

Searching for an Available Picnic Site Using eReg

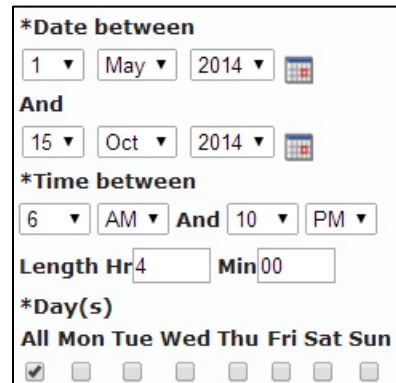
The following steps will help you to search for an available picnic site at edmonton.ca/eReg.

1. Navigate to the facility searches page by clicking the **Facilities/Availability/ Reservations** tab.



A dropdown menu titled "Search for" with three radio button options: "Facility Information", "Facility Availability", and "Reservations". The "Reservations" option is selected.

2. Select Reservations in the Search For area.
3. Select the date range for your picnic site from the drop down buttons.

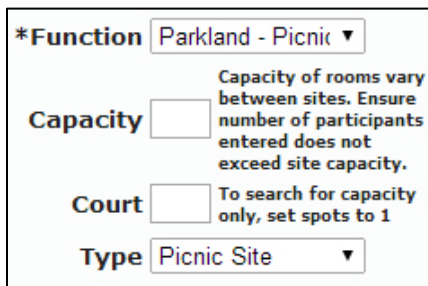


A form for selecting date and time. It includes fields for "Date between" (1 May 2014), "And" (15 Oct 2014), "*Time between" (6 AM And 10 PM), "Length Hr" (4) and "Min" (00), and "*Day(s)" with checkboxes for All, Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The "All" checkbox is checked.

4. Select the range of time you would like to reserve the site for using the Time Between drop down boxes
5. Enter the length of time of the reservation.

Note: Certain picnic sites require a minimum of a 4hr reservation.

6. Select the day of the week you want from the appropriate box(es).



A form with three sections: "*Function" with a dropdown menu set to "Parkland - Picnic", "Capacity" with a text input field and a note "Capacity of rooms vary between sites. Ensure number of participants entered does not exceed site capacity.", and "Type" with a dropdown menu set to "Picnic Site".

7. Select "Parkland – Picnic QR" in the Function drop down box

8. Enter the Capacity number if you know the number of people included for the event.

9. Select 'Picnic Site' in the Type drop down box.

10. If you would like to limit your search to a specific location, make your selections in the Limit to Locations area.

***Limit to Location(s)**

- ☒ All
- ☐ Capilano Park
- ☐ Central Lion's Senior Centre
- ☐ Coronation Park
- ☐ Emily Murphy Park
- ☐ Gold Bar Park
- ☐ Hermitage Park
- ☐ Jackie Parker Park
- ☐ Kinsmen Sports Centre
- ☐ MWRC
- ☐ Rundle Park
- ☐ Sir Wilfrid Laurier Park
- ☐ Valley Zoo
- ☐ Victoria Park
- ☐ William Hawrelak Park

11. If you require any special features for your picnic site reservation – select them in the Picnic Site Features area.

Searchable Picnic Site Features

- ☐ B.B.Q. Pits - 2' - 3'
- ☐ B.B.Q. Pits - 30 inch
- ☐ Canopy Picnic Site
- ☐ Fire Ring/Firepit
- ☐ Inflatable Bouncer Permitted
- ☐ Picnic District - North East
- ☐ Picnic District - North West
- ☐ Picnic District - River Valley
- ☐ Picnic District - Southside
- ☐ Vehicle Access Available
- ☐ Wood Camp Stove - 1
- ☐ Wood Camp Stove - 2

12. Click [Search](#) once you have entered the required information.

The results are displayed on the right side of your screen.