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.
- 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'.

- 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.

- On the next screen below, check the box under ‘Select’ and then click on ‘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

To review your event dates, click

Continue

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Date Range for Boating Permit: Human Powered

Available Date Ranges

Selected Date Ranges

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).

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

Reservation Facilities/Equipment Availability

- 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

- 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

<table>
<thead>
<tr>
<th>#</th>
<th>Date Requested</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apr 1, 2019</td>
<td>From Apr 1, 2019 to Nov 1, 2019</td>
</tr>
</tbody>
</table>

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’.

- 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.

Prepared Mar 18, 2019 9:12 AM
Status Pending approval
Notes --

Reservation(s) Requested

<table>
<thead>
<tr>
<th>Event</th>
<th>Resource</th>
<th>Center</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Non-exclusive Use)</td>
<td>Boating Permit: Human Powered</td>
<td>Sloan's Lake Boating Office</td>
<td>--</td>
</tr>
<tr>
<td>Type: Boating Permits</td>
<td></td>
<td>4700 West Byron Place</td>
<td></td>
</tr>
<tr>
<td>Attend Qty: 1</td>
<td></td>
<td>Denver, CO 80212</td>
<td>(303) 438-4840</td>
</tr>
</tbody>
</table>

Date Ranges Requested

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Default Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 1, 2019</td>
<td>Nov 1, 2019</td>
<td>Sun All day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon All day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tue All day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed All day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thu All day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri All day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat All day</td>
</tr>
</tbody>
</table>

Summary

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.