

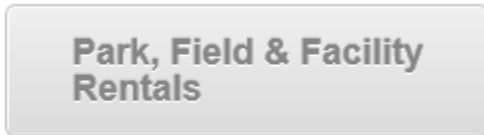
## Purchasing a Boating Permit (Human Powered) online

<https://apm.activecommunities.com/denver>

- All individuals purchasing a Boating Permit online must first create an account. Click 'Create an Account' and complete all required fields, including email address and password which will be used for future login.
- If you have already purchased a permit online from Denver Parks & Recreation before, please use your login credentials.
- Click: '**Reserve a Facility | Permits**'



- Click: '**Park, Field & Facility Rentals**'



- If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address and your password.

Already have an account?

Login

Password

Remember me on this computer?

[Forget your password?](#)

Don't have an Account?

- After logging in (or creating an account), select 'Boating Permits' as the Event Type, and type in a Description. (Example: Smith Boating Permit), **and for the number of guests type in '1'**. Then click on 'Continue'.

**Reservation**

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

Event Type

Description  (e.g., Johnson Wedding)

Maximum Number of Guests

[Continue](#)

- You will then be directed to the 'Reservation: Facility/Equipment Search' page. This is where you will narrow down the search criteria to select the specific type of boating permit you want to purchase.
- Click to highlight both the 'Boating Permit: Human Powered' under the facility type and facility fields (as shown below). Once you have completed highlighting these selections, click on 'Continue'.  
**NOTE:** Only Human Powered Boating permits are available to purchase online. All other Boating permits (Motor, Harbor, Sail, etc.) must be purchased at the Sloan's Lake Boat House.

### Reservation: Facility / Equipment Search

Please use the fields below to find facilities/equipment for your event.

**Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

<p style="text-align: center;"><small>Locations</small></p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Any Locations</p> <p>13th &amp; Xenia Park</p> <p>46th &amp; Pecos Park</p> <p>51st &amp; Zuni Park</p> <p>Adaptive/Community Rec. Ofc</p> </div>	-OR-	<p style="text-align: center;"><small>Areas</small></p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Any Area</p> <p>E Region</p> <p>Mountain</p> <p>NE Region</p> <p>NW Region</p> </div>
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**Choose the type of facility for your event**

[Use SHIFT or CTRL to select multiple types]

Any Facility Type

**Boating Permit: Human Powered**

**Choose the facility for your event**

[Use SHIFT or CTRL to select multiple facilities]

Any Facility

**Boating Permit: Human Powered**

**Specify facility amenities or special features your event requires**

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet  of the requirements

Unspecified

Furniture: Tables

Outdoor: Grills

Outdoor: Playground

Outdoor: Tables

When you have selected your requirements, click [Continue](#)

- On the next screen below, check the box under 'Select' and then click on 'Continue'

## 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	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	1	0	Boating Permit: Human Powered	Facility	Defined Date Range	Parks Maintenance HQ 201 W. Colfax Ave. Denver, CO 80202 --

When you have selected the facilities/equipment to try to reserve, click [Continue](#)

- On the next screen, click to highlight the date range under **'Available Date Ranges'** then click on the right arrow to move the selection over to the **'Selected Date Ranges'** field. Click **'Continue'**.

**Boating Permit: Human Powered cannot be reserved more than 365 day(s) in advance.**

▼ **Specify the Dates**

Choose the date or range of dates for your event.

▼ **Date Range for Boating Permit: Human Powered**

Available Date Ranges	>>	Selected Date Ranges
2019 Boating Permits (Apr 1, 2019 to Nov 1, 2019)		

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

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Available Date Ranges	>>	Selected Date Ranges
		2019 Boating Permits (Apr 1, 2019 to Nov 1, 2019)

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

- You will then be directed to the **'Review Reservation Event Dates'** screen. After verifying the information is correct, click **'Continue'**.

## Review Reservation Event Dates

Please review the dates you selected (highlighted).

### ▼ Hours of Operation -- Boating Permit: Human Powered (2019 Boating Permits)

#### Start Date and End Date

Apr 1, 2019 to Nov 1, 2019

#### Default Hours

Sunday All day  
 Monday All day  
 Tuesday All day  
 Wednesday All day  
 Thursday All day  
 Friday All day  
 Saturday All day

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

**Continue**

- Click 'Continue' after getting to the 'Reservation Facilities/Equipment Availability' page

## Reservation Facilities/Equipment Availability

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

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Boating Permit: Human Powered	Facility	Parks Maintenance HQ 201 W. Colfax Ave. Denver, CO 80202	--	Charge : \$49.00	0	<a href="#">Review selected date range.</a>
<a href="#">Select All</a> <a href="#">Deselect All</a>							

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

**Continue**

- On the next screen (Reservation Checklist/Questions), there are 3 waivers/acknowledgements that must be viewed. To view each waiver/acknowledgement, click on the links under 'Attachment'. After viewing these waivers/acknowledgements, you must type in your initials in each field. After initialing each field, click 'Continue'.

## 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
Initials: <input type="text"/>	Yes	Boating: Handbook	<a href="#">Boating Handbook</a>
Initials: <input type="text"/>	Yes	Boating: Rules and Regs	<a href="#">Boating - Rules and Regs</a>
Initials: <input type="text"/>	Yes	Boating: Waiver	<a href="#">Boating - Waiver</a>

When you are done, click

**Continue**

- You will be directed to the Reservation Review page – the last page before processing payment. Review this page (read the online transaction waiver) and click 'Continue' to acknowledge and proceed.

## 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 **\$49.00**.

### Boating Permit: Human Powered at Sloan's Lake Boating Office

#	Date Requested	Time
1	Apr 1, 2019	From Apr 1, 2019 to Nov 1, 2019

For all transactions that require online payment: By entering your credit card information and submitting for payment you are authorizing Denver Parks & Recreation to process your payment. If full payment is not received, Denver Parks & Recreation reserves the right to cancel any membership, permit, or activity enrollment. Any questions about using your card online should be directed to your bank or financial institution.

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

**Continue**


- On the Payment Information page, type in your credit card information and check the box next to "I am 13 years of age or older" and then click, 'Continue'.


Total Charges: \$49.00


**Form of Payment**

Credit Card  ACT\* or Active Network will show up on your credit card for this payment.

Please choose a credit card.

 \*\*\*\* 1111 04/2022

CVV/CVC \*  

 \*\*\*\* 1111 04/2022

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.)

Confirm your payment information, then to complete your order click

**Continue**

- Once you have entered all your payment information and clicked on 'Continue', your receipt will be generated.

# Reservation Request Receipt

THANK YOU

For Your Reservation Request! Your request number is R41446.

Please print this request and keep a copy for your records.

Thank you! Your reservation request has been received.

You will receive an email notification - please check your email regularly for this message which will include the next steps in finalizing your permit.

Print

Prepared Mar 18, 2019 9:12 AM

Status Pending approval

Notes --

## Reservation(s) Requested

Event	Resource	Center	Notes
1 (Non-exclusive Use) Type: Boating Permits Attend/Qty: 1	Boating Permit: Human Powered	Sloan's Lake Boating Office 4700 West Byron Place Denver, CO 80212 (303) 458-4840	--
Date Ranges Requested	Start Date	End Date	Default Hours
2019 Boating Permits	Apr 1, 2019	Nov 1, 2019	Sun All day Mon All day Tue All day Wed All day Thu All day Fri All day Sat All day
Summary			Notes
Total Number of Date Ranges: 1			--

- The process you just completed still needs to be approved by our Park Ranger staff. Our staff will review your boating permit request, and then contact you regarding the next steps. Once your boating permit is approved, you will receive a confirmation email. You will also be mailed a decal to be placed on your boat for the season.