



## Reserving Park Spaces (Pavilions, Outdoor Courts, etc.)

Welcome to our new **ONLINE** reservation system! You can now make your park, courts or ball field reservations from anywhere!

Are you a City of Superior Resident?

**YES** – Go to STEP 1 to ensure you receive the 50% discount offered to Superior Residents. You will be asked to provide proof of residency.

**NO** – Go to STEP 2

**STEP 1: To apply to the group as a Superior resident** (non-residents can move to the next step)

**FIRST:** Go to the reservation page at <https://www.findspotz.io/wi/superior/orgs/city-of-superior-parks-recreation-and-forestry/>

1. Scroll down until you see “Groups” and click Apply next to “*Superior Wisconsin Residents*”. This will only need to be done the **FIRST** time you use our system.
  - a. First login or create an account if you don’t have one:

Login Sign-up X

Log in with:

f Facebook G+ Google

— or —

Email address

password

Forgot password

Sign In

Not a member? Sign-up

- b. Next, apply to the Group – if you do not apply you will be charged the full price.

Groups

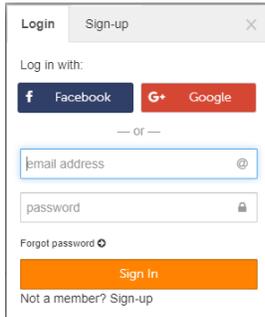
Apply to join a group to receive rental priority and available discounts for spaces within City of Superior Parks Recreation and Forestry.

	Priority	Discount	Lead Time	
Adult Teams - GAME Reservations	★★★★★	0 %	3 day(s)	Apply
Superior Wisconsin Residents	★ <i>General Public</i>	50 %	1 day(s)	Apply
Youth Teams - Non-Superior Based	★★	100 %	7 day(s)	Apply
Youth Teams - Superior Based	★★★	100 %	7 day(s)	Apply

- c. You will be asked to upload a picture of a utility bill, driver’s license or something official that verifies your address.
- d. You will receive an email once this is approved and then you can make your reservation.

## STEP 2: To make a reservation

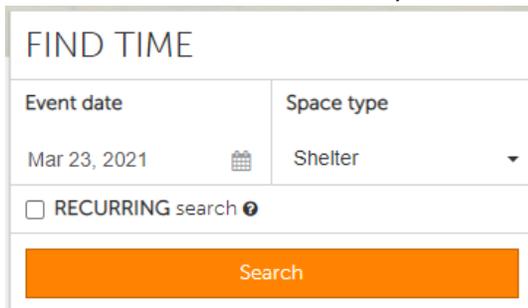
1. First login or create an account if you don't have one:



A login and sign-up form with the following elements:

- Buttons for "Login" and "Sign-up" at the top right.
- "Log in with:" section containing "Facebook" and "Google" buttons.
- "or" separator.
- Input fields for "email address" and "password".
- "Forgot password" link.
- "Sign In" button.
- "Not a member? Sign-up" link.

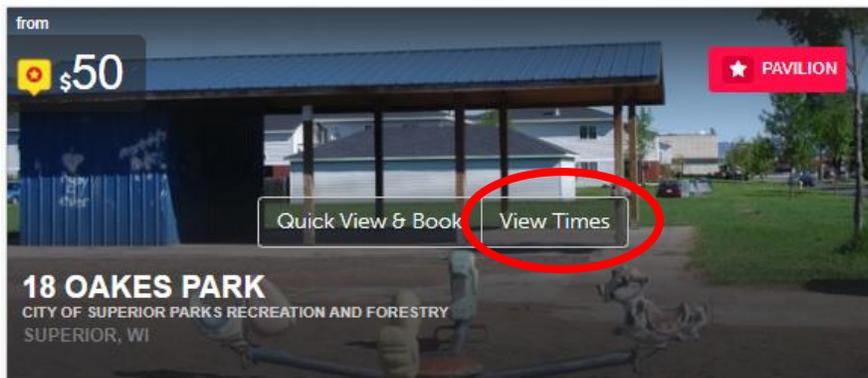
2. Go to the [reservation page](#) (same link as above)
3. Go to the "Find Time" and enter your date and space type (i.e. Shelter for pavilion), click search



A "FIND TIME" search form with the following elements:

- Section header: "FIND TIME"
- Form fields: "Event date" (Mar 23, 2021) and "Space type" (Shelter).
- Checkbox: "RECURRING search".
- "Search" button.

4. Pick the park and space that you would like to reserve and click "View Times"



5. Click on the time block you would like (i.e. Full Day Small/Large Pavilion)

AVAILABLE TIMES FOR TUESDAY, MARCH 23, 2021

### 18 OAKES PARK

Pavilion

Amenities: N/A

SELECT BLOCK

Full Day Small Pavilion	\$ 50	5:30 AM to 10:30 PM
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6. Click the orange “continue to book”

CITY OF SUPERIOR PARKS RECREATION AND FORESTRY • 18 OAKES PARK

BOOK \$29.56

Space: Pavilion, Event date: Mar 23, 2021, Occurrence: Single

SINGLE use on Tuesday, March 23

Fetch Dates This Week

MAR TUESDAY 23

5:30 AM TO 10:30 PM CLEAR ALL

Full Day Small: \$ 50 5:30 AM to 10:30 PM

BOOK Summary:

Pavilion @ 18 Oakes Park	hide	\$
Tuesday, Mar 23	x 17h	\$50.00
5:30 AM to 10:30 PM — Full Day Small Pavilion		
Subtotal for Tuesday, Mar 23	17.00 hours	\$50.00
Superior Wisconsin Residents Discount (50%)		(\$25.00)
Subtotal		\$25.00
Sales Tax 5.5%		\$1.38
Processing Fees 4%		\$1.18
Spotz Service Fee		\$2.00
<b>TOTAL</b>		<b>\$29.56</b>

Continue to book

7. If you would like to add electricity, you will need to turn that toggle to ON, choose the quantity of 1 and then click “Continue to book”

CITY OF SUPERIOR PARKS RECREATION AND FORESTRY • BARKER'S ISLAND

BOOK \$62.53

Setup & Options

How would you like your space configured?

Shelter Options

<input checked="" type="checkbox"/> Electricity	Quantity 1	\$5 ea.	\$5.00
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Please add this to your cart if you require electricity for the day. You will need to pick up a key for the electrical box prior to your event. It is recommended to bring an extension cord.

Select No. of Electricity Qty to Use

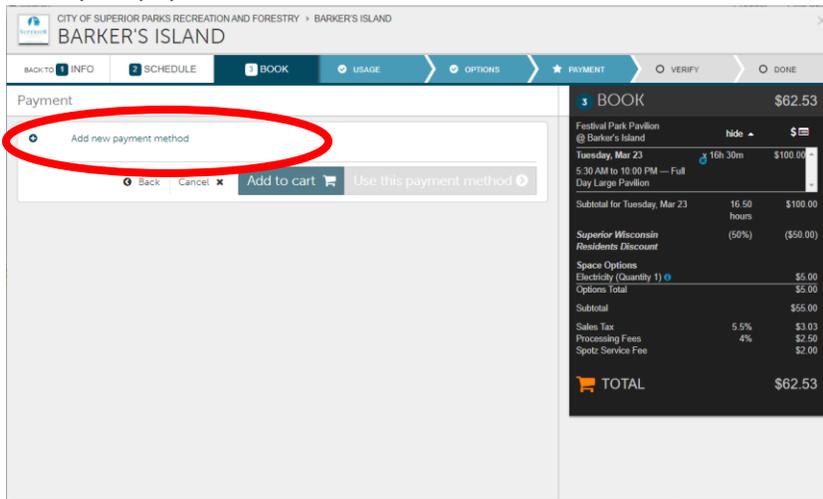
Options Total: \$5.00

Back Cancel Continue to book

BOOK Summary:

Festival Park Pavilion @ Barker's Island	hide	\$
Tuesday, Mar 23	16h 30m	\$100.00
5:30 AM to 10:00 PM — Full Day Large Pavilion		
Subtotal for Tuesday, Mar 23	16.50 hours	\$100.00
Superior Wisconsin Residents Discount (50%)		(\$50.00)
Space Options		\$5.00
Electricity (select qty)		\$5.00
Options Total		\$5.00
Subtotal		\$55.00
Sales Tax 5.5%		\$3.03
Processing Fees 4%		\$2.58
Spotz Service Fee		\$2.00
<b>TOTAL</b>		<b>\$62.53</b>

8. Enter your payment method



9. Follow the prompts to complete your reservation. You will receive an email confirmation which you can either print, or have available on your phone on the day of your reservation.