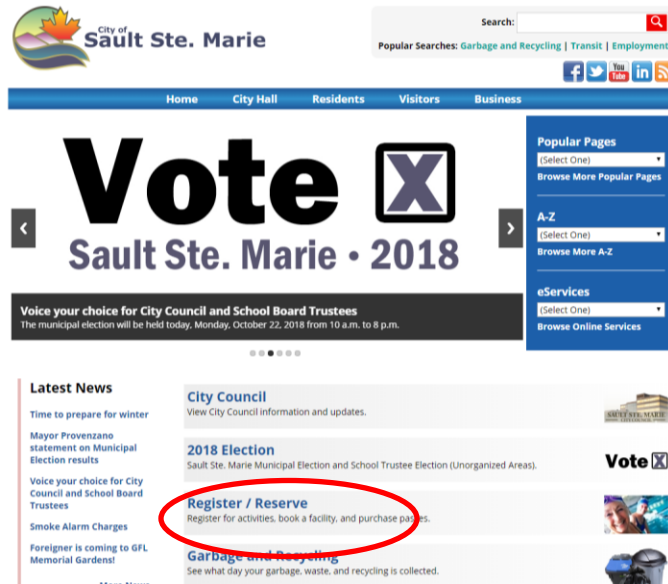


# ONLINE ICE BOOKING – STEP BY STEP

## STEP 1

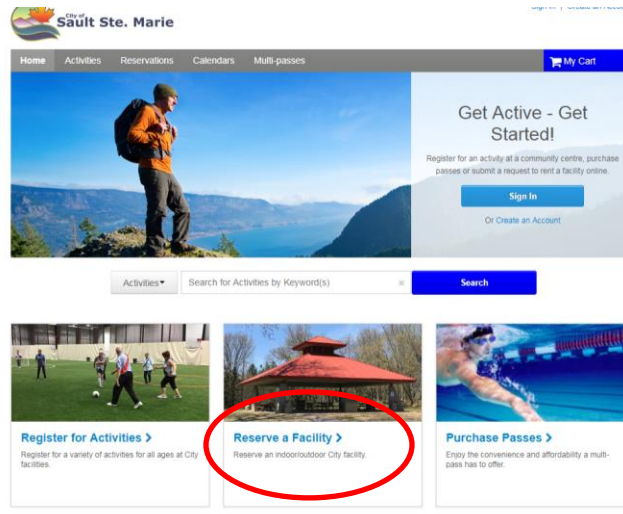
Click on 'Reserve a Facility'



## STEP 2

Click on 'Reserve a Facility'

**NOTE:** If a customer has an Active Net account, it is advisable to sign in here.



### STEP 3

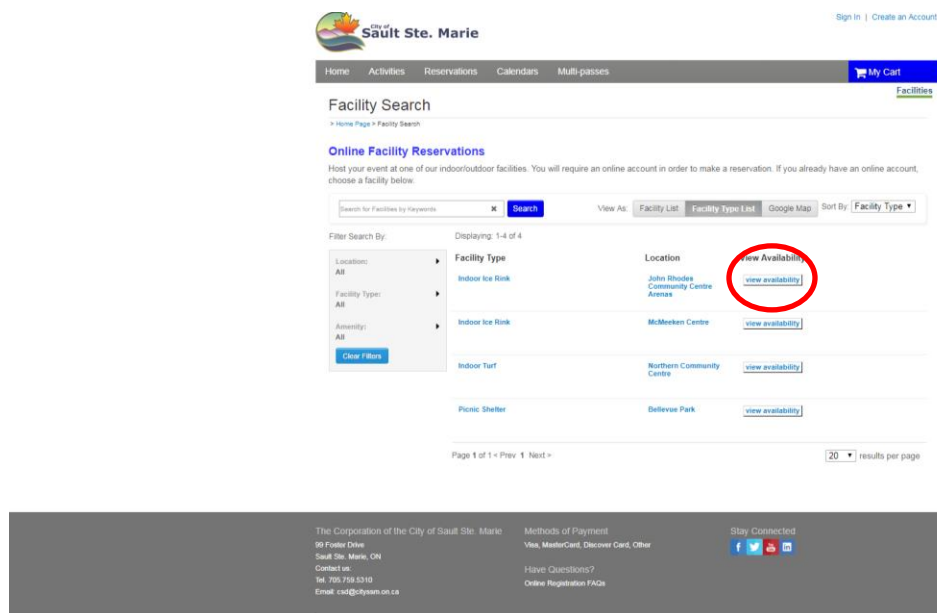
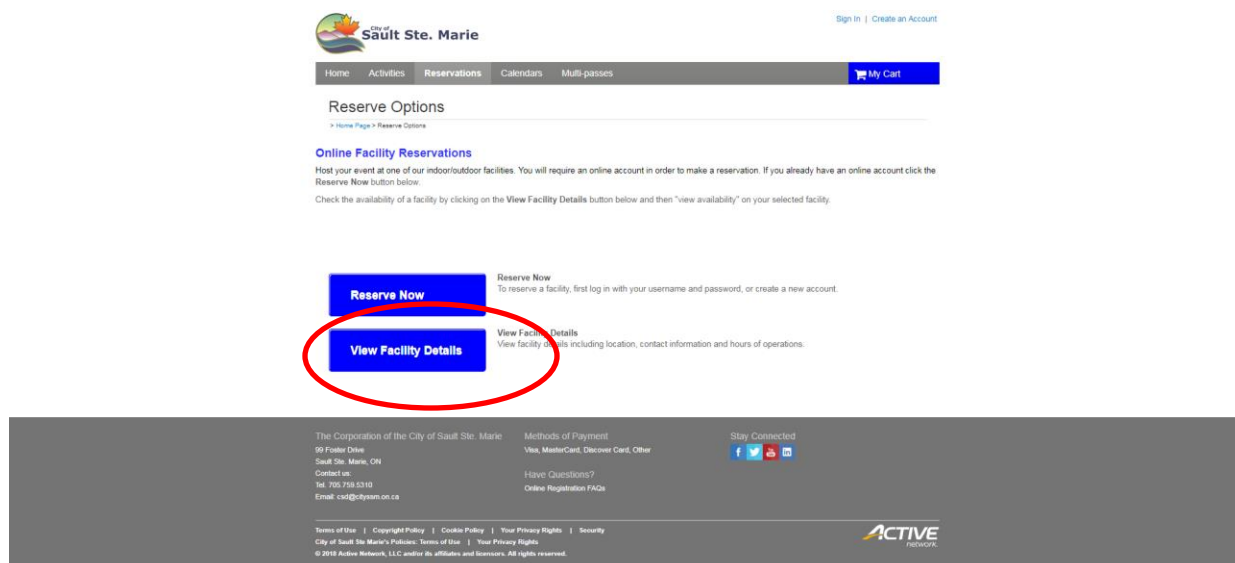
Click on 'View Facility Details'

Click on 'view availability'

Please note that the 'View Facility Details' will show availability up to a month in advance.

If you click on 'Reserve Now', it will bring you directly to Step 6. This option does not show any availability – you must need an exact time.

**Ensure to write down any times you wish to book as you will be required to type in the exact date and time in a later step. All times MUST start on the hour for the NCC, McMeeken and JRCC 1, and on the half hour (:30) for JRCC2.**



## STEP 4

**Click on any days of interest.** As mentioned above, please ensure to write down any times you wish to book as you will be required to type in the exact date and time in a later step. All times **MUST** start on the hour (not on the half hour).

Facility Search

Facility Type: Indoor Ice Rink  
Center: McMeeken Centre

Today < November 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 View Available Times	2 Fully Booked	3 View Available Times
4 View Available Times	5 Fully Booked	6 Fully Booked	7 Fully Booked	8 Fully Booked	9 Fully Booked	10 View Available Times
11 View Available Times	12 Fully Booked	13 Fully Booked	14 Fully Booked	15 View Available Times	16 View Available Times	17 View Available Times
18 View Available Times	19 Fully Booked	20 Fully Booked	21 Fully Booked	22 Fully Booked	23 Fully Booked	24 Fully Booked
25 Not Available	26 Not Available	27 Not Available	28 Not Available	29 Not Available	30 Not Available	1 Not Available

Back to View Facilities

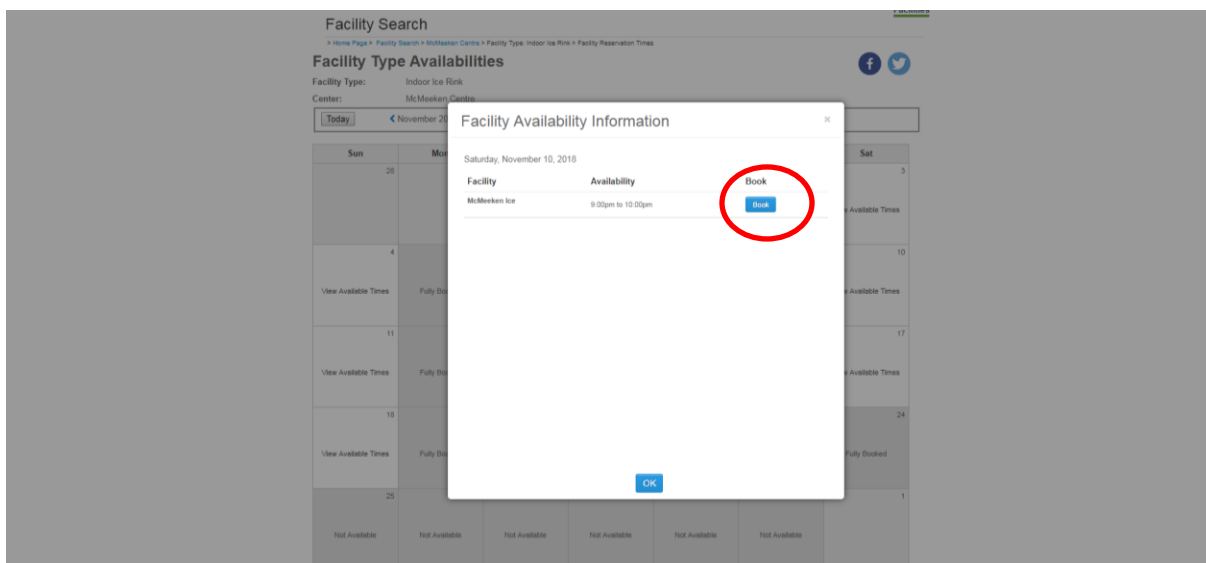
## STEP 5

Click **'Book'**. Please note that clicking 'OK' will bring you back to the View Facilities Screen, and clicking 'Book' is misleading as it does not hold the time.

Please note if you are not signed in you will be asked to sign into your Active Net account (see screen shot below).

Please note throughout the process you can always go back by clicking **'Go Back'**.

**Ensure to write down any times you wish to book as you will be required to type in the exact date and time in a later step. All times MUST start on the hour for the NCC, McMeeken and JRCC 1, and on the half hour (:30) for JRCC2.**



Screen shot of request to log in.

## Login

[> Home Page](#) > [Login](#)

To access the features of this site, you must have a password-protected customer account.

If you have an account and haven't logged in yet, please login now.

If you do not have an account, please create a new account.

### Already have an account?

Login

Email

Password

☐ Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

Login

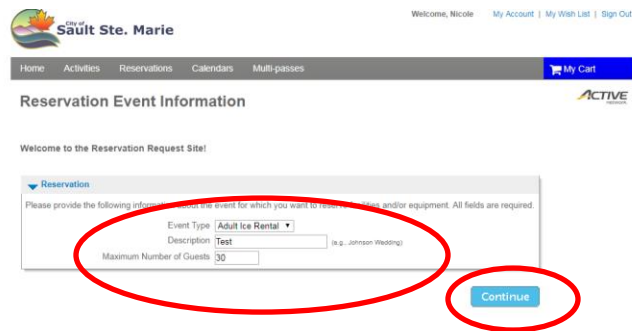
## STEP 6

Choose the **Event Type** from the drop down menu. Either: Adult Ice Rental or Youth Ice Rental or NCC Field Rental.

Enter a **Description** (eg: Family Skate or Soccer Party)

Enter **Max # of Guests** (eg: 20)

Click '**Continue**'



City of  
**Sault Ste. Marie**

Welcome, Nicole | [My Account](#) | [My Wish List](#) | [Sign Out](#)

[Home](#) [Activities](#) [Reservations](#) [Calendars](#) [Multi-passes](#) [My Cart](#)

### Reservation Event Information

ACTIVE network

Welcome to the Reservation Request Site!

**Reservation**

Please provide the following information for the event for which you want to reserve space and/or equipment. All fields are required.

Event Type: **Adult Ice Rental**

Description: **Test** (e.g., Johnson Wedding)

Maximum Number of Guests: **30**

[Continue](#)

## STEP 7

### Choose Location

Please note, you MAY be required to select the facility type and/or the facility for your event.

Click 'Continue'

Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

Choose the location or area for your event

Use SHIFT or CTRL to select multiple locations or areas

Locations: Any Locations, Bellevue Park, McMeekin Centre

OR

Areas: Any Area

Choose the type of facility for your event

Use SHIFT or CTRL to select multiple types

Any Facility Type, Indoor Ice Rink

Choose the facility for your event

Use SHIFT or CTRL to select multiple facilities

Any Facility, McMeekin Ice

Specify facility amenities or special features your event requires

Use SHIFT or CTRL to select multiple requirements

Facility must meet: One of the requirements

Unspecified, Amphitheatre, Bar Service, Broadcast Booth, Catering available

When you have selected your requirements, click [Continue](#)

## STEP 8

Check the box under 'Select'

City of Sault Ste. Marie

Welcome, Nicole | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Calendars | Multi-passes | [My Cart](#)

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step.  
Use the check boxes in the Select column to choose which item(s) to try to reserve.

Select	Area	City	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	01	0	McMeekin Ice Facility	Facility	Hour	McMeekin Centre 616 Goulais Ave. Sault Ste. Marie, ON A5A 5A0 (709) 759-5261

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

Use the following list to go back to a previous step.

Facilities/Equipment Search [Go Back](#)

The Corporation of the City of Sault Ste. Marie  
88 Front Street  
Sault Ste. Marie, ON  
Contact us:  
Tel. 709.759.5310  
Email: [csd@citysaum.on.ca](mailto:csd@citysaum.on.ca)

Methods of Payment  
Visa, MasterCard, Discover Card, Other  
Have Questions?  
[Online Registration FAQs](#)

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ACTIVE  
network

## STEP 9

Enter **EXACT BEGIN** and **END DATE** (written down in Step 5)

Enter **EXACT TIME** (must be on the hour :00 for NCC, McMeeken and JRCC1, must be on the :30 for JRCC2)

Enter **# of hours** (Between 1-3 hours)

The screenshot shows the 'Reservation Event Dates' form on the City of Saïnt Ste. Marie website. The form has three main sections: 'Specify the Dates', 'Specify when the event starts', and 'Specify how long the event lasts'. The 'Specify the Dates' section includes fields for 'Begin Date' (2018, Nov, 10), 'End Date' (2018, Nov, 10), and 'Number of Weeks'. The 'Specify when the event starts' section includes a dropdown for 'Available Time Slots' (Use Exact Time) and a text input for 'Exact Time (hh:mm:ss)' (10:00:00). The 'Specify how long the event lasts' section includes a dropdown for 'Duration' (1 hour). A red circle highlights the 'Specify the Dates' section, another red circle highlights the 'Specify when the event starts' section, and a third red circle highlights the 'Specify how long the event lasts' section. A 'Continue' button is visible at the bottom right of the form.

## STEP 10

Verify time in yellow.

Click 'Continue'

The screenshot shows the calendar view for November 2018. The date 10 is highlighted in yellow, indicating the selected date. The time 10:00 am is also highlighted in yellow, indicating the selected time. Below the calendar, there is a 'Continue' button circled in red.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10 10:00 am 11:00 am
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

When you are satisfied with the dates you have chosen, click [Continue](#)

## STEP 11

Review booking. Ensure a check mark under 'Request', and check Review selected time if necessary.

If all is good, click 'Continue'

City of Sault Ste. Marie

Home Activities Reservations Calendars Multi-passes My Cart

### Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	McMeeken Centre	Facility	McMeeken Centre 616 Goulais Ave Sault Ste. Marie, ON A9A 9A9 (705) 759-5251	--	Charge : \$156.12 Harmonized Sales Tax : \$20.30	4.00	Review selected time.
Select All Deselect All							

When you have selected the facilities/equipment to reserve, click [Continue](#)

Use the following list to go back to a previous step.  
[Customize/Review Event Date\(s\)](#) [Go Back](#)

## STEP 12

Initial BOTH waivers.

Click 'Continue'

City of Sault Ste. Marie

Home Activities Reservations Calendars Multi-passes My Cart

### Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Agree to Waiver	Required	Description	Attachment
<input checked="" type="checkbox"/>	Yes	Community Services Department Standard Calendar	--
<input checked="" type="checkbox"/>	Yes	Drink Rental Waiver	--

When you are done, click [Continue](#)

Use the following list to go back to a previous step.  
[Facilities/Equipment Search](#) [Go Back](#)

## STEP 13

Read Waivers and click 'Continue'

City of Sault Ste. Marie

Home Activities Reservations Calendars Multi-passes My Cart

### Reservation Review

This is the final step in your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$180.42**.

#	Day	Date	Time
1	Saturday	Nov 10, 2018	9pm to 10pm

McMeeken Ice at McMeeken Centre

Community Services Department Standard Clause

1. It is your responsibility to inspect the facility prior to access and ensure it is suitable for your purposes.

2. You agree to use the facility only for the purpose for which it was intended and will not allow any member of your group to use the facility for any other purpose.

If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click

**Continue**

Use the following list to go back to a previous step.

Checklist / Questions [Go Back](#)

The Corporation of the City of Sault Ste. Marie  
99 Foster Drive  
Sault Ste. Marie, ON  
Canada  
Tel: 709.759.5310  
Email: [csd@citysaumon.ca](mailto:csd@citysaumon.ca)

Methods of Payment  
Visa, MasterCard, Discover Card, Other

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Online Registration FAQs

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ACTIVE NETWORK

## STEP 14

Enter **Credit Card** information.

Click 'I am 13 years of age or older'

Please note, if you are not signed in to your account you will have to sign in.

City of Sault Ste. Marie

Welcome, Nicole My Account My Wish List Sign Out

Home Activities Reservations Calendars Multi-passes My Cart

### Payment Information

**Payer Information**

Name:  
Billing Address:

Total Charges: \$180.42

**Form of Payment**

Credit Card ☒ ACT\* or Active Network will show up on your credit card for this payment.

Please choose a credit card.

☒ Visa 02/2020

CVV/CVC

☐ Add a new credit card

☒ I am 13 years of age or older  
(Federal law prohibits anyone under the age of 13 from submitting payment information.)

Confirm your payment information, then to complete your order click **Continue**



STEP 15

Print receipt

Reservation Receipt

THANK YOU

For Your Reservation!

Your Permit number is R23952

Please print this receipt and keep a copy for your records.

Prepared: Oct 24, 2018 3:01 PM

Status: Approved

McMeeken Ice

ACTIVE

PERMITS

Print

RESERVATIONS

Event	Resource	Center	Notes
Test	McMeeken Ice	McMeeken Centre	-
Type: Adult Ice Rental		616 Coulsons Ave	
Attend/Qty: 30		Sault Ste. Marie, ON A5A 5A9	
		(705) 759-5251	

Days Reserved		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Saturday	Nov 10, 2018	9:00 PM	1 hour	Nov 10, 2018	10:00 PM

Summary					Notes
Total Number of Dates: 1					-
Total Time: 1 hour					

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Online Adult Ice Rental McM	Test	\$156.12	1.00	Tax1: \$20.30	\$176.42
	McMeeken Ice				

Payments and Refunds

Receipt #	Date	Charge Description	Resource / Event	Payment
1006107.001	Oct 24, 2018	Online Adult Ice Rental McM	McMeeken Ice	\$176.42