

### STEP 1: LOGIN OR CREATE ACCOUNT

1. If you don't have an existing account for HRM's Recreation system, click this link for step by step video instructions on how to [set up a new account](#) (or copy this link <https://youtu.be/0AgPyfMaPHo>) into your browser address bar.
2. Login at [recreation.halifax.ca](https://recreation.halifax.ca) with your email address and password.

**Note:** You cannot make an online booking if your account has any outstanding unpaid charges.

**NEW USER?** If you are new to our recreation system, click the **Create a New Account** button on the right to get started. Here are some video links with step by step instructions on how to set up a new [Client Profile](#) or [Search/Register](#) for programs.

**EXISTING USER?** If you already have an account in our system, but cannot access it online, please contact us. Staff will be able to link your email address to your account profile and provide you with online access.

Email address\*

Password\*

[Reset Password](#) [Login](#)

### STEP 2: SEARCH FOR AVAILABLE OUTDOOR FACILITIES

3. Once logged in, choose **Facility Rentals Availability**



4. **Advanced search** allows you to search for facilities by Event Type, geographic region Tags and date/time range:

**Advanced search**

**Type of Event**

Event Type\*

Capacity

Rec Centre

Search for Rec Centres

**Rental duration**

:

**Event Type:** Choose an Event Type - the type of outdoor facility you wish to book. The \* indicates this is a required field.

**Capacity:** LEAVE BLANK. Do NOT enter a value.

**Rec Centre:** After choosing an **Event Type**, the **Rec Centre** field will default to your home Rec Centre. Click the X to clear this field.

**All tags:** Select one or more **Tags** to search for facilities by geographic region. Click the X to clear a Tag.

**Rental duration:** Minimum rental is one-hour. Add extra time in 15/30 minute increments, as needed.

Outdoor facilities (Event Types) currently bookable online include: All Weather Field, Ball Diamond, Basketball Court/Outdoor Pad, Pickleball Court, Tennis Court, Sport Field

**Advanced search**

Click to choose a specific **Day of the Week** or leave as **All Days**.

Choose a **Date range** by clicking the calendar icon or type the dates in the boxes.

Choose a **Time range** by clicking the clock icon or type the time in the boxes.

**Rental duration**

01 : 00

**Event time**

All days

**From Date \*** (MMM DD, YYYY) **To Date \*** (MMM DD, YYYY)

Oct 28, 2021 Nov 28, 2021

**From Time \*** (hh:mm A) **To Time \*** (hh:mm A)

12:21 PM 11:59 PM

**NOTE: To Time** will default to 11:59 PM. The last available timeslot for outdoor facilities with lights ends at 11:00 PM. The last available timeslot for facilities without lights ends at 9:00 PM.

5. Click **Search**, or to start over again, choose **Clear Filter** and enter new search criteria.

### STEP 3: REVIEW SEARCH RESULTS

6. Review the search results. Available time slots are listed in chronological order. Both adult and youth facility rental rates are displayed; select the one that applies to your group.

**Ball Fields - Bissett Lake Park - Diamond 1 Class B - Adult (online)**

**Available From Date:** Apr 16, 2022 **Day of Week:** Saturday

**Available From Time:** 09:30 AM **Available To Time:** 11:30 PM

**Capacity:** 1

[View Details](#)

[Book](#)

Search results for Courts will show availability for the next 7 days. All other outdoor facilities will show availability for the next 14 days.

Select **View Details** for additional facility information, including the address and a map to the facility.

Select to **Book** and pay for this date/time at the facility.

If your search results list is too long:



- ✓ Choose a specific geographic search Tag in the **All tags** drop-down box.
- ✓ Choose a shorter date range or a specific date or day of week.
- ✓ Narrow down your **From Time - To Time** range.

**STEP 4: BOOK AND PAY**

7. When you select **Book** (above), a rental summary is displayed. If needed, you can make changes to the Start Time and Duration, or choose **Search Again**. Choose **Next** to proceed.

Facility details		Summary							
<b>Start date *</b> (MMM DD, YYYY)	<b>End date *</b> (MMM DD, YYYY)	<b>Name</b>	Online Ball Diamond Rental						
Apr 28, 2022	Apr 28, 2022	<b>Facility</b>	Bissett Lake Park - EAST						
<b>Start time *</b> (hh:mm A)	<b>End time *</b> (hh:mm A)	<b>Event type</b>	(Online) Ball Diamond						
04:30 PM	05:30 PM	<b>Start time</b>	Thursday 28 April 2022 04:30 PM						
		<b>End time</b>	Thursday 28 April 2022 05:30 PM						
<b>Rental duration</b>		<table border="1"> <tr> <td><b>Total discount</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Total Tax</b></td> <td>\$2.46</td> </tr> <tr> <td><b>Total including tax</b></td> <td>\$18.89</td> </tr> </table>		<b>Total discount</b>	\$0.00	<b>Total Tax</b>	\$2.46	<b>Total including tax</b>	\$18.89
<b>Total discount</b>	\$0.00								
<b>Total Tax</b>	\$2.46								
<b>Total including tax</b>	\$18.89								
01	00	<div style="text-align: center;"> <span>Search again</span>  <span>Next</span> </div>							
<b>Notes</b>									

8. If your online account has any outstanding charges/debt, this message will appear. **You cannot make any online bookings until all outstanding debt on your account is paid.**

Facility booking		Summary	
Your account is blocked, you appear to be in debt. Please visit the <a href="#">Bills and Payments</a> page.		<b>Name</b>	Online Arena Booking
		<b>Facility</b>	Arena

After making a payment to clear the debt, you will be able to make an online booking.

9. Review the **Last-minute Rental Rules and Conditions** that outline the conditions of rental.

Facility booking	
<p><b>1</b> &gt;&gt;&gt; LAST MINUTE RENTAL RULES AND CONDITIONS: 1. Last Minute Rentals are not and cannot be used to replace regular bookings. 2. All terms &amp; conditions of a standard rental contract for the facility apply to Last Minute Rentals. Rental contract terms &amp; conditions can be found at <a href="http://halifax.ca/LastMinute">halifax.ca/LastMinute</a>. 3. Last Minute Rentals are final and are non-refundable. 4. HRM reserves the right to limit Last Minute Rentals where it is considered to be used for profit or gain, or is being abused to replace regular contract bookings. 5. Last Minute Rentals are booked on a first come, first served basis. 6. HRM reserves the right to cancel or amend the implementation of Last Minute Rentals at any time at its discretion. If a booking is cancelled by the recreation facility, a credit for the booking will be added to the client's account.</p>	

10. Indicate that you accept the Last Minute Rental Rules and Conditions and the rental contract terms and conditions for HRM outdoor facilities. When finished, choose **Add to cart**.

The screenshot shows a form with two sections for accepting terms and conditions. The first section is titled "I accept all rental rules & conditions above \*" and contains a dropdown menu with "Please select an option". The second section is titled "I accept the rental contract terms/conditions for: \*" and also contains a dropdown menu with "Please select an option". To the right of these sections is a vertical stack of three buttons: "Search again" (grey), "Add to cart" (blue), and "Previous" (grey). A green arrow points to the "Add to cart" button.

11. The booking is added to the online Cart. The next page will show the Event details of your rental. You can choose to **Add another rental** to make another booking, or **Go to cart** to make payment now.

The screenshot shows the "Event details" page for an online rental. It has three tabs: "Event details", "Facilities and items", and "Notes". The "Event details" tab is active. The details are as follows:

Reference	420098	New
Name	Online Ball Diamond Rental	
Event type	(Online) Ball Diamond	
Dates	Apr 28, 2022 4:30 PM - Apr 28, 2022 5:30 PM	
Expected Attendees	Not Set	

Below the details is a section for "Event Extras".

[Add another rental](#) [Go to cart](#)

12. From the **Cart**, review your rental summary and choose **Continue** to make payment. To cancel the rental from your cart, click the  and confirm that you want to remove the booking.
13. View the **Terms & Conditions** and click "I accept the terms & conditions". Select **Continue to Payment**.

The screenshot shows the "Cart" page. At the top, there is a navigation bar with five steps: "Cart Summary", "Payment options", "Payment Summary" (active), "Payment", and "Confirmation". Below the navigation bar, there is a "Select payment method" section with a dropdown menu. The "Payment method" is set to "Enter on next step". Below this, there is a checkbox labeled "I accept the terms & conditions \*" which is checked. A blue arrow points to this checkbox. Below the checkbox is a "View Terms & Conditions" button. To the right of the payment method section is a summary table:

Subtotal before tax	\$16.43
Tax	\$2.46
Total to pay	\$18.89

Below the summary table is a "Total to pay now" section with a shopping cart icon and the amount "\$18.89". Below this is a "Continue to payment" button (blue), a "Previous" button (grey), and a "Book another" button (grey) with a dropdown arrow. A green arrow points to the "Continue to payment" button.

14. Enter your credit card information and choose **Pay Now**.

**Card payment**

Cart Summary | Payment options | Payment Summary | **Payment** | Confirmation

Card Number \*  Security Code \*

Expiry Month \*  Expiry Year \*

Cardholder's Name \*

Amount payable: \$253.00

MasterCard Maestro VISA VISA DEBIT

GOODBY.COM VERIFIED & SECURED

Return to cart **Pay now**

15. You will receive a **Confirmation Notice** (receipt) email. Check your Junk/SPAM folder if the email does not appear in your inbox. Bring the confirmation notice with you to the facility on the day of your rental.