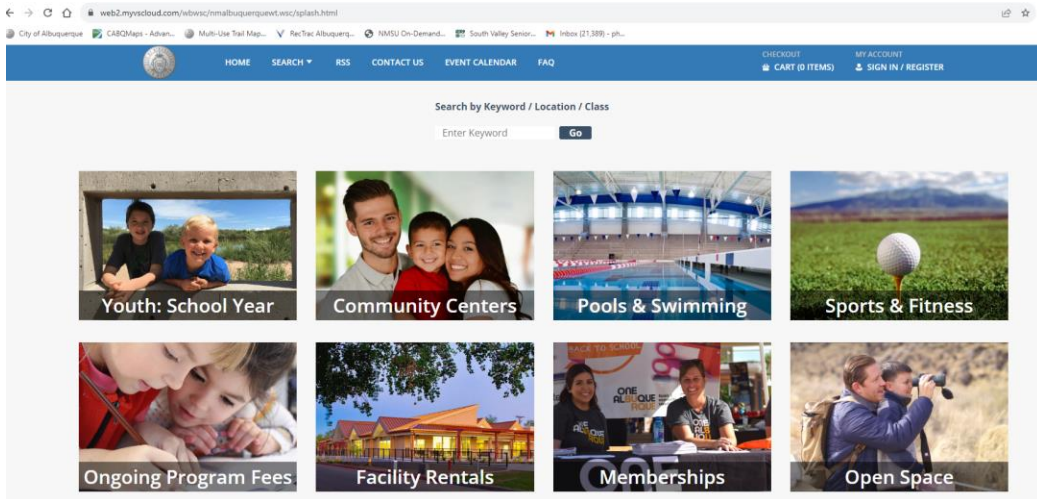


HOW TO RESERVE AN OPEN SPACE PICNIC AREA

ELENA GALLEGOS KIWANIS & DOUBLE SHELTER OR CAROLINO CANYON

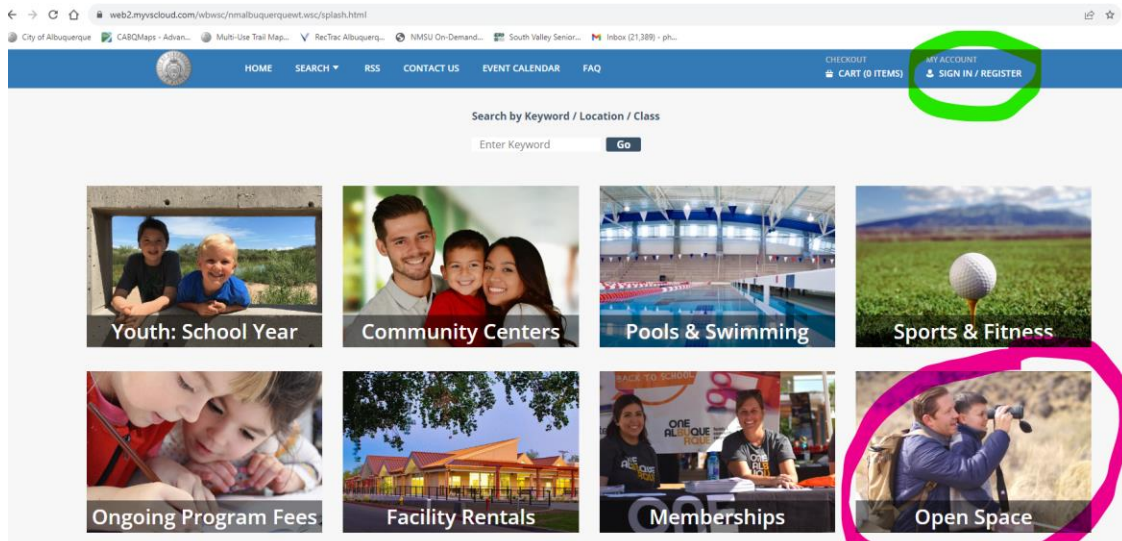
Key in play.cabq.gov into your browser or select link. You will be directed to an outside website. If you do not have an account on the website, you will want to create one.



Select **"SIGN IN / REGISTER"** in the top righthand corner of the landing page, circled in green below. If you do not have an account, create one. If you have an account, log in*. Though you will be able to navigate the site without logging in, you will not be able to see accurate availability and you will not be able to book a site.

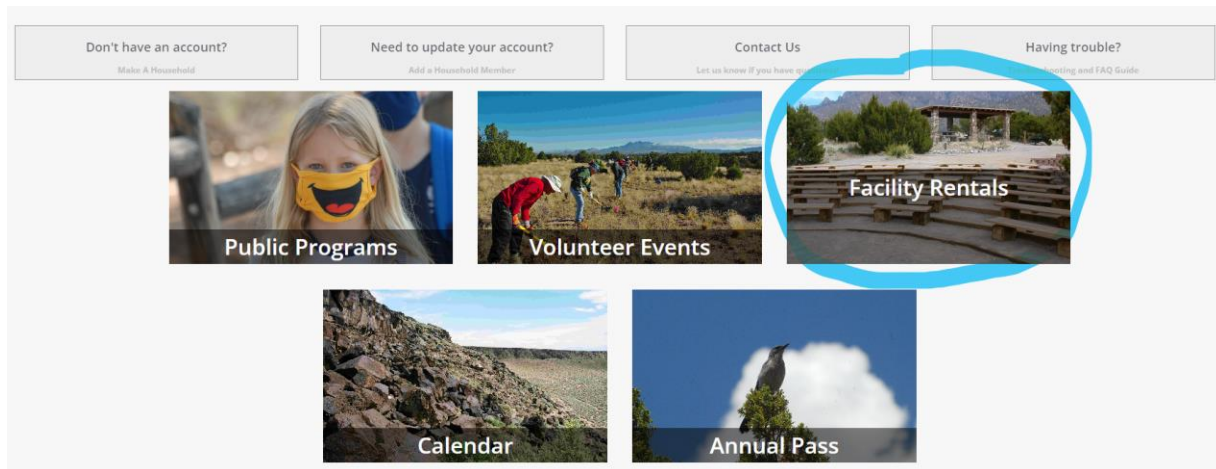
**The community or senior center may have created an account for you without letting you know and without including an email in your account so that it is impossible for you to reset your password. You will get the error message of a duplicate account. You may want to alert the center of this error. We in Open Space can fix this. The best method is to place a tech support message on the website.*

Call us if you need help.

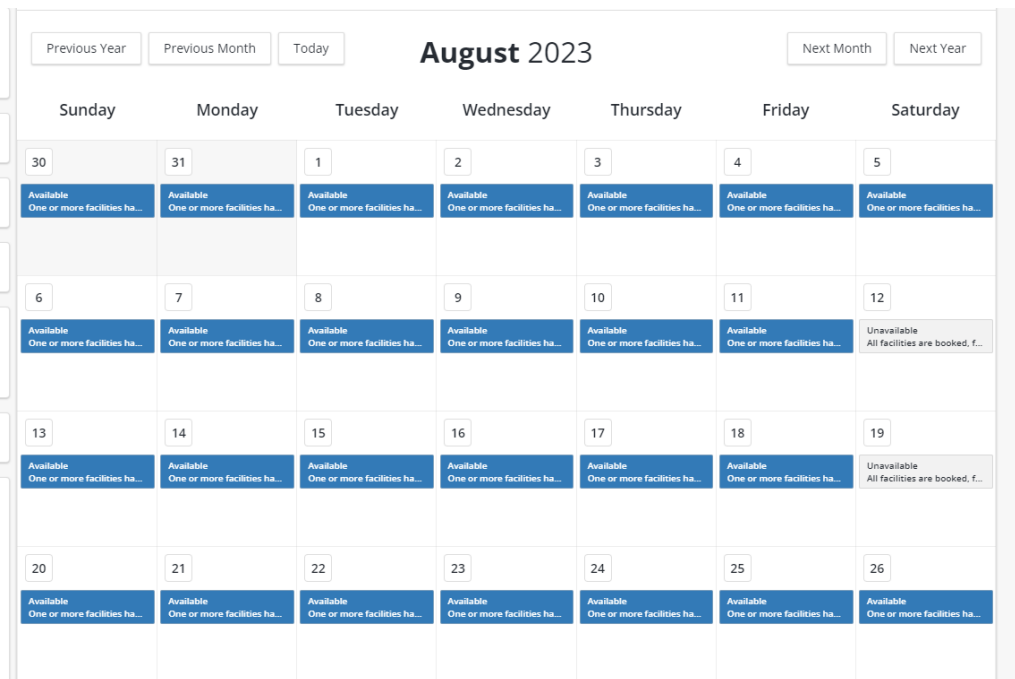


Select the icon "Open Space" circled in pink above. Do not select "Facility Rentals"

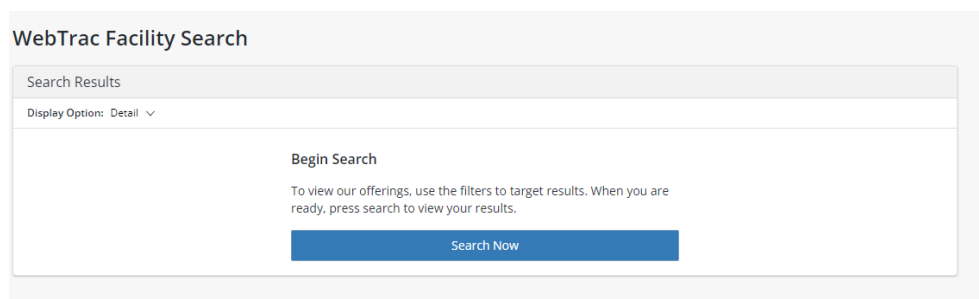
Once in the Open Space section, you may now select “Facility Rentals” circled in blue below. (Note that there are many other opportunities here to be involved in the Open Space).



Once logged in, available dates will show in blue.



Select the date you want and double click. This is the screen you will see:



Click search now without inputting anything in the left hand column. (If you selected the Open Space icon on the landing page, you will see only Open Space facilities, beginning with Carolino).

Scroll down for Elena Gallegos facilities. To book a space, select the time range in blue on the line where it says "Book Now". A time range of 8:00 am to 8:00 pm is listed because we allow only one reservation per day at each facility.

WebTrac Facility Search

Search Results Showing results 1-5 of 5

Display Option: Detail ▾

Open Space Carolino Canyon - Click on info button for detailed pricing

Date	Facility Description	Location Description	Class Description	Capacity	Price		
Aug 3	Carolino Canyon - Both Upper and Lower	Carolino Canyon	Open Space	250	\$0.00	Item Details	⋮

Book Now: 8:00 am - 8:00 pm

Carolino Canyon - Upper - Click on info button for detailed pricing

Date	Facility Description	Location Description	Class Description	Capacity	Price		
Aug 3	Carolino Canyon - Upper	Carolino Canyon	Open Space	125	\$0.00	Item Details	⋮

Book Now: 8:00 am - 8:00 pm

Carolino Canyon - Lower - Click on info button for detailed pricing

Date	Facility Description	Location Description	Class Description	Capacity	Price		
Aug 3	Carolino Canyon - Lower	Carolino Canyon	Open Space	125	\$0.00	Item Details	⋮

Book Now: 8:00 am - 8:00 pm

Elena Gallegos Kiwanis - Click on info button for detailed pricing

Date	Facility Description	Location Description	Class Description	Capacity	Price		
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Select "Add to Cart"

Book Now: 8:00 am - 8:00 pm

Supported Browsers
©2023 Vermont Systems, Inc. 3.1.10.22.00

1 Selected Items

Elena Gallegos - Double Shelter (OS_OSEG_OSEGDS): 08/03/2023 @ 8:00 am - 8:00 pm

Clear Selection **Add To Cart**

A pop-up menu will appear asking you to input the reason you are using the facility and the time that you will arrive (the first person who will need access to the property). This time is important so that the area is not opened to day pass users, taking the limited parking spots for your group.

Elena Gallegos - Double Shelter on 10/30/2023 at 1:00 pm to 2:00 pm at Elena Gallegos Open Space for Internal Household (Purchase)

Questions

What time do you require access to the property? *

--- Not Selected ---

Web Event?

Display Reservation on WebTrac?

Reservation Purpose *

Reservation Comment Code

--- Not Selected ---

Reservation Comments

Plain Text Editor

0 of 30000

Reservation Maintenance Code

--- Not Selected ---

Reservation Maintenance Comments

Plain Text Editor

0 of 30000

The shopping cart will appear, allowing you to complete the sale. If you are 65 or older, you qualify for a senior discount. You will need to contact staff in order for them to input the discount. Call 505-768-4200 or email openspace@cabq.gov with the word **Reservations** in the subject line. You can also submit a support ticket via the website and an email will be sent to staff.

Shopping Cart

HH Lookup Update Fees from Cart

	Total Due	Description
<input type="checkbox"/>	\$ 150.00	Elena Gallegos - Double Shelter on 10/3...

Total Due
\$ 150.00

Remove ▾

\$150.00 Payment

Elena Gallegos - Double Shelter on 10/30/2023 at 1:00 pm to 2:00 pm at Elena Gallegos Open Space for Internal Household

Fees

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	114069559	Double Shelter WD	150.00	0.00	1.00	1.00	150.00
<input checked="" type="checkbox"/>	114069561	Double Shelter - Cleanup/Damage Deposit (not guaranteed)	75.00	0.00	1.00	1.00	75.00

Continue Cancel Cancel This and All Remaining Items

The damage deposit will be refunded the week following the use of the space provided no damage is reported.