

Adult Ball Field Reservation Information & Instructions

It is that time of year – spring is coming, and ball games will be starting! You will find information below on making online reservations for fields for the 2023 season. Teams will be able to book the fields in ½ hour increments with a 1 hour minimum up to a 2-hour maximum. This means teams can reserve 1, 1.5 or 2 hour time slots. **Please note if you want warm up time prior to your games, you must schedule that into your maximum 2-hour block.** Your time on the field begins and ends with the time slots you choose in the system. There are no guarantees that fields will be available outside those times. Teams must have a reservation to be on the field and we will be enforcing this for the 2023 season.

FEES

- Games - Fees for fields are \$12.50 per ½ hour. Reminder there is a ONE hour minimum and a TWO hour maximum.
- Practices – as a reminder, practices are free because there is no prep done by the City. You still need to have a reservation to be on the field.
- Tournaments – \$150 per tournament plus a **separate** \$100 deposit (returned if fields are left in good condition). Tournaments must be scheduled and paid for through our office. You may submit those to parks@ci.superior.wi.us, call our office at 715-395-7270, or stop by our offices. **Tournaments will be scheduled on a first come, first served basis and no team will be given priority on any fields.**

RESERVATION SCHEDULE

For 2023, fields will be open in the system by 9am on the first day of each time frame below. The first day you can reserve is May 8, 2023, however, this may change due to field conditions.

April 3 – April 14	Adult Ball Teams will be able to schedule fields for GAMES only
April 3 – April 14	Adult Ball teams may submit tournament schedules and payment to the Parks office at 1316 N 14 th Street, Room 200, Superior, WI 54880 – by mail or in person. Please use the attached Tournament Form.
April 14 – April 21	Adult Ball Teams will be able to reserve space for practice times
April 24 – April 28	Superior based Youth Teams will be able to schedule fields
May 8	Fields open for general public to reserve through remainder of season

Time Blocks

Fields may be reserved in ½ hour blocks with a *minimum* of one (1) hour and a *maximum* of two (2) hours per game or practice. We ask that you arrive and depart from the field at your reserved times to keep teams on time. As a reminder, City fields are open Monday – Friday from 3pm until 10pm and on Saturdays and Sundays from 8am until 10pm. To reserve fields outside of those times, please contact our office at parks@ci.superior.wi.us or (715) 395-7270. **Please note, reservations must be made a minimum of 3 days in advance to allow for prepping of the fields.**

The process for scheduling games will be the same as last year. Please read below how to differentiate one or the other. *Please make game and practice reservations separately and according to the schedule above.* You will have to enter payment when making reservations for either games or practices. No reservations are complete, and payments are not processed, until our office approves them so we will adjust the pricing for practices, and you will not be charged.

HOW TO RESERVE FIELD SPACE FOR GAMES OR PRACTICES.

STEP 1 – Join the correct pricing group and set up an account

If you have an account in Spotz, made reservations in 2022, and are in the correct group (Adult Teams Field Reservations), skip to step 2.

1. Email parks@ci.superior.wi.us with your team name, contact name and email and we will add you to the correct pricing group. Please specify if you belong to an Adult team, Superior based youth team or a Non-Superior based youth team.
2. You will receive an email from Spotz as soon as we have added you to the group. During business hours, it generally takes us up to 2 hours to add you to the group. There will be a link in the email you receive to where you can create an account.
3. Please create an account.

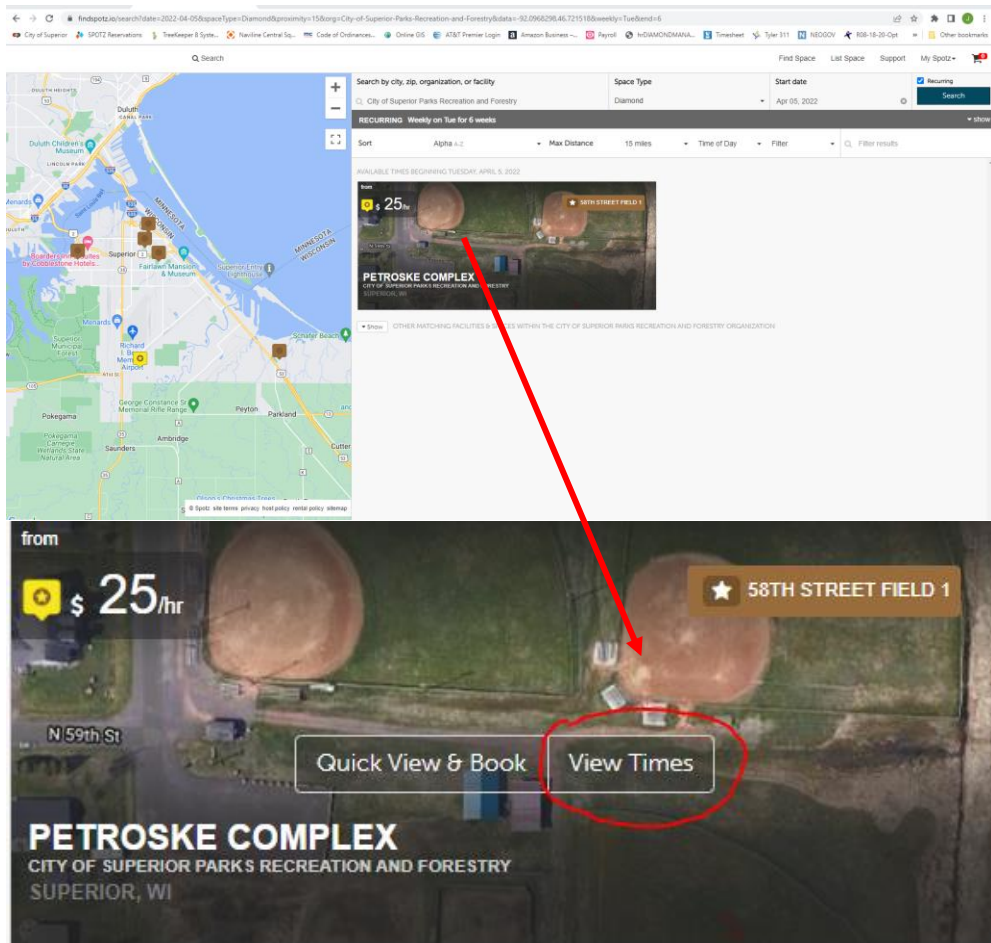
STEP 2 – Making reservations

1. Go to: <https://www.findspotz.io/wi/superior/orgs/city-of-superior-parks-recreation-and-forestry/>.
2. On the top, right hand side of the page, go to “Find Time”.
3. Enter the date you would like to reserve. If you would like to reserve multiple dates, enter the first date only.
4. Choose the space type of “diamonds”.
5. **NOTE** – since you are now able to book by the ½ hour – you MUST click “RECURRING”. You can then adjust the settings to fit your reservations:
 - a. If you are booking **ONE day** – make sure the correct day of the week is selected and the select the “ON” option and the date you are booking. This will make sure only ONE day comes up next.
 - b. If you are booking **multiple days** - the **same** field for the **same** day of the week and for multiple weeks (i.e. every Tuesday at 6pm), make sure the correct day of the week is selected, choose the “After” option and enter the number of weeks.

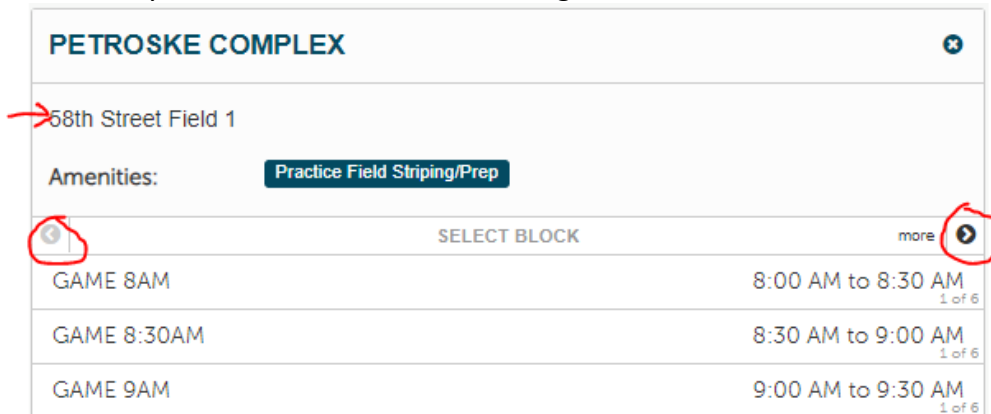
FIND TIME		ONE DAY
Start date	Space type	
Apr 01, 2022	Diamond	
<input checked="" type="checkbox"/> RECURRING search		
Weekly on Fri until Apr 1, 2022		
Weekly	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th	
	<input checked="" type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	
★ day matches start date		
Ends:	<input type="radio"/> After 6 weeks	
	<input checked="" type="radio"/> On 04/01/2022	
<input type="button" value="Search"/>		

FIND TIME		MULTIPLE DAYS
Start date	Space type	
Apr 01, 2022	Diamond	
<input checked="" type="checkbox"/> RECURRING search		
Weekly on Fri for 6 weeks		
Weekly	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th	
	<input checked="" type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	
★ day matches start date		
Ends:	<input checked="" type="radio"/> After 6 weeks	
	<input type="radio"/> On 04/01/2022	
<input type="button" value="Search"/>		

- You will then see a list of all fields that are open based on the parameters you chose. Any field that is available will come up on the next screen with a map showing where they are located. Click on "View Times" on the field you want to book.



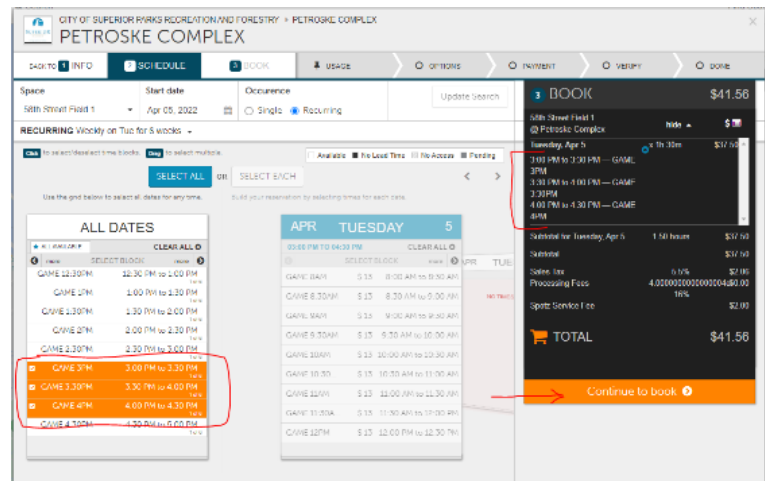
- Next, a list of times will come up. At the top, you will see a drop down for each field, if there are multiple fields at the location you chose, you will need to select which field (for Petroske fields). Below that, are arrows that you can click on to scroll left or right through all of the available times? Grayed out times denote an existing reservation at that time and thus are not available.



- Click on the first time that you would like.

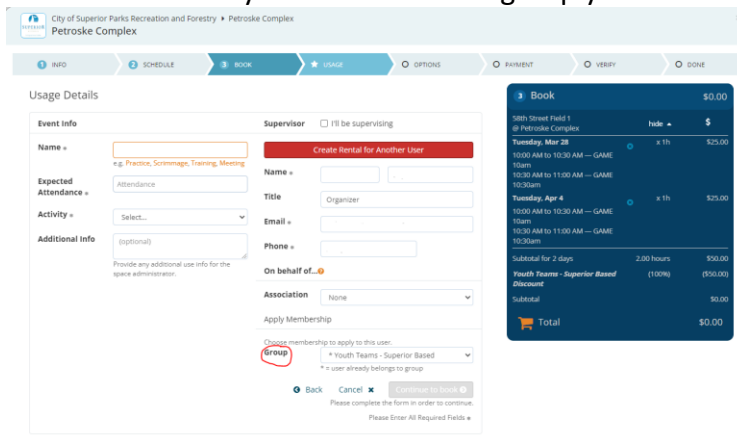
Once you choose that first time, you will be taken to the “cart”. From here, you can choose 2 to 4 of the half hour time slots per field/per day by clicking on that row.

You will notice on the left it shows “All Dates” – that will update every date if you specified more than 1 week. The slides on the right will allow you to update one day at a time. Once you have made your selections, click “Continue to book”.

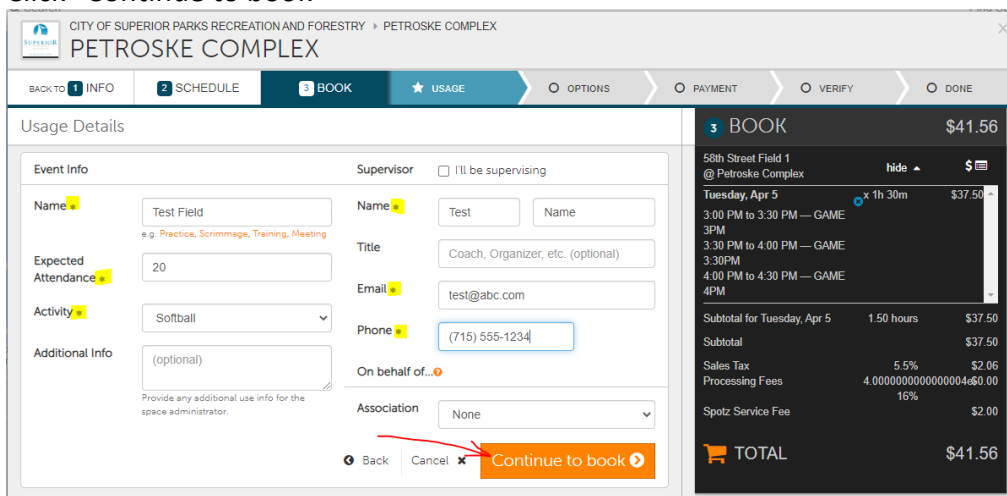


- Enter your information and then click “Continue to book” again. You must fill in any field with an asterisk (*). Please include your team Name in the “Name Field”. **For practices – Enter your team name and the word “practice” so we will know to adjust the pricing.**

This is also where you can choose the group you are in to receive the discounted pricing.



Click “Continue to book”



10. Enter your payment information and follow the prompts to complete your booking. You will receive an email with your confirmation and will also be able to go into your account and see all of the reservations you have so no need to print unless you want a paper copy.
11. ***PLEASE NOTE: Your card will not be charged, and your reservation is not complete until approved by the Parks, Recreation & Forestry Department. We will do our best to work through approvals as quickly as possible and in the order requests are received.***

Teams must have a reservation to be on a City field. This will be enforced.

If you have any questions as you make reservations, please feel free to email parks@ci.superior.wi.us or call our office at (715) 395-7270.