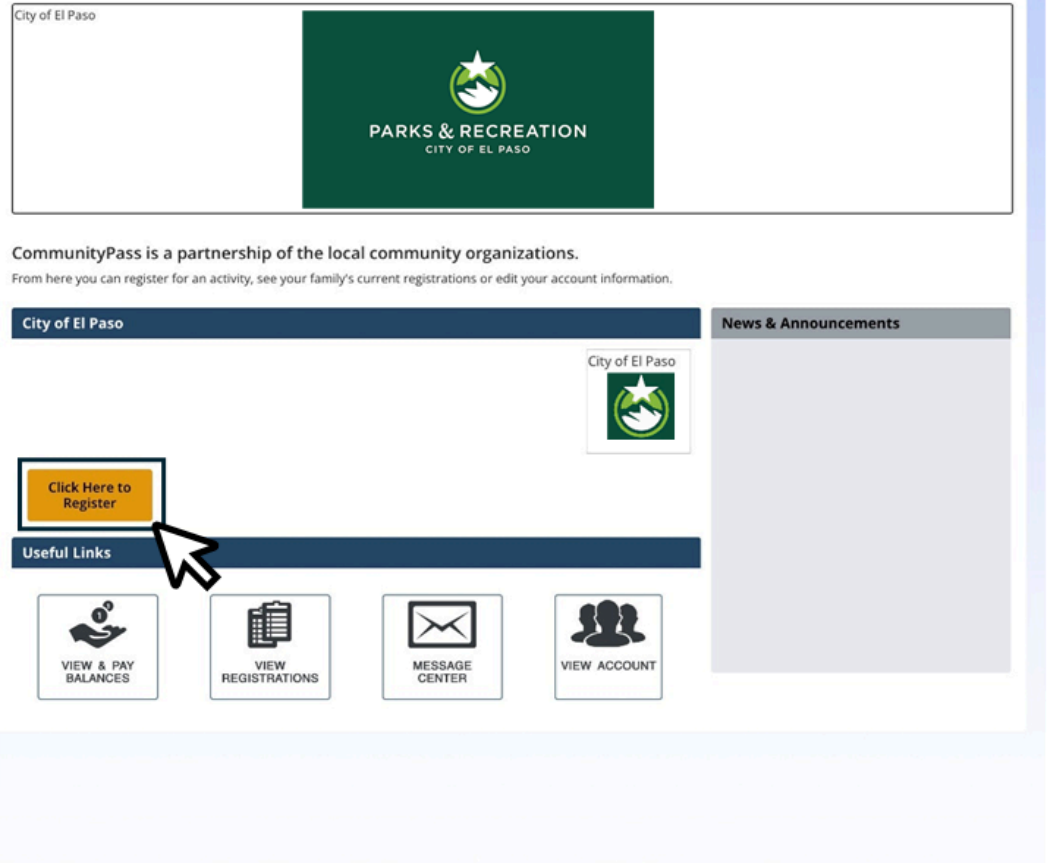


1

On your homepage, look for the **orange** button that says “Click Here to Register.”

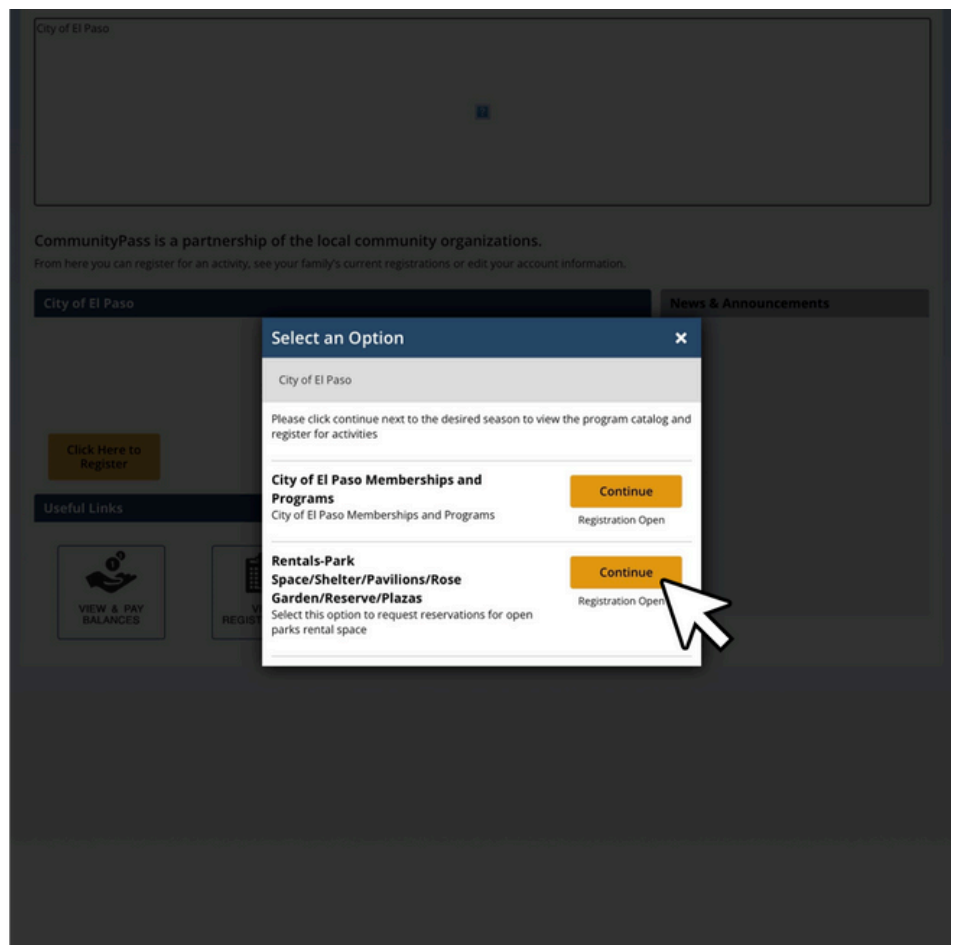
Selecting this will take you to the registration area.



2

On the “Select an option pop-up” choose **Rental Park Space / Shelter / Pavilion / Rose Garden / Reserve / Plazas**.

Then select the **orange “Continue”** button.



# 3

## Verify Account Information

You'll see a page that automatically fills in your account details. Take a quick moment to make sure everything looks accurate (name, address, phone number, etc.).

When ready, click **Continue**.



PARKS & RECREATION  
CITY OF EL PASO

Verify Account

Please ensure that your email address(es) are up to date. Your email can be updated by clicking the Edit link below.

1 Account >

2 Participants

3 Permit

4 Schedule

5 Confirm

6 Checkout

Adult Email

Name	Email Address	Action
		Edit

Account Information

Account Type

Family Account

Note: To change your account type please contact the office

Last Name

Address

CityState

TX

Zip

Phone (w/ areacode) ext.

Cancel

Continue

## 4 Select the Participant

Choose the family member who will be listed on the reservation.

If needed, you can add additional family members to your account.

Once the correct person is selected, click **Continue**.

The screenshot shows the 'PARKS & RECREATION CITY OF EL PASO' logo at the top. Below it is a dark blue header with the text 'Facilities Indoor, Outdoor & Aquatics - Select Participants'. The main content area has a sub-header 'Select Participants' and a list of participants. A sidebar on the left contains a progress bar with steps: 1 Account, 2 Participants (selected), 3 Permit, 4 Schedule, 5 Confirm, and 6 Checkout. Below the participant list are buttons for 'Add Adult' and 'Add Child'. At the bottom right are 'Cancel', 'Back', and 'Continue' buttons, with a mouse cursor pointing at 'Continue'.

## 5 Choose the Category of Facility

You will now see options such as:

- Open Park Space
- Shelters
- Memorial Reserve
- Pavilions

Select the category that matches the type of rental you're requesting. Click **Continue**.

*If the option you need isn't listed, feel free to contact our office at 915-212-0092.*

The screenshot shows the 'PARKS & RECREATION CITY OF EL PASO' logo at the top. Below it is a dark blue header with the text 'Facilities Indoor, Outdoor & Aquatics - Select Facility Permit'. The main content area has a sub-header 'Facility Permits' and a list of facility permit options. A sidebar on the left contains a progress bar with steps: 1 Account, 2 Participants, 3 Permit (selected), 4 Schedule, 5 Confirm, and 6 Checkout. Below the permit list are buttons for 'Open Park Space Rental', 'Shelters', 'Memorial Reserve', and 'Pavilions'. At the bottom right are 'Cancel', 'Back', and 'Continue' buttons, with a mouse cursor pointing at 'Continue'.

## 6

### Select the Facility

A list of available locations will appear.

Choose the facility you'd like to reserve.

*(Please note the current list being displayed is the shelter facilities depending on the facility permit selected on the previous screen the list will differ)*

## 7

### Choose Your Date and Time

Select the date you are requesting.

*Please note: Reservations must be requested at least 30 days before your event date.*

After choosing the date, use the **Days of the Week** section to select the start & end time from dropdown menu to select your preferred time.

## Events That End After Midnight

If your event **starts on one day and ends after midnight**, CommunityPass requires you to enter **two dates** so the system can correctly capture your reservation.

Please follow the steps below:

### Select your event start date

Choose the date your event begins (for example, **Saturday, January 13**).

### Select the following date

Choose the **next calendar day** (for example, **Sunday, January 14**).

### Enter the start and end time for the first date

- Start Time: the time your event begins (example: **4:00 PM**)
- End Time: **12:00 AM (midnight)**

### Enter the remaining event time for the second date

- Start Time: **12:00 AM**
- End Time: the time your event ends (example: **1:00 AM**)

### Continue with the reservation process as usual

Once both dates and times are entered, you may proceed with completing and submitting your reservation request.

### Please Note:

*If only one date is selected, the system will not recognize time that extends past midnight, which will delay or affect approval of your request.*

*If you have any questions or need assistance, please contact our office for help.*

## 8

### Add Event Details

You'll see a comment box where you can briefly describe your event.

Enter the number of attendees expected.

Click Continue when you're ready.

**PARKS & RECREATION**  
CITY OF EL PASO

**Facilities Indoor, Outdoor & Aquatics - Permit Schedule**

1 Account >  
2 Participants >  
3 Permit >  
4 **Schedule >**  
5 Requirements  
6 Forms  
7 Policies  
8 Confirm  
9 Checkout

**Shelters**

**Comments**  
Please enter any comments that are relevant to this reservation

**Estimated Number of Attendees**

Cancel Back **Continue**

**Facilities Indoor, Outdoor & Aquatics - Select Options**

Please select the Options you would like to add to this permit.

1 Account >  
2 Participants >  
3 Permit >  
4 Schedule >  
5 **Options >**  
6 Requirements  
7 Forms  
8 Policies  
9 Confirm  
10 Checkout

**Select Options**

Options	
<input checked="" type="radio"/> Administration Fee - Admin (REQUIRED)	
<input type="radio"/> Certificate Of Insurance	

Cancel Back **Continue**

## 9

### Add Event Details

You will see the administrative fee (\$7) this is an automatic fee. Other fees will be added to your permit once the request is reviewed.

Click **Continue** to move forward.

**Facilities Indoor, Outdoor & Aquatics - Outstanding Requirements**

Please review any outstanding documentation requirements for this registration below. One requirement may apply to numerous programs, including prior and future registrations. Any documents uploaded are encrypted and securely stored. Documents that are required in order to complete registration are indicated in red. Your emailed receipt for this transaction will include information about any outstanding requirements.

1 Account >  
2 Participants >  
3 Permit >  
4 Schedule >  
5 Options >  
6 Requirements >  
7 Forms  
8 Policies  
9 Confirm  
10 Checkout

**Required Documentation**

JAZ TEST

Programs	Requirement	Document Actions
Shelters	Photo ID - Picture of government issued ID.	1 Choose File to Upload

Cancel Back Continue

**10 Upload Your Identification**

You'll be prompted to upload a photo or copy of your ID (driver's license or other valid identification).

Once uploaded, click Continue.

**PARKS & RECREATION**  
CITY OF EL PASO

**Facilities Indoor, Outdoor & Aquatics - Shelters**

Please fill out the following forms for each participant. When finished hit continue.

1 Account >  
2 Participants >  
3 Permit >  
4 Schedule >  
5 Options >  
6 Requirements >  
7 Forms >  
8 Policies  
9 Confirm  
10 Checkout

**Jaz test - Adult**

Will there be alcohol at the event? --Please Select--

Will there be a jumping balloon at this event? --Please Select--

If so, please be advised that Open Park Space reservation will be required.

Each shelter includes the following: ☐ Acknowledge

100 Chairs, 12 Folding Tables, Trash Cans, Refrigerator, Restrooms, Sink, Stove, HVAC

What type of Event will you be having (ie. Birthday Party, Graduation, Sporting Event)?

I have included Setup & Take-down time in reservation as modifications to reservations can ONLY be made 14 days PRIOR to the event date. ☐ I acknowledge

Cancel Back Continue

**11 Complete the Reservation Form**

The form will ask several questions about your event (e.g., alcohol, jumping balloon, general event details).

Please answer the questions as they apply to your event.

After completing the form, select Continue.

**10 Review Policies & Sign Electronically**

You will be shown the policies and acknowledgments tied to your reservation. Please review and electronically sign. Click **Continue**.

**11 Review Estimated Fees**

You will see a summary of your reservation request and an **estimated cost**.  
*Please note that this estimate will change after staff reviews your application. Confirm the details and click Continue.*

**12 Submit Your Reservation Request**

A confirmation screen will let you know that your request has been submitted. A receipt-style summary will be emailed to you automatically. Your request will be forwarded to our staff for review. You will receive an email with the next steps.  
*Please note: Your reservation is not finalized until it has been reviewed and approved by our office. You will receive an email with next steps.*