

HOW TO MAKE A SHELTER HOUSE RESERVATION

STEP 1:

Select the desired park from the list

<https://www.haysusa.com/677/Reserve-a-Shelter-House>



Aubel-Bickle Park #5

30th & Sherman Avenue



Daniel G. Rupp Park #6

33rd & Skyline Drive

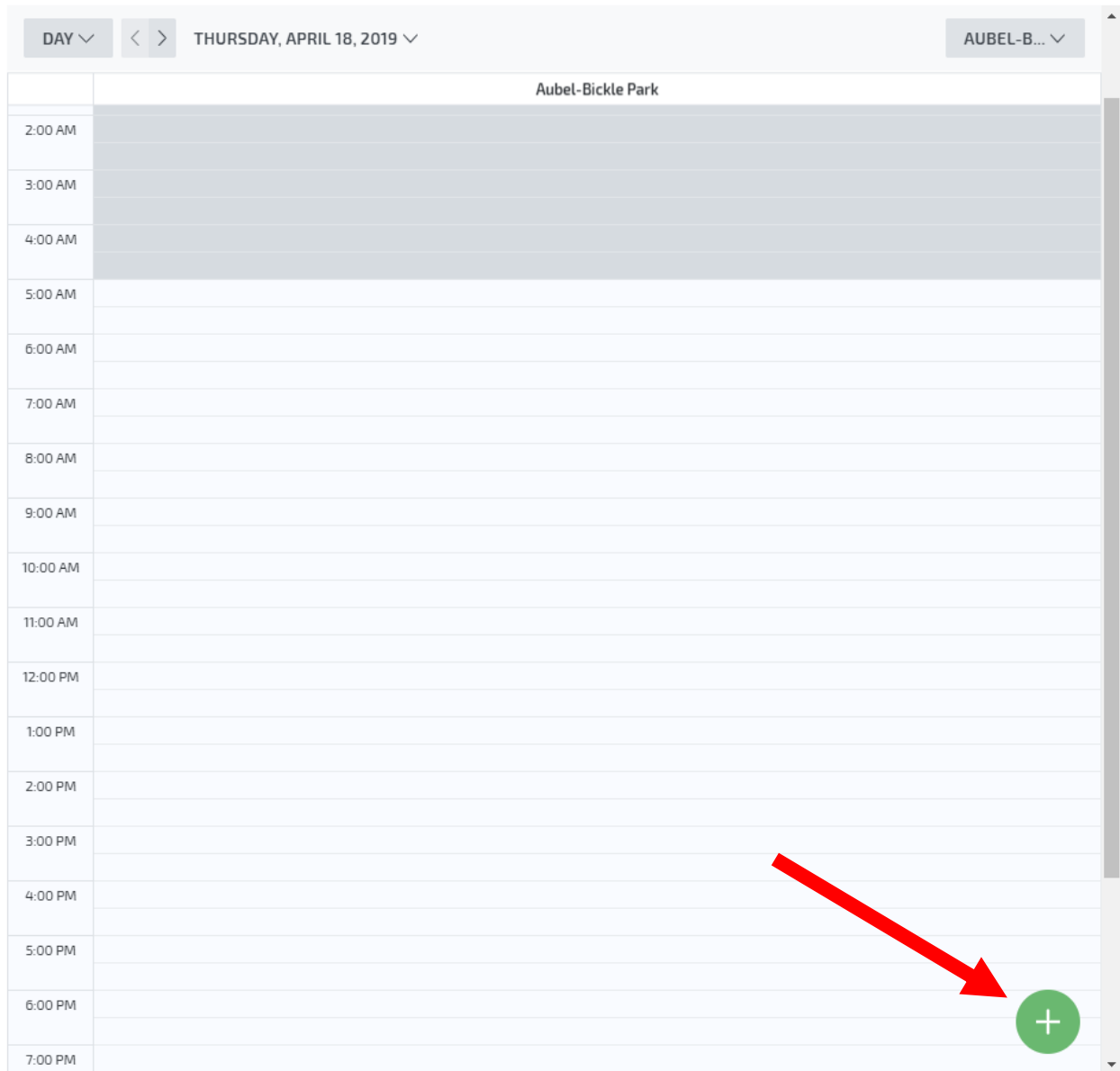


Downtown Pavilion #14

10th & Main Street

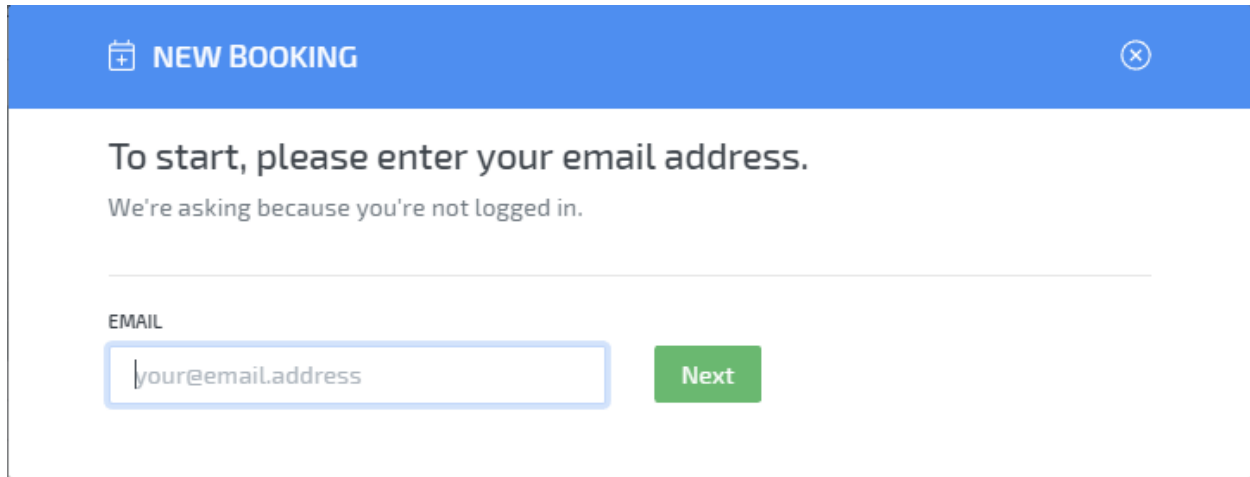
STEP 2:

On the park's page, scroll to the bottom of the calendar & click the green plus sign.
If the calendar doesn't load, refresh the page until it loads.



STEP 3:

Enter your email address & click "Next" to begin the registration process or login to an existing account.



NEW BOOKING

To start, please enter your email address.
We're asking because you're not logged in.

EMAIL

your@email.address

Next

STEP 4:

If you have an existing Skedda account, you will be redirected to a login page.

If you do not have an account with Skedda, the "New Booking" window will open.

- Select date and time (include setup and cleanup time)
- Select park ("Space")
- If the reservation should be listed under an organization name or group name, enter that in the "Booking Title"
- Leave the "Notes" field blank
- The fields "First Name", "Last Name", and "Contact Phone Number" are required
- Review and agree to the terms and policies
- Click "Confirm Booking"

ⓘ A shelter house reservation gives you claim to the shelter house only. The park is still open to the public. Please review all park rules and regulations prior to your event.

BOOKING DETAILS

DATE & TIME *

Friday, May 10, 2019 From 7:00 AM to 7:30 AM

SPACE(S) *

Hickok Park

BOOKING TITLE

An optional booking summary

NOTES

Any further information (visible only to booking administrators)

YOUR DETAILS (INSTRUCTIONS@HAYSUSA.COM)

FIRST NAME *

e.g. Sally

LAST NAME *

e.g. Jones

CONTACT PHONE NUMBER *

(US) e.g. (201) 555-0123

ORGANIZATION

Optional

CANCELLATION

You can cancel this booking until Thursday, May 2, 2019 at 7:00 AM.

I have read and agree to the terms and privacy policy.

Confirm booking Cancel booking

STEP 5:

A confirmation email will be sent to the email address provided.

CITY OF HAYS PARKS DEPARTMENT VIEW SCHEDULE

John Doe made a booking

for Friday, May 10, 2019 at 7:00 AM

Holder	John Doe (instructions@haysusa.com , 1 (785) 628-7375)
Start	Friday, May 10, 2019 at 7:00 AM
Duration	3 hours
Spaces	Hickok Park
Title	Hays Civic Group
Cancellation	Holder can cancel until Thursday, May 2, 2019 at 7:00 AM

skedda.com Support · Status · Contact · Updates

STEP 6:

You will also receive an email to confirm your email address and set up a password. This can be done after you complete your reservation. Open the email and click "Confirm account and setup login" to complete the registration process. Registration allows you to view or cancel reservations you made.

SKED STUDIOS

You're invited to use our online booking system

We've made a tentative account for you. Just click on the link below to confirm your account and get started...

Confirm account and setup login

Sked Studios · example@skedda.com · 1 (949) 969-7000

To MODIFY OR CANCEL A RESERVATION:

Reservations cannot be modified. If changes are needed, cancel existing reservation and create a new one with the corrected information.

To cancel a reservation, click the arrow on the right of the reservation and select "Cancel your booking"

Reservations are posted once a week, so they cannot be canceled, or a new reservation cannot be made within eight days prior to the event date.

The screenshot shows a reservation management interface. At the top, there are navigation controls: 'DAY' with a dropdown arrow, left and right navigation arrows, 'WEDNESDAY, MAY 1, 2019' with a dropdown arrow, and 'AUBEL-B...' with a dropdown arrow. Below this is a header for 'Aubel-Bickle Park'. The main area is a grid with time slots on the left (from 12:00 AM to 3:00 PM) and reservation slots on the right. A reservation is shown for 1:30 AM, highlighted in red. A red arrow points to a dropdown menu on the right side of the reservation, which contains the option 'Cancel your booking'.