



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)

Go to the reservation page at www.gymdandy.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

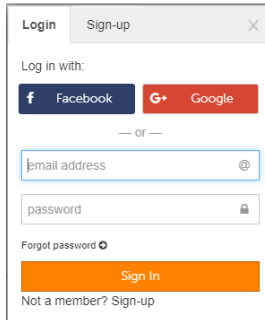
Apply to join a group to receive rental priority and available discounts for spaces within City of Superior Parks Recreation and Forestry.

	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.

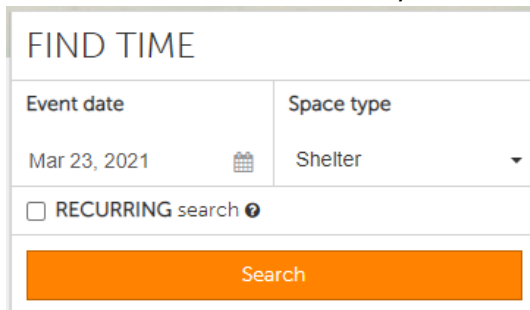
STEP 2: To make a reservation

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



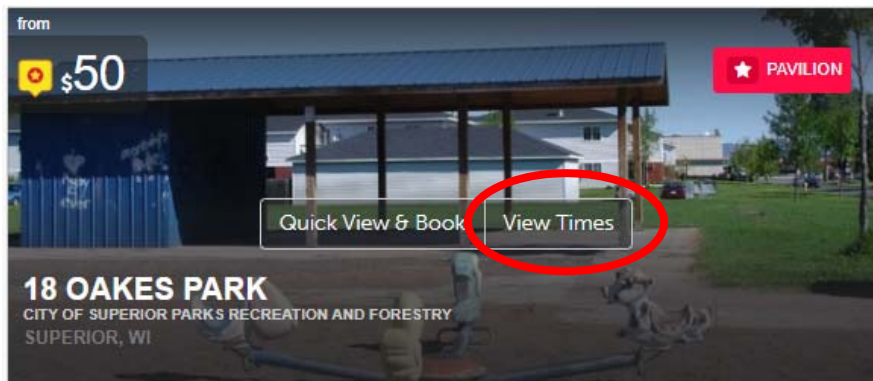
A login and sign-up form with a title bar containing "Login" and "Sign-up" with a close button. Below the title bar, it says "Log in with:" followed by two buttons: "Facebook" (with the 'f' logo) and "Google" (with the 'G+' logo). Below these is a separator "— or —". There are two input fields: "email address" with an '@' icon and "password" with a lock icon. Below the password field is a link "Forgot password" with a dropdown arrow. At the bottom, there is an orange "Sign In" button and a link "Not a member? Sign-up".

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. It has two columns: "Event date" and "Space type". Under "Event date", there is a date field with "Mar 23, 2021" and a calendar icon. Under "Space type", there is a dropdown menu with "Shelter" selected and a downward arrow. Below these fields is a checkbox labeled "RECURRING search" with an information icon. At the bottom is a large orange "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
-------------------------	-------	---------------------

6. Click the orange “continue to book”

CITY OF SUPERIOR PARKS RECREATION AND FORESTRY • 18 OAKES PARK

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: \$50.00
- Tuesday, Mar 23: 5:30 AM to 10:30 PM — Full Day Small Pavilion: x 17h \$50.00
- 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
- TOTAL: \$29.56**

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

BARKER'S ISLAND

BOOK \$62.53

Setup & Options

How would you like your space configured?

Shelter Options

<input checked="" type="checkbox"/>	Electricity	Quantity 1	\$9 ea.	\$9.00
-------------------------------------	-------------	------------	---------	--------

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: 1

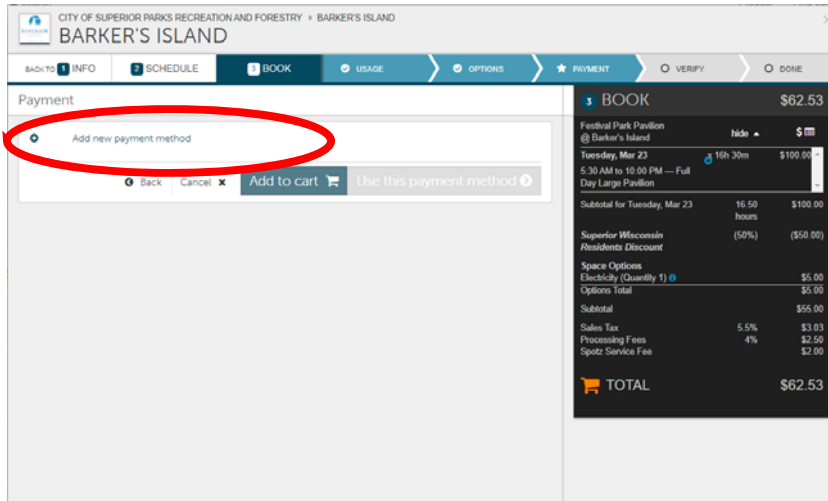
Options Total: \$9.00

BOOK Summary:

- Festival Park Pavilion @ Barker's Island: \$100.00
- Tuesday, Mar 23: 5:30 AM to 10:00 PM — Full Day Large Pavilion: 16h 30m \$100.00
- Subtotal for Tuesday, Mar 23: 16.50 hours \$100.00
- Superior Wisconsin Residents Discount (50%): (\$50.00)
- Space Options: Electricity (select qty) \$9.00
- Options total: \$9.00
- Subtotal: \$55.00
- Sales Tax: 5.5% \$3.03
- Processing Fees: 4% \$2.50
- Spotz Service Fee: \$2.00
- TOTAL: \$62.53**

Continue to book

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.