



## Field/Court Reservation Instructions

### To View Sports Field/Court Availability Calendars:

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

1. On the sports welcome page (<https://www.piedmontpark.org/things-to-do/sports/>), choose your sport under reservation information.
2. Click on the green Check Calendars button.
3. Click on Program Reservations.
4. Click on View Facilities.
5. Click on “view availability” next to the location you would like to reserve (**NOTE:** Softball/soccer fields, running track, and volleyball court are all under Active Oval).
6. On the calendar, click “view available times” to see available time frames per day.

### To Submit a Reservation Request:

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

1. On the sports welcome page (<https://www.piedmontpark.org/things-to-do/sports/>), scroll down to the Reservation Information section and choose your sport.
2. Scroll down and click on the green Reserve Now button.
3. Click on Program Reservations.
4. Click on Reservation Requests.
5. Log in to your account or set up an account if you have not already done so.
6. Once you are logged in, you will be on the first page of the reservation request system titled Reservation Event Information. Please fill out each section appropriately.
  - a. Event type: Select the appropriate description of your group from the drop down menu. 'Resident' applies if your groups address is within the City of Atlanta. Select 'Non-Resident' if you are outside of Atlanta. 'Youth' applies to a group comprised of people under 19 years old.
  - b. Description: Enter the name of your league or organization along with any info that will help identify the reservation.
  - c. Maximum Number of Guests: Enter the number of people who will be on the field during your reservation.
7. Click the yellow continue button.
8. You are now on the Reservation: Facility/Equipment Search page.
  - a. Location: Select the location of you reservation (**NOTE:** softball fields, soccer fields, volleyball courts are all on the Active Oval)
  - b. Type of Facility: Select Sports Fields/Courts
  - c. Facility: Choose the appropriate field or court you would like for your reservation.
  - d. Amenities: Select 'Unspecified'
9. After double checking all of your selections, click on the yellow continue button.
10. You are now on the Reservation: Select Facility/Equipment page.
  - a. You will see listed the court or field that you previously selected.
  - b. Under the 'select' column, click on the box so that it shows a check mark.
11. Click on the yellow continue button.
12. You are now on the Reservation Event Dates page.

- a. Specify the Dates: Choose the date or range of dates for your event. A beginning and end date must be chosen. (**NOTE:** For one-day events, the beginning and end dates are the same.)
  - b. Specify when the event starts: From the Available Time Slots drop down menu, choose the appropriate one hour time block for your event. All reservations are made in one hour time blocks. If you are interested in additional hours, each additional hour will be a separate reservation.
13. After double checking all of your selections, click on the yellow continue button.
14. Reservation Date Pattern: This page will appear for multiple reservations only.
  - a. If you chose a time range when completing step 12a, you must indicate the frequency of the event.
  - b. Click on the day of the week at the top of the table if your event occurs on each day every week.
  - c. Use the second table if your event occurs every other week.
15. Click on the yellow Continue button
16. You are now on the Review Reservation Event Dates page.
  - a. Review the highlighted dates and times to make sure they match your intended event date/time.
  - b. If you are not satisfied, click on a day of the month (click on the actual number) to add, change, or remove a date
  - c. The \* symbol indicates a date that is different from the originally requested one and will only show up if you make any edits.
17. When you are satisfied with the highlighted dates and times, scroll down and click on the yellow continue button.
18. You are now on the Reservation Facilities/Equipment Availability page.
  - a. Click on 'Review selected times' under the comment column.
  - b. You are now on the Candidate Search Detail page. The specific dates and times for your event are listed here. To update, you can click on the date link or use the checkboxes to delete a reservation request date.
  - c. Once your request is accurate, click on the yellow select button to return to the Reservation Facilities/Equipment Availability page.
19. Click on the yellow continue button.
20. You are now on the Reservation Checklist/Questions page
  - a. Checklist Items: Click the boxes next to the Sports Waiver and to the applicable Operating Rules.
  - b. Please review each of the documents. By checking the boxes you are confirming that you read and agreed to the corresponding documents. **NOTE:** Agreement to the Sports Waiver is required to proceed.
  - c. Questions: Click on both drop down menus to answer the questions according to your reservation request.
21. Click on the yellow continue button.
22. You are now on the Reservation Review page.
  - a. Fully review the dates and times listed. This is the last opportunity to make any changes. If changes need to be made, navigate back to previous steps using the drop down menu at the bottom left of the page.
23. Click the yellow continue button.

24. You will then be directed to the payment screen. You must pay in full to secure your reservation.
25. Once you've completed the payment process you will have access to your permit. **You must have a printed copy of the permit with you while using the fields.**

In the event of a weather or maintenance related cancellation please contact [programs@piedmontpark.org](mailto:programs@piedmontpark.org) to discuss options.