Reservation Details

- Once you select your date on the calendar it will open a Facility Reservation page:

Facility Reservation

| | |
|-------------|---|
| Facility: | <input type="text" value="KBP North Lodge @ King's Bend Park"/> |
| Date: | <input type="text" value="11/10/2020"/> |
| Begin Time: | <input type="text" value="10"/> <input type="text" value="00"/> <input type="text" value="AM"/> |
| End Time: | <input type="text" value="10"/> <input type="text" value="00"/> <input type="text" value="PM"/> |
| Headcount: | <input type="text"/> |
| Purpose: | <input type="text"/> |

- Please enter your headcount & purpose.

- **Please note the begin time and end time will default to 10:00AM & 10:00PM.**
A Recreation staff member will be in touch with you a week prior to your reservation to confirm what time you would like to enter the lodge.
- Next, you will need to read and agree to the Facility rules and regulations.
- The Facility Reservation Questions will then need to be completed.

Facility Reservation Questions

Type of activity? Please be specific

How many will be attending?

Will alcohol be served? Choose One ▼

Will you be serving food? Choose One ▼

Please list special activities

I am reserving this as the following

Individual
 Community Group
 Company/Business
 Not-for-profit

Tip: * Hold Ctrl Key To Select Multiple Items

REQUIRED DATA *

Submit
Reset

- Please answer questions and click "submit".

Step 4: Make Payment

- After completing the Facility Reservation Questions, you will be directed to your shopping cart.
- Click "Proceed To Checkout" to pay and complete your reservation.
- Please select your credit card type and verify all of your billing information is correct.
- Click "Continue" to continue the payment authorization process and generate a confirmation receipt.