# HOW TO RESERVE YOUR ZONE ONLINE

#### STEP 1: Go to richlandcenter.activityreg.com

STEP 2: Go to **ACCOUNT** and create a new account. Enter all information, save and continue or login to your existing account if you already have one.



STEP 3: Go to **REGISTER** and select **RESERVE A PARK/FACILITY**, go to Select Facility and click on **BOW HUNTING**, click **CHECK AVAILABILITY & RESERVE** box.



Select Facility		S BOW HUNTIN	G
Search	٩		Series: 09/16/2022 to 01
BOW HUNTING Community & Senior Krouskop Park Lions Park	Centor	No Picture Available	Features: Hiding Trails V DUMITED PARKIN
Miner Hill Trails Park Jorth Park North Park Pond Did Mill Pond Park Jouth Wedgewood Pa	ırk	View Images & Directions	Pricing: Fee: \$0.00 Check Availability & Reserve >

STEP 4: Click the 1st day you want to hunt (September 16th). Scroll to the **ZONE** you want to hunt in and click each day's box to select. **You can reserve a week at a time per Zone. (Sat-Fri)** Make sure to note there are multiple people allowed in the Zones and each has it's own entry point. Click the "i" for important Zone information. Click **RESERVE.** 



When reserving each week after, select the Saturday and it will allow you to reserve the rest of the week.

STEP 5: Select your member name. Add "1" for attendance and fill in your license plate number of whatever type of vehicle will be parked at site.

SOW HUNTING - Zone 1 - Foundry Drive 09/16/2023 (Gat) 6:13am - 7:32gm 09/17/2023 (Gat) 6:13am - 7:32gm 09/19/2023 (Wol) 6:13am - 7:32gm 09/20/2023 (Wel) 6:13am - 7:32gm 09/20/2023 (Wel) 6:13am - 7:32gm 09/20/2023 (Wel) 6:13am - 7:32gm	Estimated Attendance: 1 people • Vehicle license plate number:
Participant Information	

STEP 8: Sign waiver by clicking **YES**, then **ADD TO CART.** \*You will receive a confirmation email that your reservation was successful.

energiese, namera a constante de antiques (constante) y several de la de "Cuy () y los en gri de d'antis, a constante de antis, a co	Registration Complete!	
In two Techo and AGREE to the active Terms & Construct Over State (In the Accepted Waiver:	You should receive a confirmation email shortly.	
NOTE: Due to parsable bigh internet traffic, please give this process time to complete U your browser times out and you are focued to re-dick on submit and you get a Participant Altrady Registered message, you are registered.	Because this registration old not require a ree, it does not go into the snopping cart, but you are registered for the activity Return Home #	

IF YOU ARE SUCCESSFUL IN YOUR HUNT, PLEASE GO IN AND CANCEL RESERVATIONS THAT YOU DON'T NEED, SO ANOTHER HUNTER CAN HUNT IN THE ZONE. (See directions for cancelling a reservation)

## **HOW TO CANCEL A RESERVATION**

#### STEP 1: Go to richlandcenter.activityreg.com

### STEP 2: Go to USER LOGIN. Go to ACCOUNT and select YOURSELF AS MEMBER



## STEP 3: DOUBLE CLICK to open the 1st day you want to DELETE and click the CANCEL RESERVATION BOX



Facility     Reserved Facility	<b>Reservation Information</b> y: BOW HUNTING - Zone 1- Foundry Drive	
	Notes	
Reservation Information		
Participant: JODI L Mieden	Receipt #:	
Reservation Date: 09/22/2023 (Friday)	Amount Paid:	
Time From: 6:13am to 7:32pm Fee: No Fee Cancel Reservation	Amount Due:	

#### YOU WILL RECEIVE A CONFIRMATION THAT THE RESERVATION HAS BEEN SUCCESSFULLY CANCELLED FROM YOUR ACCOUNT. CLOSE AND YOU ARE FINISHED!

