

ONLINE ICE BOOKING FOR ALL ARENAS – STEP BY STEP GUIDE

WWW.GFLGARDENS.CA/ICE

Please Note - If you are on mobile, it is best to select Full Site before continuing:

1. Home (top left)
2. Menu (3 lines top left)
3. Click on full site.

STEP 1

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 start on the hour for the JR1, McMeeken/NCC1, and on the half hour (:30) for JRCC2 and NCC2.

The screenshot shows the website interface for online facility reservations. At the top, there is a navigation bar with links for Home, Activities, Reservations, Calendars, Multi-passes, and My Cart. Below this is a 'Reserve Options' section with a breadcrumb trail: Home Page > Reserve Options. The main heading is 'Online Facility Reservations'. A paragraph explains that users need an online account to make a reservation and provides instructions to check availability by clicking on 'View Facility Details' and then 'view availability' on the selected facility. Two buttons are visible: 'Reserve Now' and 'View Facility Details'. The 'View Facility Details' button is circled in red. Below the buttons, there is a footer section with contact information for the City of Sault Ste. Marie, methods of payment (Visa, MasterCard, Discover Card, Other), and social media links. The footer also includes a copyright notice for 2018 Active Network, LLC and its affiliates.

Facility Search

Home Page > Facility Search

Online Facility Reservations

Host your event at one of our indoor/outdoor facilities. You will require an online account in order to make a reservation. If you already have an online account, choose a facility below.

Search for Facilities by Keywords View As: [Facility List](#) [Facility Type List](#) [Google Map](#) Sort By: [Facility Type](#)

Filter Search By: Displaying: 1-4 of 4

Facility Type	Location	View Availability
Indoor Ice Rink	John Rhodes Community Centre Annex	view availability
Indoor Ice Rink	McMeekin Centre	view availability
Indoor Turf	Northern Community Centre	view availability
Picnic Shelter	Bellevue Park	view availability

The Corporation of the City of Sault Ste. Marie
 89 Foster Drive
 Sault Ste. Marie, ON
 Contact us:
 Tel: 709.759.5310
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Methods of Payment
[View](#), [MasterCard](#), [Discover Card](#), [Other](#)

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STEP 2

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

Home Page > Facility Search > McMeekin Centre > Facility Type: Indoor Ice Rink > Facility Reservation Times

Facility Type: Indoor Ice Rink
 Center: McMeekin Centre

Today < November 2018 >

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

[Back to View Facilities](#)

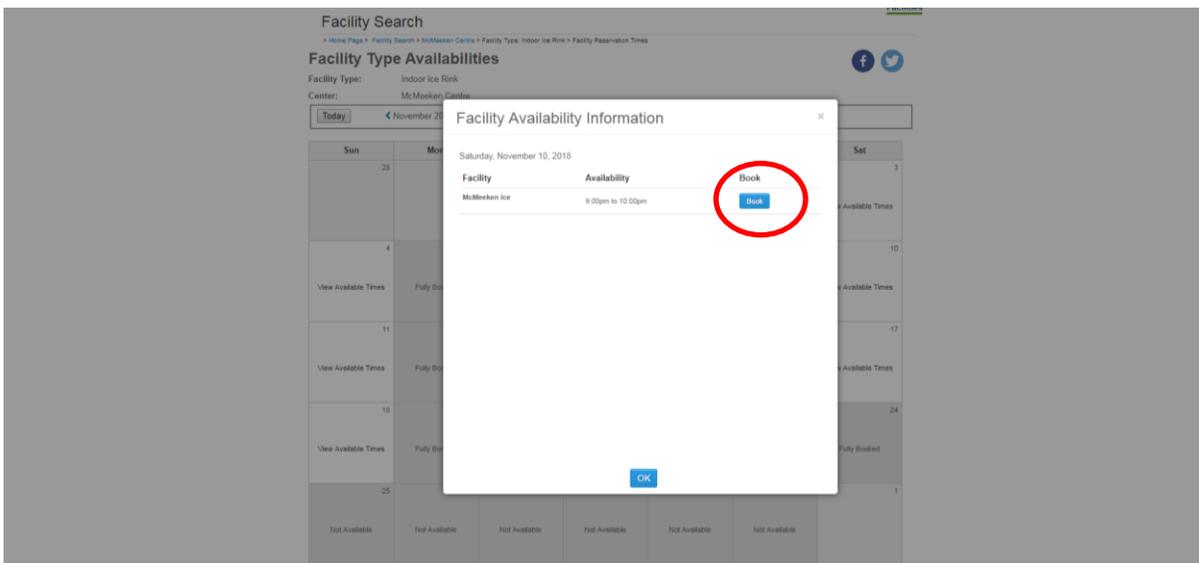
STEP 3

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.



[Sign In](#) | [Create an Account](#)

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

[My Cart](#)

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

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

[Login](#)

STEP 4

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

Enter a **Description** (eg: Family Skate or Team Practice)

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

Click '**Continue**'

City of Saül Ste. Marie

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

Home | Activities | Reservations | Calendars | Multi-passes | My Cart

Reservation Event Information

Welcome to the Reservation Request Site!

Reservation

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

Event Type: **Adult Ice Rental**

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

Maximum Number of Guests: **30**

Continue

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99 Foster Drive
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STEP 5

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

Locations: **Any Locations** (Bellevue Park, McMeeken Centre)

Area: **Any Area**

Choose the type of facility for your event

Any Facility Type: **Indoor Ice Rink**

Choose the facility for your event

Any Facility: **McMeeken Ice**

Specify facility amenities or special features your event requires

Facility must meet: **One** of the requirements

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

When you have selected your requirements, click **Continue**

STEP 6

Check the box under 'Select'

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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	Facility	City	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	0		McMeeken Ice Facility	Hour		McMeeken Centre 616 Gouais Ave Sault Ste. Marie, ON A9A 9A9 (705) 759-5251

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](#)

STEP 7

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

Enter **EXACT TIME** (on the hour :00 for JR1, McMeeken/NCC1, on the :30 for JRCC2, NCC2)

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

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Reservation Event Dates

McMeeken Ice cannot be reserved more than 30 day(s) in advance.
McMeeken Ice must be reserved at least 24 hour(s) in advance.

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2018 Nov 10

Number of Weeks:

End Date: 2018 Nov 10

Specify when the event starts

Available Time Slots: Use Exact Time

Event Start Time: @ pm

Specify how long the event lasts

Duration: 1 (hours)

To review your event dates, click [Continue](#)

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

STEP 10

Initial BOTH waivers.

Click 'Continue'

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Home Activities Reservations Calendars Multi-passes My Cart

Reservation Checklist / Questions

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

Select Checklist Items

Agree to Waiver	Required	Description	Attachment
<input checked="" type="checkbox"/>	Yes	Community Services Department Standard Clause	...
<input checked="" type="checkbox"/>	Yes	Risk Rental Waiver	...

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

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

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STEP 11

Read Waivers and click 'Continue'

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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**.

McMeeken Ice at McMeeken Centre

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

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 Each](#)

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STEP 12

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.

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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 13

Print receipt

Reservation Receipt

THANK YOU
For Your Reservation!
Your Permit number is R3992.
Please print this receipt and keep a copy for your records.

Prepared: Oct 24, 2018 3:01 PM
Status: Approved

[Print](#)

RESERVATIONS

Event	Resource	Center	Notes
Test	McMeekken Ice	McMeekken Centre 616 Goulais Ave Sault Ste. Marie, ON A9A 3A9 (705) 759-6251	--

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

Summary

Total Number of Dates: 1
Total Time: 1 hour

CHARGES

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

Payments and Refunds

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