



Recdesk Sign-up Instructions

Recdesk is the new scheduling software Recreation will be using to manage all reservations within city parks.

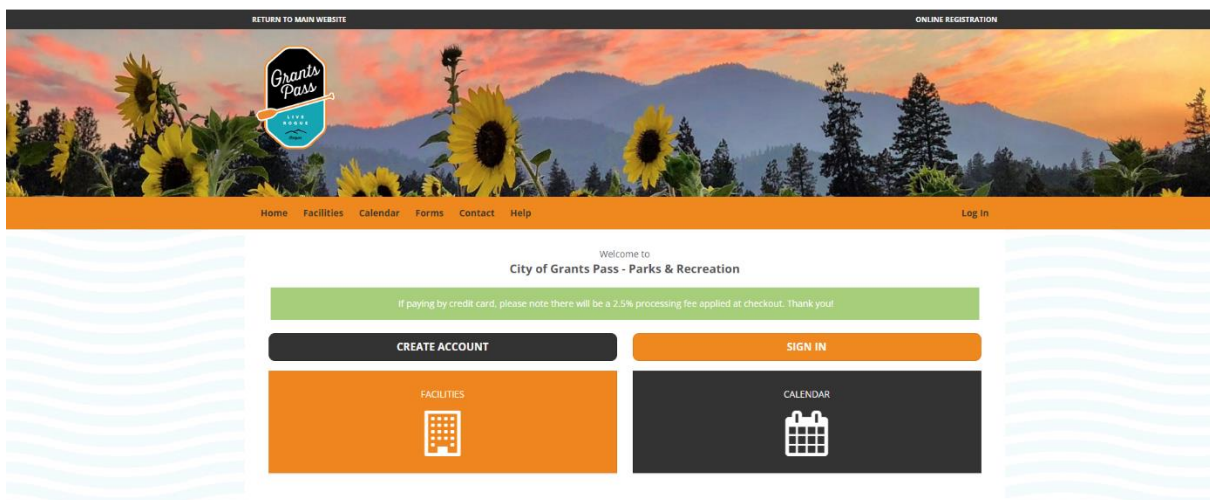
The benefits: we no longer have to keep multiple calendars to track reservations, all users have access to a facilities calendar to view what fields and times are available, and, by creating an account, you will have access to view your reservations, your personal calendar, invoices (if applicable), and any forms you are required to have, for example, your Certificate of Liability and Field Use Waiver.

Users who want to make a reservation **MUST** create an account in order to get their field scheduled. Once your account is created, then you will be able to call or email me with your reservation requests.

Please advise all those in your organization to sign up ASAP, as this will help expedite the scheduling process.

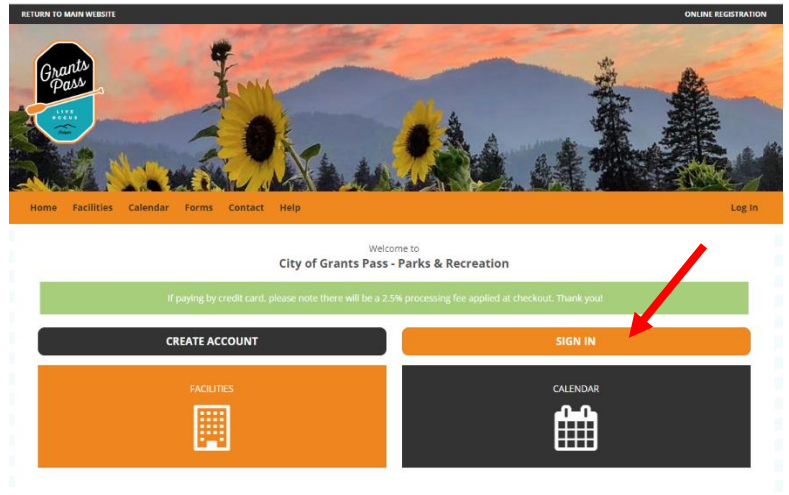
Parks & Recreation Facilities Home Page:

<https://grantspass.recdesk.com/Community/Home>

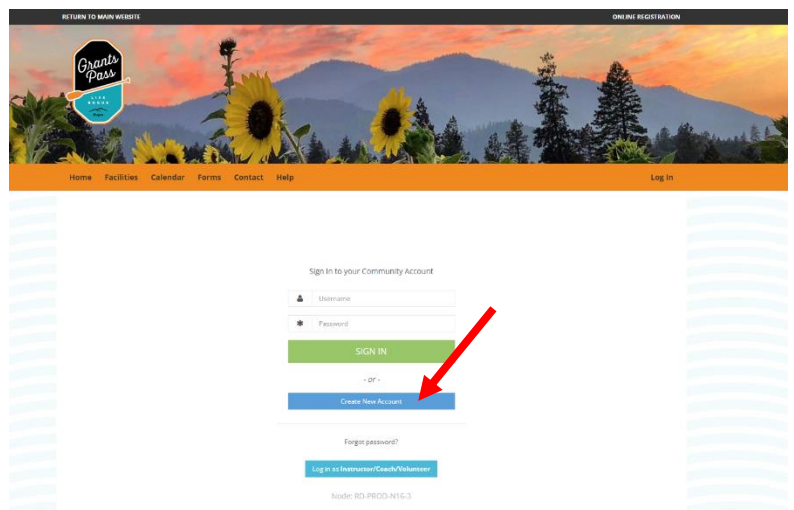


CREATING YOUR ACCOUNT

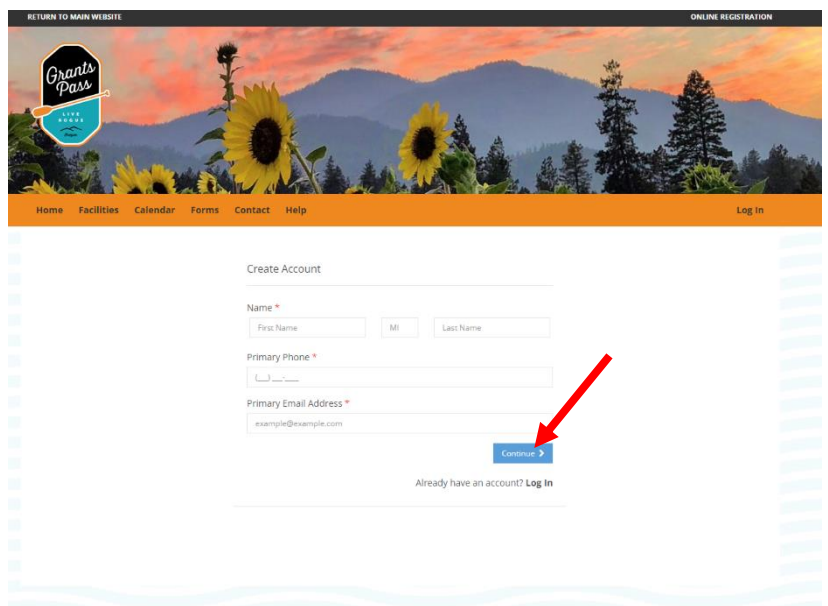
Click on the Sign-In link



Click on "Create New Account"



Enter your contact information and click on "Continue"



In Create Account, fill in all required information and create your User Name and Password

Click "Submit" to finish

Carrier: - Select Carrier -

Emergency Contact

Name #1:

Mobile Phone:

Name #2:

Mobile Phone:

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note:

Login ID & Password

User Name *:

Password *:

Repeat Password *:

Password strength: **Not set**

POWERED BY **RCG** dist

Important links:

- Household calendar (your reservation calendar)
- View Invoices (for applicable charges)
- Forms (for example, Field Use Waiver and Certificate of Liability/Insurance Binder)

Home Facilities Calendar Forms Contact Help

Grants Pass
LIVE PASS

Wright Household
1 member

[See Household Calendar](#)
[View Invoices](#)
[Forms](#)

Household Credit: \$0.00
Balance Due: \$0.00

Julia Wright @wright
jswright@grantspassoregon.gov
(541) 450-6000

General Information

Name: Julia Wright (ID: 63) @wright

Date of Birth: 5/19/1980 (41 years)

Gender: Female

Head of Household: No

Address

Address Line One: 101 NW A Street
Address Line Two: -
City: Grants Pass
State: OR
Zip/Postal Code: 97526

Email Address

Reservations and Forms

Once I have entered your reservation into Recdesk, you will receive an automated email that contains your reservation date and time slot:

From: RecDesk <auto@recdesk.com>
Sent: Tuesday, February 1, 2022 5:33 PM
To: Julia S. Wright
Subject: Reservation Confirmation Details from City of Grants Pass - Parks & Recreation

[NOTICE: This message originated outside the City of Grants Pass -- **DO NOT CLICK** on links or open **attachments** unless you are sure content is safe.]

** Do NOT respond to this email. This email address is not monitored. **

Thank you for reserving facilities with City of Grants Pass - Parks & Recreation. The following is a summary of your Reservation(s). Please contact City of Grants Pass - Parks & Recreation with any questions at 541-471-6435 or recreation@grantspassoregon.gov.

Reservation(s)

Multi Facility Reservation

Reservation Id: 978970
Title: Coach Pitch

Start Time **End Time**



Date(s) and Time(s)

Baseball Field (Westholm)	1/4/2022 5:00 PM	1/4/2022 6:00 PM
Baseball Field (Westholm)	1/6/2022 5:00 PM	1/6/2022 6:00 PM
Baseball Field (Westholm)	1/11/2022 5:00 PM	1/11/2022 6:00 PM
Baseball Field (Westholm)	1/13/2022 5:00 PM	1/13/2022 6:00 PM
Baseball Field (Westholm)	1/18/2022 5:00 PM	1/18/2022 6:00 PM
Baseball Field (Westholm)	1/20/2022 5:00 PM	1/20/2022 6:00 PM
Baseball Field (Westholm)	1/25/2022 5:00 PM	1/25/2022 6:00 PM
Baseball Field (Westholm)	1/27/2022 5:00 PM	1/27/2022 6:00 PM

Additional Notes

Baseball Field (Westholm)

Alcohol is not permitted at this park. When you reserve this facility, payment does not grant approval. Reservations are pending until reviewed. If any additional fees and permissions apply, you will receive a follow up email and invoice. All required forms, approvals, and payments must be received prior to the requested use date. After the event date, a damage assessment will be conducted, and deposits will be returned within 2-4 weeks.

When you make your first reservation, I will also add two Recdesk forms to your reservation/account: **Field Use Waiver** and **Certificate of Liability**. These will be annual forms.

The Field Use Waiver is a short online form that you can access via your account and will need to be filled out and submitted prior to using the fields. The Certificate of Liability form is where you or I can upload your Certificate/Insurance Binder document. You will see an email like this:

From: RecDesk <auto@recdesk.com>
Sent: Wednesday, February 2, 2022 2:23 PM
To: Julia S. Wright
Subject: Reservation Confirmation Details from City of Grants Pass - Parks & Recreation

[NOTICE: This message originated outside the City of Grants Pass -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure content is safe.]

** Do NOT respond to this email. This email address is not monitored. **

Thank you for reserving facilities with City of Grants Pass - Parks & Recreation. The following is a summary of your Reservation(s). Please contact City of Grants Pass - Parks & Recreation with any questions at 541-471-6435 or recreation@grantspassoregon.gov.

Reservation(s)

Multi Facility Reservation

Reservation Id: 980029
Fee: \$1.00
Security Deposit: \$0.00
Title: Baseball Game

Date(s) and Time(s)

a.Field Use Waiver/Certificate of Liability 2022 1/4/2022 8:00 AM 1/4/2022 8:00 PM

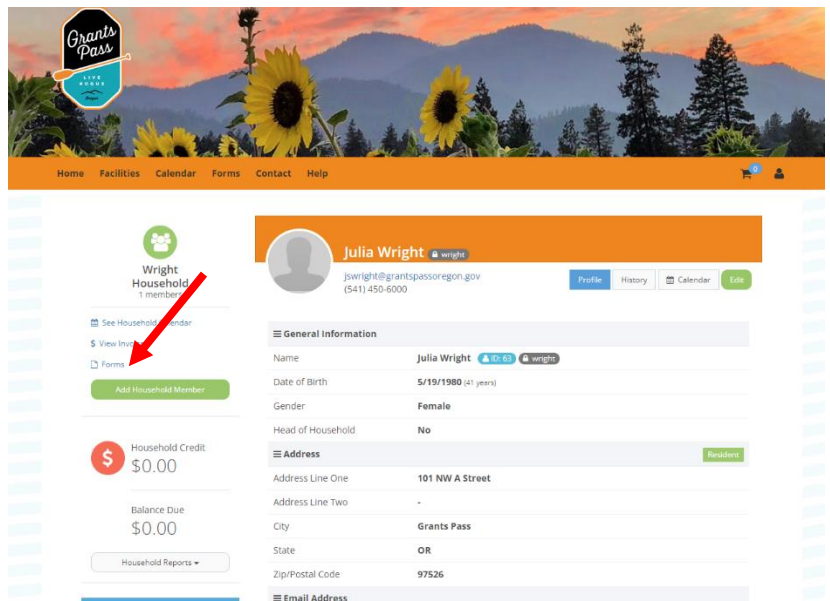
Additional Notes

Ignore

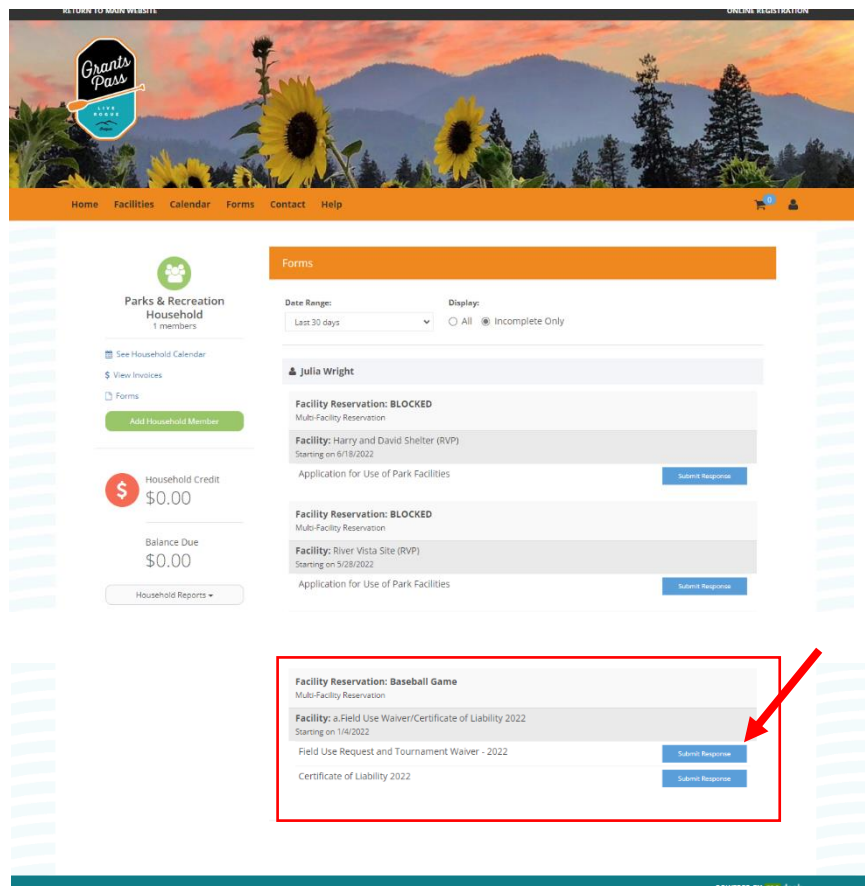


PLEASE NOTE: if you see a \$1.00 fee for any reservation, please ignore it. I will remove the charge after I have processed the reservation. Just a quirk of the system.

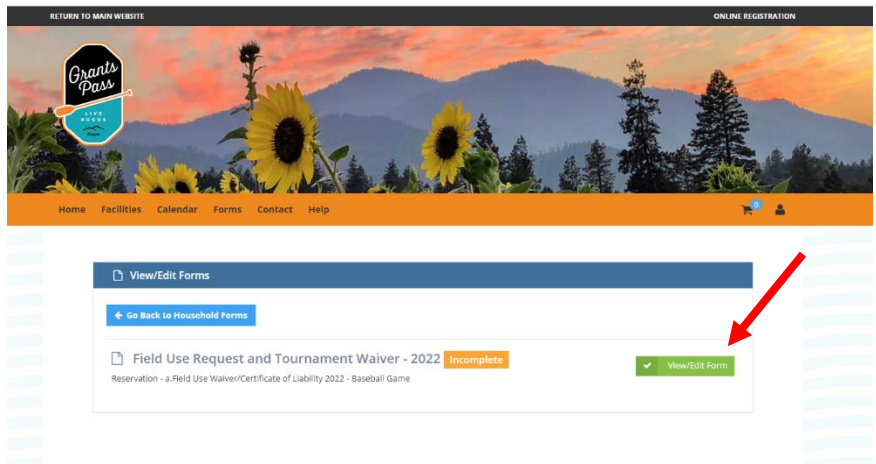
To access your forms, sign into your account and click on the “Forms” link.



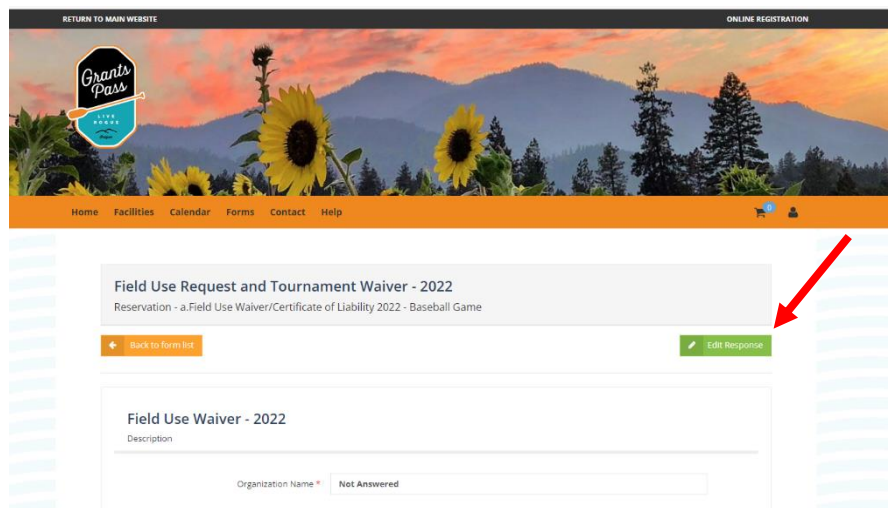
You will see a blue button next to the forms that require attention. Click on “Submit Response” next to each form to complete forms.



Click on “View/Edit Forms”

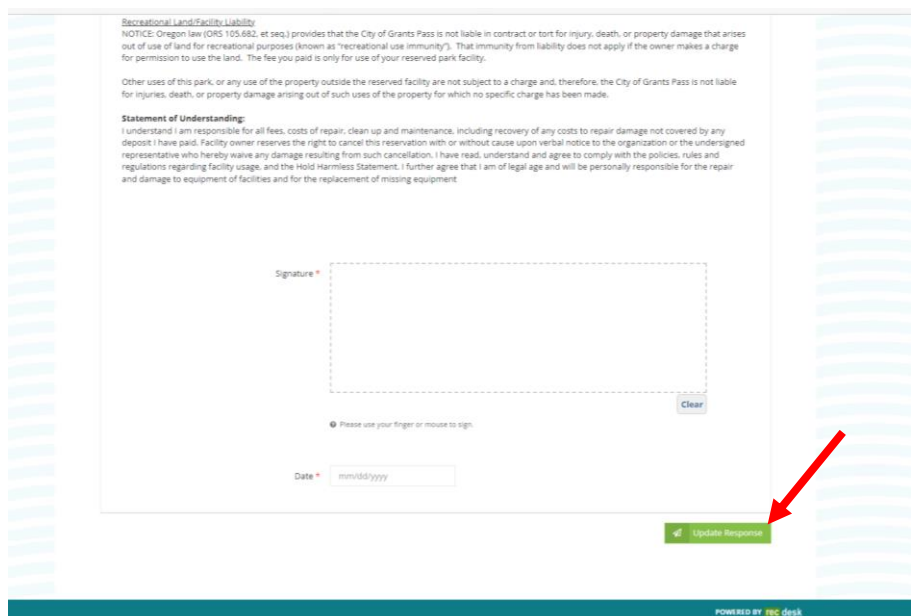


Click on “Edit Response”



Fill out the form with the required information, sign with your mouse or finger and click on “Update Response”

Your form is complete.



Viewing Reservations on your Profile Dashboard or “Household”

When you log in, you will automatically see your profile.

If you have navigated away from your profile, you can return by clicking on the link with your name and birthdate.

The screenshot shows the user profile dashboard for Julia Wright. The 'Reservations' tab is selected. A red arrow points to the user's name and birthdate link in the left sidebar.

Facility Name	Initial Start Date	Initial End Date	Fee Type	Fee Amount	
a.Field Use Waiver/Certificate of Liability 2022	1/4/2022 8:00 AM	1/4/2022 8:01 AM	No Charge	\$0.00	
Trevillian Pavilion (Riverside)	5/6/2022 8:00 AM	5/8/2022 8:00 PM	-	\$0.00	
Baseball Field (Westholm)	1/4/2022 5:00 PM	1/27/2022 6:00 PM	-	\$0.00	
Softball Field (Gilbert Creek)	1/4/2022 4:00 PM	2/3/2022 6:00 PM	Youth Reservation - No Fee	\$0.00	
Agnew Lyle Baseball Field (RVP)	1/3/2022 6:00 PM	1/24/2022 8:00 PM	Youth Reservation - No Fee	\$0.00	
River Vista Site (RVP)	5/22/2022 8:00 AM	5/22/2022 8:00 PM	-	\$0.00	
River Vista Site (RVP)	5/28/2022 8:00 AM	5/28/2022 8:00 PM	-	\$0.00	
Harry and David Shelter (RVP)	6/18/2022 8:00 AM	6/25/2022 8:00 PM	-	\$0.00	
River Vista Site (RVP)	5/14/2022 8:00 AM	6/17/2022 8:00 PM	-	\$0.00	
a. Walkthrough	7/15/2022 8:00 AM	7/15/2022 8:00 PM	-	\$0.00	
Westholm Park	Cancelled	12/7/2021 8:00 AM	12/7/2021 9:00 AM	-	\$0.00

You can view your reservation details in two ways.

One: Click on the “History” tab, then click on the “reservations” tab.

You will be able to see the same info that you received via email.

The screenshot shows the user profile dashboard for Julia Wright. The 'History' tab is selected, and the 'Reservations' sub-tab is also selected. A red box highlights the 'Baseball Field (Westholm)' reservation in the table.

Facility Name	Initial Start Date	Initial End Date	Fee Type	Fee Amount	
a.Field Use Waiver/Certificate of Liability 2022	1/4/2022 8:00 AM	1/4/2022 8:01 AM	No Charge	\$0.00	
Trevillian Pavilion (Riverside)	5/6/2022 8:00 AM	5/8/2022 8:00 PM	-	\$0.00	
Baseball Field (Westholm)	1/4/2022 5:00 PM	1/27/2022 6:00 PM	-	\$0.00	
Softball Field (Gilbert Creek)	1/4/2022 4:00 PM	2/3/2022 6:00 PM	Youth Reservation - No Fee	\$0.00	
Agnew Lyle Baseball Field (RVP)	1/3/2022 6:00 PM	1/24/2022 8:00 PM	Youth Reservation - No Fee	\$0.00	
River Vista Site (RVP)	5/22/2022 8:00 AM	5/22/2022 8:00 PM	-	\$0.00	
River Vista Site (RVP)	5/28/2022 8:00 AM	5/28/2022 8:00 PM	-	\$0.00	
Harry and David Shelter (RVP)	6/18/2022 8:00 AM	6/25/2022 8:00 PM	-	\$0.00	
River Vista Site (RVP)	5/14/2022 8:00 AM	6/17/2022 8:00 PM	-	\$0.00	
a. Walkthrough	7/15/2022 8:00 AM	7/15/2022 8:00 PM	-	\$0.00	
Westholm Park	Cancelled	12/7/2021 8:00 AM	12/7/2021 9:00 AM	-	\$0.00

Two: To view your reservation, click on the “Household Calendar” link.

Parks & Recreation Household
1 members

Julia Wright | jwright
JWRIGHT@GRANTSPASSOREGON.GOV
(541) 471-6435

Profile | History | Calendar | Edit

Programs | Memberships | Reservations | Check-ins

Reservations

Facility Name	Initial Start Date	Initial End Date	Fee Type	Fee Amount
a.Field Use Waiver/Certificate of Liability 2022	1/4/2022 8:00 AM	1/4/2022 8:01 AM	No Charge	\$0.00
Trevillian Pavilion (Riverside)	5/6/2022 8:00 AM	5/8/2022 8:00 PM	-	\$0.00
Baseball Field (Westholm)	1/4/2022 5:00 PM	1/27/2022 6:00 PM	-	\$0.00
Softball Field (Gilbert Creek)	1/4/2022 4:00 PM	2/3/2022 6:00 PM	Youth Reservation - No Fee	\$0.00
Agnew Lytle Baseball Field (RVP)	1/3/2022 6:00 PM	1/24/2022 8:00 PM	Youth Reservation - No Fee	\$0.00
River Vista Site (RVP)	5/22/2022 8:00 AM	5/22/2022 8:00 PM	-	\$0.00
River Vista Site (RVP)	5/28/2022 8:00 AM	5/28/2022 8:00 PM	-	\$0.00
Harry and David Shelter (RVP)	6/18/2022 8:00 AM	6/25/2022 8:00 PM	-	\$0.00
River Vista Site (RVP)	5/14/2022 8:00 AM	6/17/2022 8:00 PM	-	\$0.00
a. Walkthrough	7/15/2022 8:00 AM	7/15/2022 8:00 PM	-	\$0.00
Westholm Park	Cancelled 12/7/2021 8:00 AM	12/7/2021 9:00 AM	-	\$0.00

You will be able to view your schedule in a calendar format.

Household Calendar

Parks & Recreation Household
1 members

See Household Calendar | View Invoices | Forms | Add Household Member

Household Credit: \$0.00
Balance Due: \$0.00

Julia Wright
5/19/1980

January 2022 | Month | Week | Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	2 6p - 8p Baseball Game (Agnew Lytle Baseball Field (RVP)) Julia Wright	3 8a - 8:01a Wright - Field Use Waiver (a.Field Use Waiver/Certificate of Liability 2022) Julia Wright 4p - 6p Softball Practice (Softball Field (Gilbert Creek)) Julia Wright 5p - 6p Coach Pitch (Baseball Field (Westholm)) Julia Wright	4 6p - 8p Baseball Game (Agnew Lytle Baseball Field (RVP)) Julia Wright	5 4p - 6p Softball Practice (Softball Field (Gilbert Creek)) Julia Wright 5p - 6p Coach Pitch (Baseball Field (Westholm)) Julia Wright	6 6p - 8p Baseball Game (Agnew Lytle Baseball Field (RVP)) Julia Wright	7 8
9	10 6p - 8p Baseball Game (Agnew Lytle Baseball Field (RVP)) Julia Wright	11 4p - 6p Softball Practice (Softball Field (Gilbert Creek)) Julia Wright 5p - 6p Coach Pitch (Baseball Field (Westholm)) Julia Wright	12 6p - 8p Baseball Game (Agnew Lytle Baseball Field (RVP)) Julia Wright	13 4p - 6p Softball Practice (Softball Field (Gilbert Creek)) Julia Wright 5p - 6p Coach Pitch (Baseball Field (Westholm)) Julia Wright	14 6p - 8p Baseball Game (Agnew Lytle Baseball Field (RVP)) Julia Wright	15