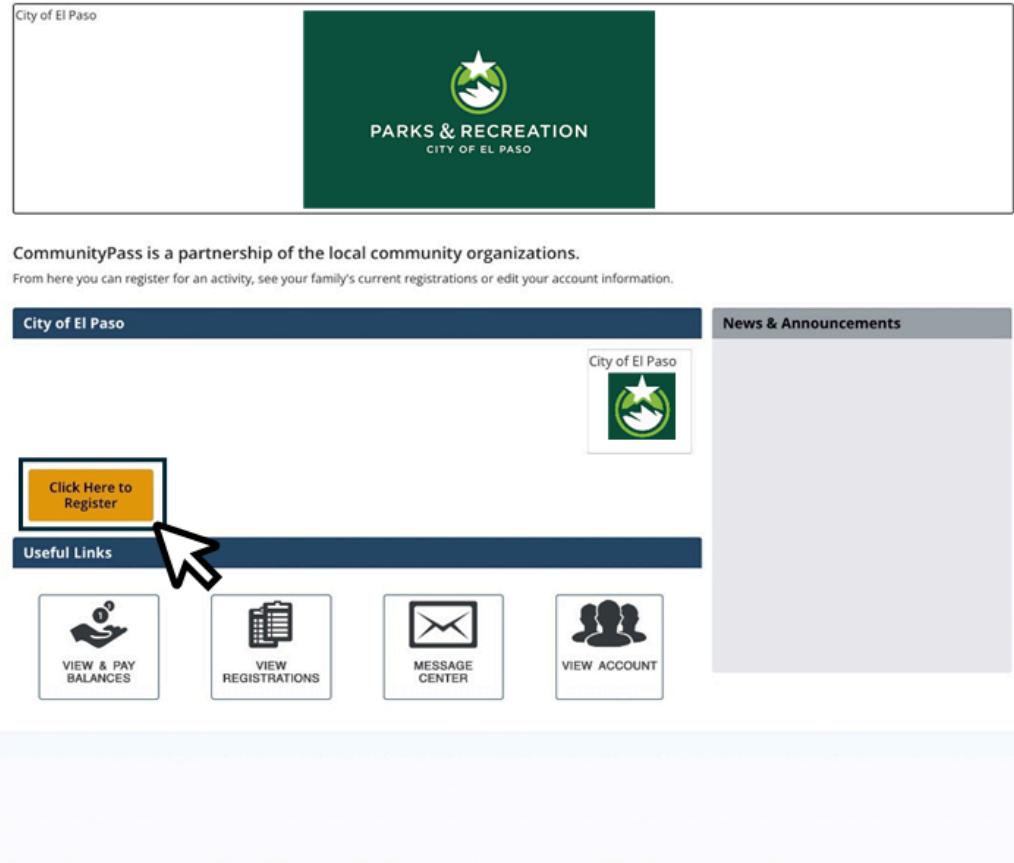


1

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

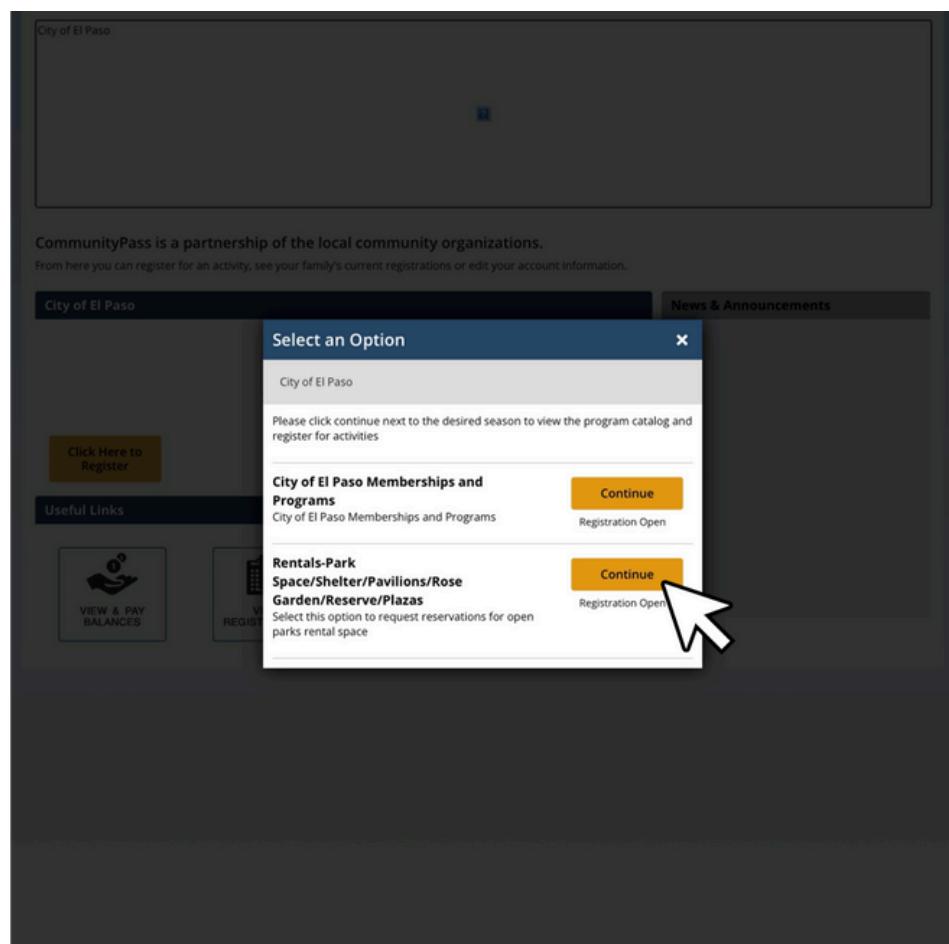
Selecting this will take you to the registration area.



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**.

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
[Redacted]

Address
[Redacted]

City
[Redacted]

State
TX

Zip
[Redacted]

Phone (w/ areacode) ext.
[Redacted] [Redacted]

Continue 

Cancel

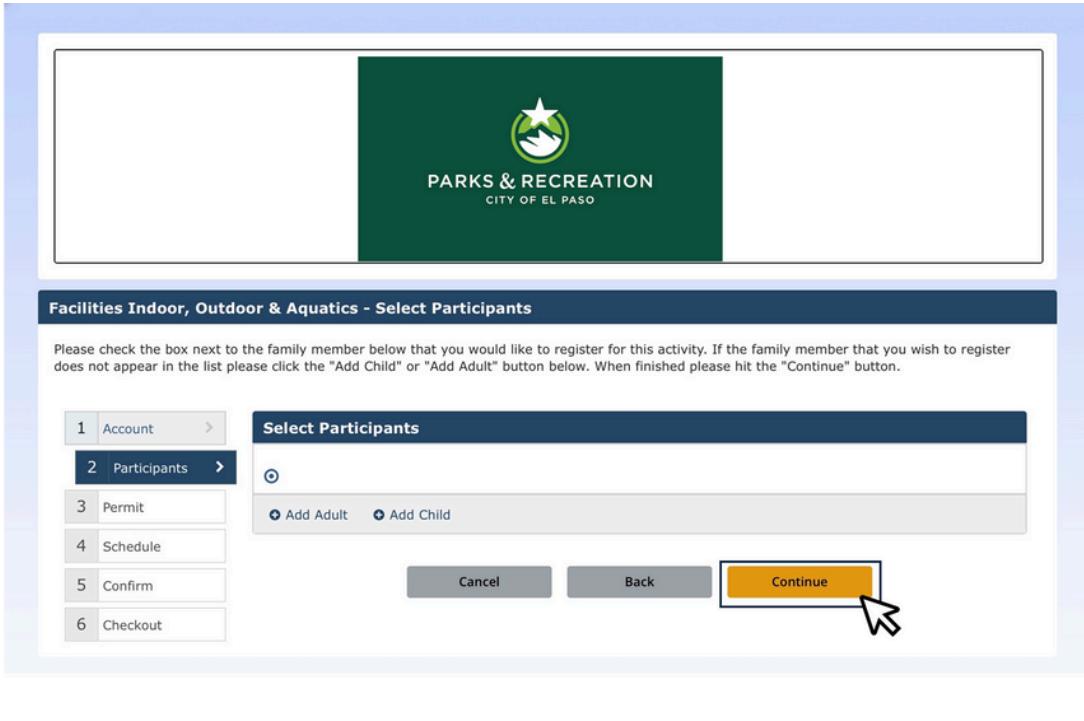
4

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**.



PARKS & RECREATION
CITY OF EL PASO

Facilities Indoor, Outdoor & Aquatics - Select Participants

Please check the box next to the family member below that you would like to register for this activity. If the family member that you wish to register does not appear in the list please click the "Add Child" or "Add Adult" button below. When finished please hit the "Continue" button.

1 Account >
2 Participants >
3 Permit
4 Schedule
5 Confirm
6 Checkout

Select Participants

Add Adult Add Child

Cancel Back Continue

5

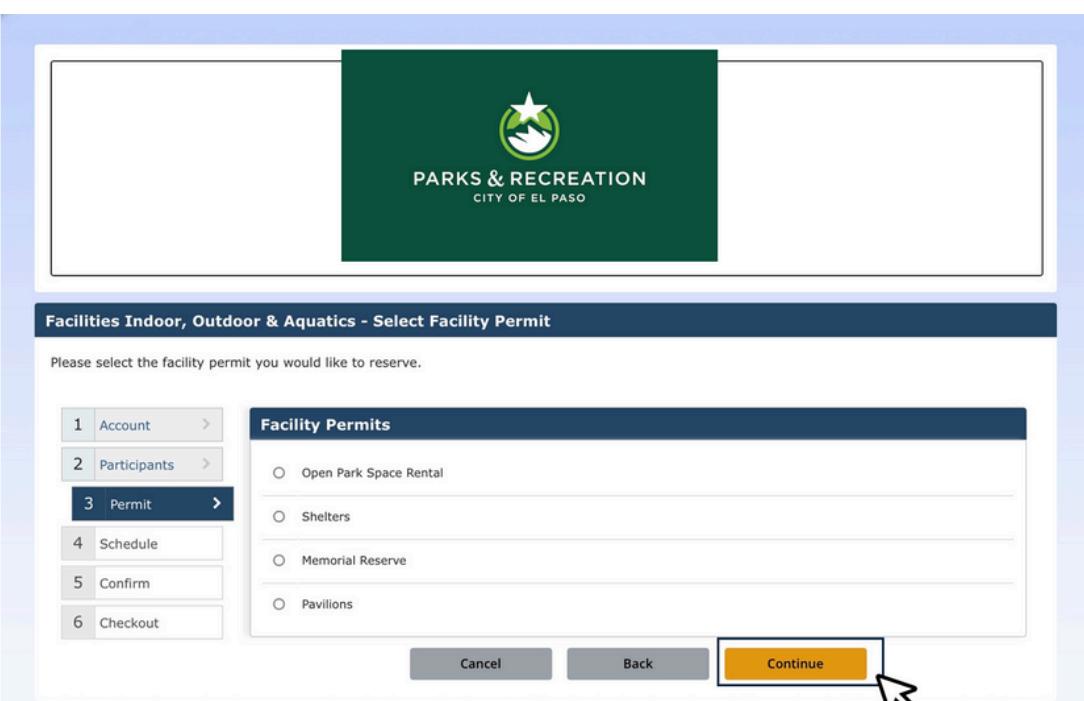
Choose the Category of Facility

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.



PARKS & RECREATION
CITY OF EL PASO

Facilities Indoor, Outdoor & Aquatics - Select Facility Permit

Please select the facility permit you would like to reserve.

1 Account >
2 Participants >
3 Permit >
4 Schedule
5 Confirm
6 Checkout

Facility Permits

Open Park Space Rental
 Shelters
 Memorial Reserve
 Pavilions

Cancel Back 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)

Choose Your Date and Time

7
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.

Facilities Indoor, Outdoor & Aquatics - Permit Schedule

Shelters

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

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

Administration Fee - Admin (REQUIRED)

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.

Required Documentation		
JAZ TEST		
Programs	Requirement	Document Actions
Shelters	Photo Id - Picture of government issued id.	<input type="button" value="Choose File to Upload"/>

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.

jaz test - Adult		
1 Account	2 Participants	3 Permit
4 Schedule	5 Options	6 Requirements
7 Forms	8 Policies	9 Confirm
Shelters	<input type="checkbox"/> Acknowledge	
100 Chairs, 12 Folding Tables, Trash Cans, Refrigerator, Restrooms, Sink, Stove, HVAC		

Will there be alcohol at the event?

Will there be a jumping balloon at this event?

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 & Takedown time in reservation as modifications to reservations can ONLY be made 14 days PRIOR to the event date. I acknowledge

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.