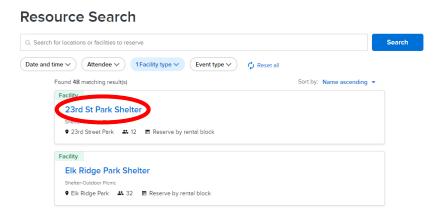
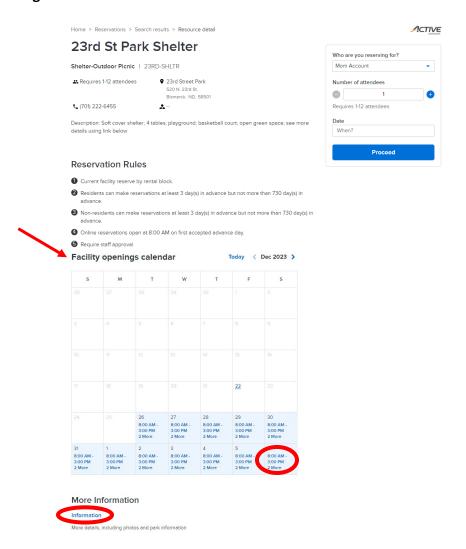
## **HOW TO MAKE BPRD RESERVATIONS ONLINE**

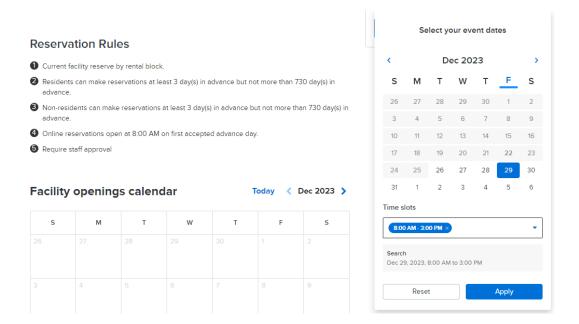
- 1. <u>Create a new account or log into your existing BPRD account</u>. If you can't remember your password or you've never logged in before, select "Forgot your password?"
- 2. Select "Reservations" from the gray menu bar at the top of the page. Then search for the facility or event type you wish to reserve. Select the blue facility name to learn more and check availability.



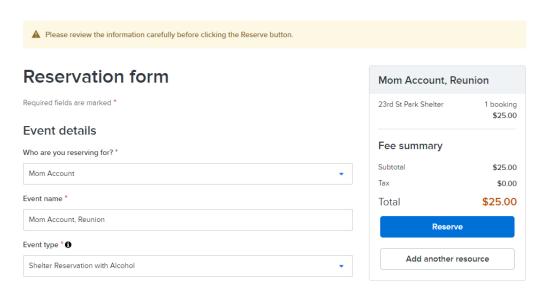
3. Select your date on the Facility openings calendar to check availability. Additional facility details can be found by selecting the link below the calendar.



4. A pop-up calendar with your selected date will appear. Adjust time slots if necessary and then select Apply. If the timeslot you select is not available, delete it by clicking on the "x" before selecting another timeslot to check availability.

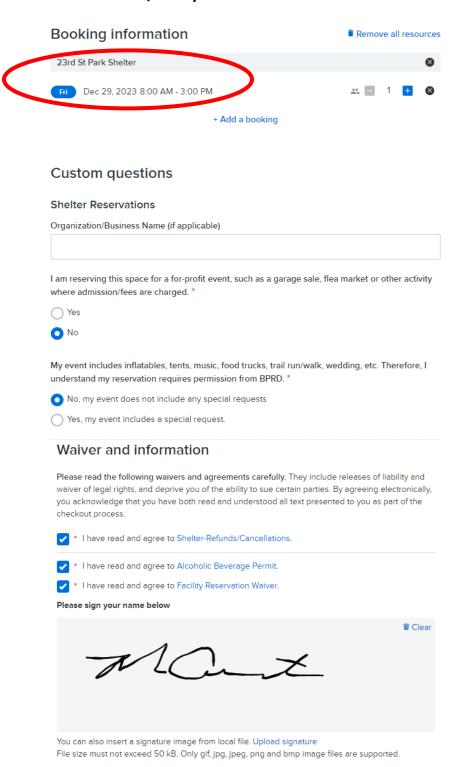


- 5. Select the Proceed button to continue.
- 6. Complete the Reservation form. For Event name, it is recommended to enter your name and a short description of the event.



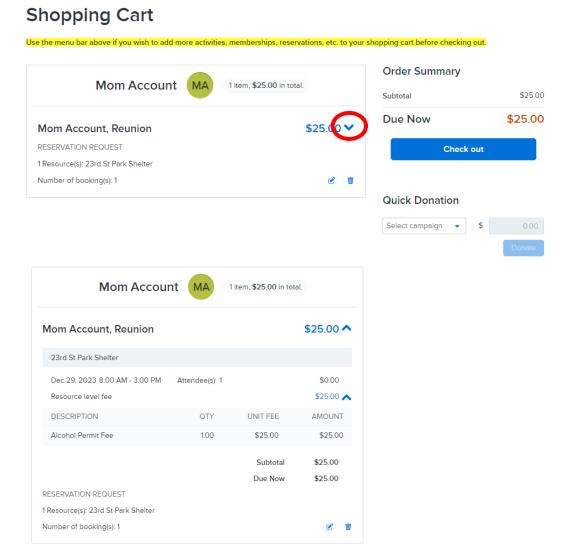
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## Confirm the correct shelter/facility is listed and that the date and time are accurate.



- 7. Select Reserve button after completing Reservation form. At this point, the facility is "reserved" and no one else may book it.
- 8. If you wish to add more activities, memberships, reservations, etc. to your Shopping Cart before checking out, use the menu bar at the top of the screen.

Select the blue arrow next to the fee in the cart to see more details about your reservation and confirm details are correct.



- 10. Select the Check out button to complete your transaction and pay by credit card.
- 11. Shelter reservations and BSC Aquatic & Wellness Center birthday parties are TENTATIVE until reviewed and approved by staff. You will receive an email when your reservation is approved. All reservation details, including access information for indoor shelters, are included in your permit (access via the Account Payment Details button when logged into your account).

