

## Booking an Event Venue Tour

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

- All individuals booking an Event Venue walkthrough must first create an account. In order to create an account, please click on **Create an Account** and complete all required fields.
- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to book an Event Venue tour online.
- Click on **Activities | Events | Leagues**



- In the Search field, type in 'tour'

 

- Then click **Search**
- A listing of tours for all sites will populate. Select the specific tour that matches the site and time you want to register for, by clicking on the **Add to Cart** button next to the activity.

Chief Hosa Lodge: Tour (Feb. 2 @ 1:00 pm) ⓘ	20245 Tu	n/a	February 2, 2016 to February 2, 2016	1pm - 2pm	Free	<input type="button" value="Add to Cart"/>
Starting soon. Register now!						
Any						
<input type="button" value="Quick View"/>						

- 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 (login) and your password.

Already have an account?

Login

Password

Remember me on this computer?

[Forget your password?](#)

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Don't have an Account?

- After logging in (or creating an account), you will need to select the individual who is signing up for the walkthrough from the drop down box shown below.

\* Who will be participating in this Activity?

▼

- Then click **Next**
- On the next page, simply click on **Proceed to Shopping Cart** as there are no fees to register.
- You will be directed to the Shopping Cart page. Review the description to ensure you have selected the correct site and time for your walkthrough, and then click on **Proceed to Checkout**.
- On the next page, you will be required to acknowledge a waiver by checking the box as shown below.

Review Waivers

The following waivers must be reviewed and initialed before continuing to checkout.

For all transactions (excluding free MY Denver memberships):

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

acknowledge that I have carefully reviewed and consent to the waiver set forth above.

- Then click **Next** to complete the registration.
- To view your receipt click on the **View or Print Receipt** button.