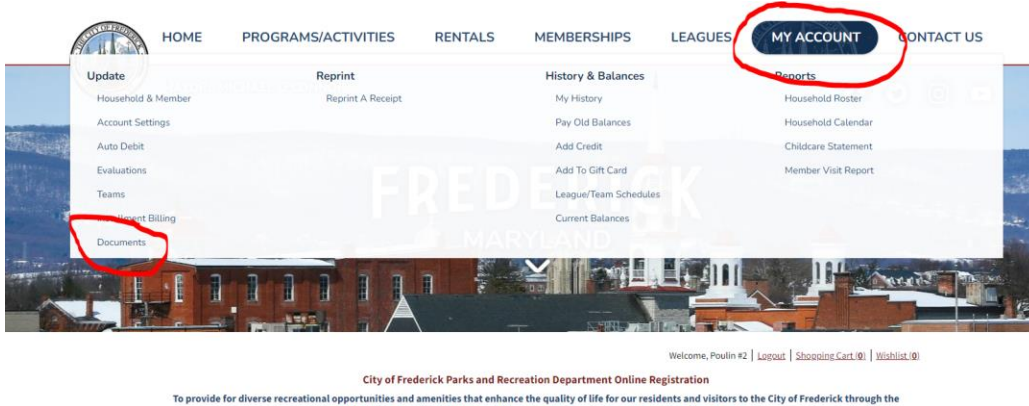


The City of Frederick Parks and Recreation Field Permit Request Instructions

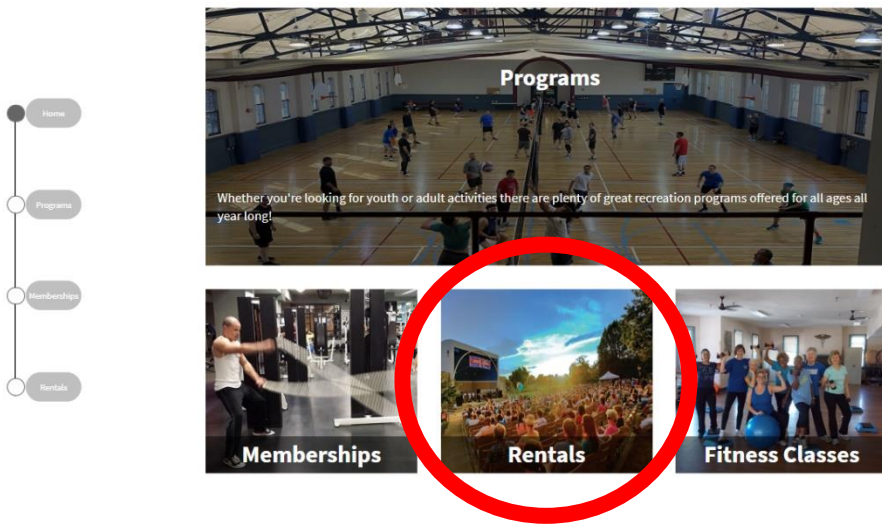
1. Visit www.cityoffrederickmd.gov/webtrac and create account. When creating an account, please be sure to fill in the Organization Name (one account should be made per organization)
2. Upload Certificate of Insurance, Rosters, Tournament Schedule, etc. Cert. of Insurance must be uploaded prior to making a request.



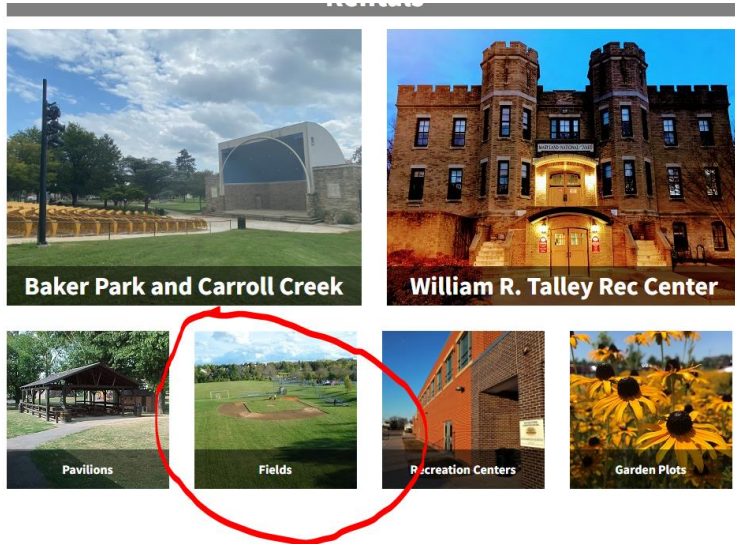
3. Type a description of what you are uploading and upload the document to the household.

The screenshot shows the 'Document Upload' form. The 'Safe Extensions to upload' field lists: jpg, jpeg, gif, png, tif, txt, doc, docx, rtf, pdf, xls, csv. The 'Upload Option' dropdown is set to 'Link To Household'. The 'Enter A Description For This File' field contains 'Little League Cert of Insurance'. The 'Document Category' dropdown is set to 'Little League Cert of Insurance'. The 'File To Upload' field has a 'Choose File' button and 'No file chosen' text. An 'Upload' button is at the bottom.

4. To make reservations visit www.cityoffrederickmd.gov/webtrac, or click Home and select "Rentals"



5. Select Fields



6. Use the filters for specific locations/date- hit "search" button to apply filters

Facility Search Criteria

Keyword Search	<input type="text"/>	Date	09/22/2021	Begin Time	12:00 am
Type	<ul style="list-style-type: none"> All Types Baker Park Building Carroll Creek Linear Park Court Garden Plots Lake Area Only 	Subtype	All Sub Types	Features	<ul style="list-style-type: none"> All Features Chairs Commercial Refrigerator Commercial Stove/Oven Conference Table Dressing Room Drive Gate
Location	<ul style="list-style-type: none"> All Locations Amber Meadows Park Apple Avenue Park Baker Park Baker Park Angelberger Field Baker Park Bandshell Baker Park Carillon Bell Tower 	Facility	All Facilities	Display Option	Detail

Buttons: Search, Reset, [Grid], [Print], [Share], [Download]

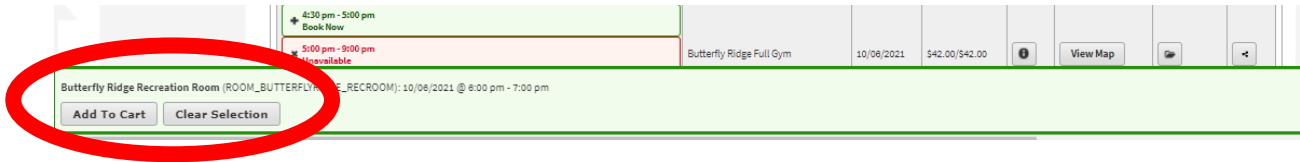
7. Select ALL desired dates/times

Search Results

Showing 1 To 2 Total Results (2)

Time Blocks (Select All that Apply)	Facility Description	Date	Price	Info	Documents	Share
<ul style="list-style-type: none"> 7:00 am - 8:00 am Unavailable 8:00 am - 9:00 am Unavailable 9:00 am - 10:00 am Unavailable 10:00 am - 11:00 am Unavailable 11:00 am - 12:00 pm Unavailable 12:00 pm - 1:00 pm Unavailable 1:00 pm - 2:00 pm Unavailable 2:00 pm - 3:00 pm Unavailable 3:00 pm - 4:00 pm Unavailable 4:00 pm - 5:00 pm Unavailable 5:00 pm - 6:00 pm Unavailable 	Clerestory Park Multi-purpose Field	04/20/2022	\$0.00/\$0.00	<input type="button" value="Info"/> <input type="button" value="View Map"/>	<input type="button" value="Documents"/>	<input type="button" value="Share"/>

8. Once all desired dates and times have been selected click “add to cart”.



9. Fill out any questions that apply to that field permit, including the rules/policies.

A screenshot of a 'Questions' form. It contains several input fields: 'How did you hear about us?' with a dropdown menu (TV, Print, Search Engine, Other); 'Reservation Purpose *' with a text input field; 'Are goods or food being sold / used during this activity? *' with a dropdown menu (--- Not Selected ---); 'Will participants be charged a fee? *' with a dropdown menu (--- Not Selected ---); 'If yes, what is the fee?' with a text input field; 'Equipment required:' with a dropdown menu (Tables(3 available at Whittier - 2 at TJ Middle), Chairs, Scoreboard); and 'Please identify any other information that will be helpful to the Center Staff:' with a text input field.

10. At the bottom of this screen, if applicable to your permit request, you make select the option to request a pattern (every Wednesday from X date to Y date, 6:00pm – 8:00pm)

A screenshot of a 'Permit Information' form. It contains several input fields: 'Permit Option' with a dropdown menu (Butterfly Ridge Recreation Room at Butterfly Ridge Elementary Recreation Center (This Facility)); 'Pattern Option' with a dropdown menu (Weekly); 'Weekdays' with a dropdown menu (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday); 'Begin Date *' with a text input field (01/12/2022); 'End Date *' with a text input field (02/25/2022); 'Begin Time' with a text input field (6:30 pm); and 'End Time' with a text input field (7:30 pm). At the bottom, there are 'Continue' and 'Cancel' buttons.

11. Proceed to checkout. Here you will see what your total will be based on the whole request, however you will only be required to make minimum deposit payment (20% of entire reservation).

This is for a permit request only. If approved, you will be notified. Your final approved dates will be emailed to you. If your final approved dates total fees equal less then what you had originally put as your 20% deposit, you will be refunded/credited the difference. Your balance can by paid online at My Account, Pay Old Balances per our policies.

