

1. Visit our Home Page for Registrations and Booking below:  
<https://apm.activecommunities.com/palmspringsrecreation/Home>
2. Click on SIGN IN.
3. Click Forgot password and enter in your email that was put on your account.
4. It will the send you a temporary password to LOG IN and you will be directed to reset your password once signed in.
5. Once Signed in hit the Reservations Tab on the top of the Home Page.



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



6. Click on VIEW FACILITIES.



**View Facility**

You may view facilities by Facility Type, Location, or Amenity. If inquiring regarding an athletic field, please contact our office during normal business hours. [Facility use form](#)

7. Click VIEW AVAILAILITY next to the type of court you would like to book.

City of Palm Springs, CA

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**Facility Search** [Facilities](#)

> [Home Page](#) > Facility Search

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

Filter By:  Displaying: 1-3 of 3

Location:	Facility Type	Location	View Availability
All	<a href="#">Pickleball Courts</a>	<a href="#">DeMuth Park</a>	<a href="#">view availability</a>
Facility Type: All	<a href="#">Pool</a>	<a href="#">Swim Center at Sunrise Plaza</a>	<a href="#">view availability</a>
Amenity: All	<a href="#">Tennis Courts</a>	<a href="#">Ruth Hardy Park</a>	<a href="#">view availability</a>

Page 1 of 1 < Prev 1 Next >  results per page

8. Click VIEW AVAILABLE TIMES on the calendar for the next calendar day. (Note: you will only be able to book the day before play)



9. Click BOOK on the court you would like to book.

## Facility Availability Information

Wednesday, July 15, 2020

Facility	Availability	Book
Family Pool	7:00am to 3:00pm	<a href="#">Book</a>
Lane 1	7:45am to 8:00am 9:00am to 3:00pm	<a href="#">Book</a>
Lane 13	7:45am to 3:00pm	<a href="#">Book</a>
Lane 15	7:45am to 1:00pm 1:45pm to 3:00pm	<a href="#">Book</a>

10. Pick Event Type. \*\*\* Must pick Pool Rental for Event Type



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## Reservation Event Information



Welcome to the Reservation Request Site!

▼ Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

\*Event Type (Required)

\*Description (Required)  (e.g., Johnson Wedding)

\*Number of Guests (Required)

[Continue](#)

11. In description type **your name** and select number as guest 1 then click continue.

Home Activities Reservations My Cart

## Reservation Event Information

ACTIVE network

Welcome to the Reservation Request Site!

**Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

\*Event Type (Required)

\*Description (Required)  (e.g., Johnson Wedding)

\*Number of Guests (Required)

Continue

12. Click on the Court you would like to book under **CHOOSE FACILITY FOR YOUR EVENT**. Then click Continue. (The other fields don't need to be changed only the Court # you would like to play with)

**Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

- Family Pool
- Lane 1**
- Lane 13
- Lane 15
- Lane 17

13. Check the Box next to the court.

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## Reservation: Select Facility / Equipment

ACTIVE network

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	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	Lane 1 Facility	Minute	Swim Center at Sunrise Plaza 401 S. Pavilion Way Palm Springs, CA, US 92262 (760) 760-8278	

When you have selected the facilities/equipment to try to reserve, click Continue

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

Go Back

14. Choose your Time Block

▼ Specify when the event starts

Available Time Slots

Exact Time

Use Exact Time

- 7:00 AM to 7:45 AM (Handicap Accessible 1)
- 8:00 AM to 8:45 AM (Handicap Accessible 2)
- 9:00 AM to 9:45 AM (Handicap Accessible 3)
- 10:00 AM to 10:45 AM (Handicap Accessible 4)
- 11:00 AM to 11:45 AM (Handicap Accessible 5)
- 12:00 PM to 12:45 PM (Handicap Accessible 6)
- 1:00 PM to 1:45 PM (Handicap Accessible 7)
- 2:00 PM to 2:45 PM (Handicap Accessible 8)

▼ Specify how long

Duration: 1 (hours) 0 (minutes)

To review your event dates, click **Continue**

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

Search Results ▼ **Go Back**

15. It will ask you to review your booking and you are able to select CONTINUE.

When you are satisfied with the dates you have chosen, click **Continue**

16. Select CONTINUE on the following Screen.

## Reservation Facilities/Equipment Availability

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

Request	Name	Type	Location	Comment
<input checked="" type="checkbox"/>	Lane 1	Facility	Swim Center at Sunrise Plaza 401 S. Pavilion Way Palm Springs, CA, US 92262 (760) 760-8278	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**

17. Click SUBMIT.

## Reservation Review

**This is the final step in requesting your reservation!**

Review the information carefully.

When you click on the Submit button below, your request will be sent for confirmation. Our staff will contact you to confirm your request and obtain payment.

### Pickleball Court 10 at DeMuth Park

#	Day	Date	Time
1	Saturday	May 9, 2020	8:20am to 8:50am

CONDITIONS OF USE OF THE ORGANIZATIONS FACILITY: 1) You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: 2) Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.); Abuse of staff or property; Negligent or delinquent in remitting payment. 3) A \$100

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

**Submit**

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

Facilities/Equipment Search

Go Back

18. Your Swim Lane is now booked!! Screen Shot your reservations and remember to stay safe out there!!

**\*\*PLEASE NOTE THAT ONLY ONE RESOURCE AND TIME BLOCK WILL BE ACCEPTABLE FOR PLAY/USAGE. PLEASE CALL 760-323-8272 WITH ANY QUESTIONS ON THIS PROCESS AND WE WILL BE ABLE TO ASSIST YOU.**