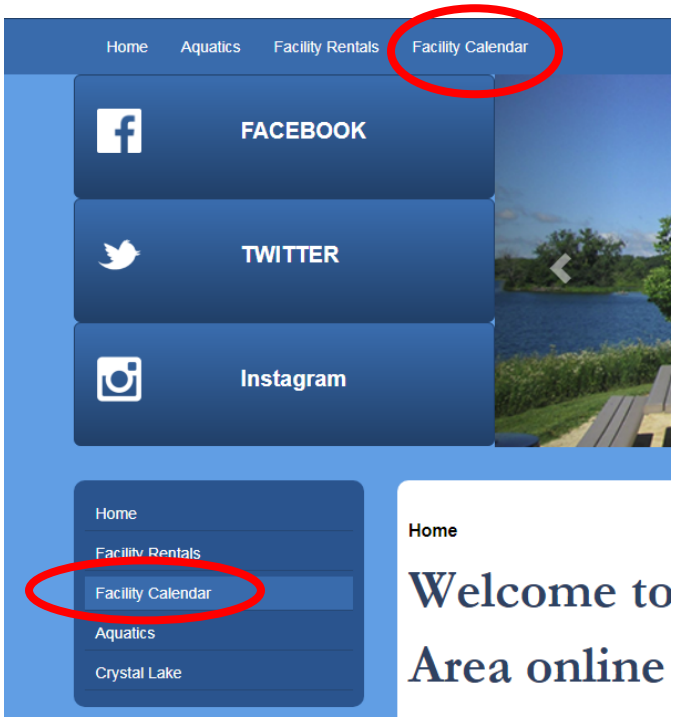
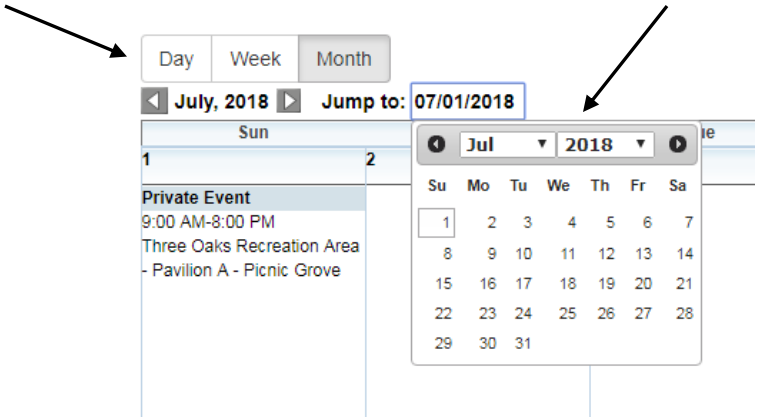
How to Schedule a Group Use on the Three Oaks Recreation Area Portal

1. Enter in the URL, **registration.threeoaksrecreation.com** into the address bar. It is advised to avoid using Internet Explorer as the portal functions better on a different web browser.

2. To check Group Use availability, click on **Facility Calendar** either on the top or side bars.



3. Change your view with these three buttons. Search for specific month or date.

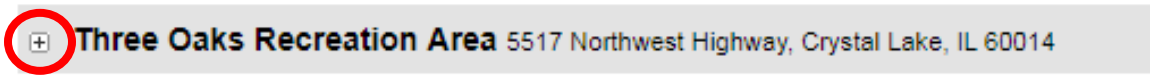


4. Once your desired date has been established, click the **Reserve Facility** button. Keep in mind, Three Oaks Recreation Area does allow multiple Group Use visits at the same time.

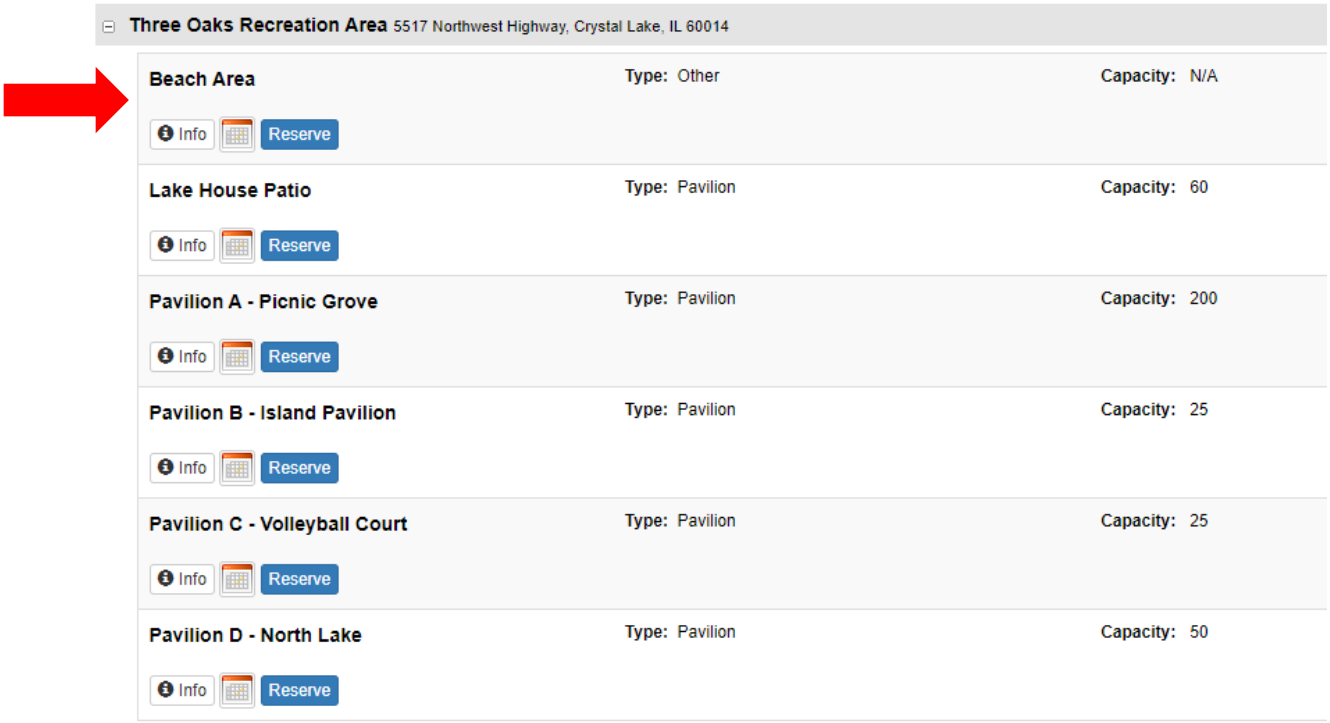


Revised 3/25/2021

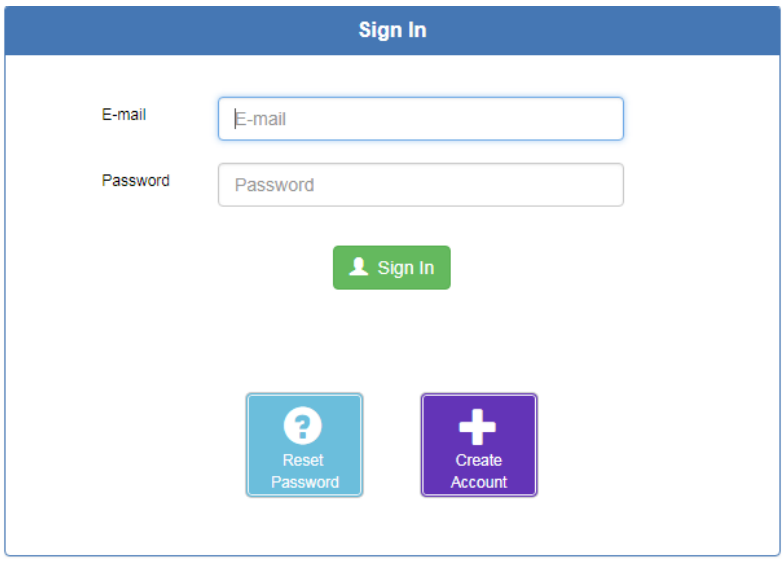
5. Click the **plus +** button to show all rentable areas.



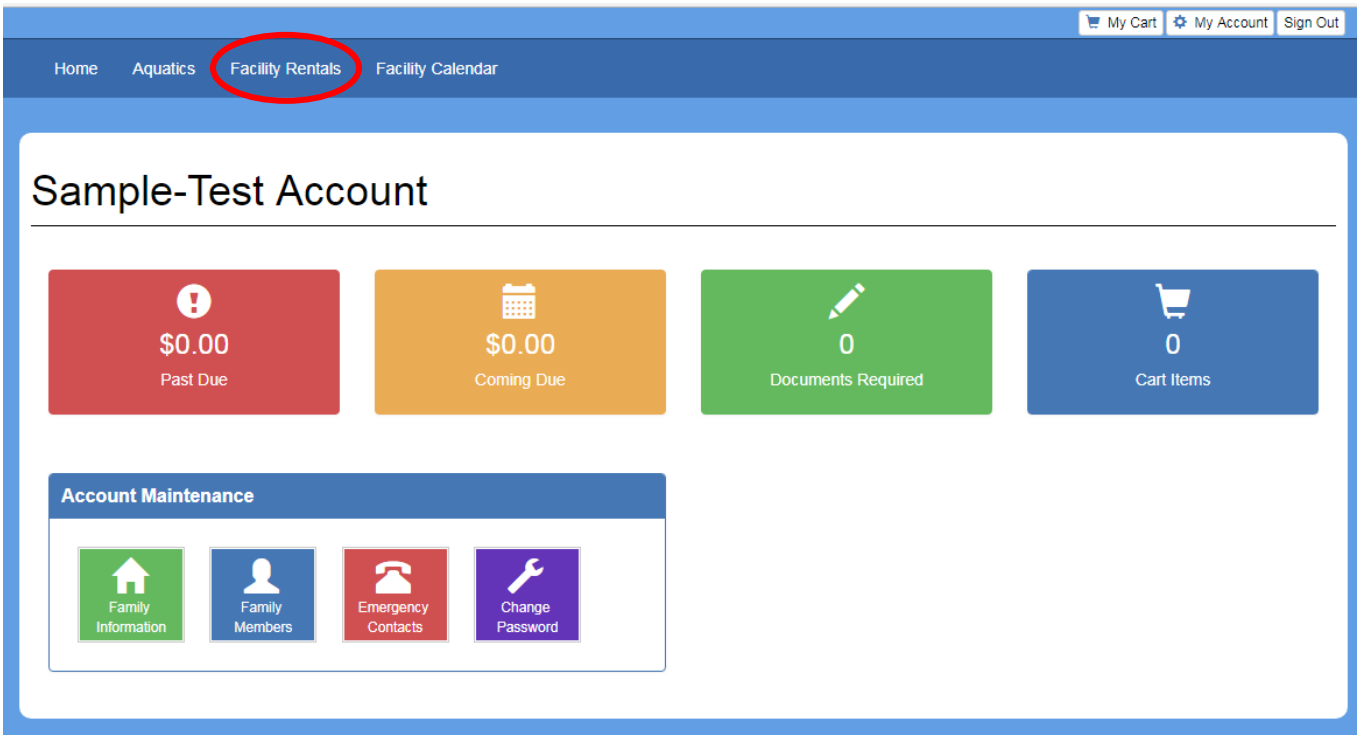
6. Choose **Beach Area** and click **reserve**. You may click **Info** to learn more about the facility before reserving.



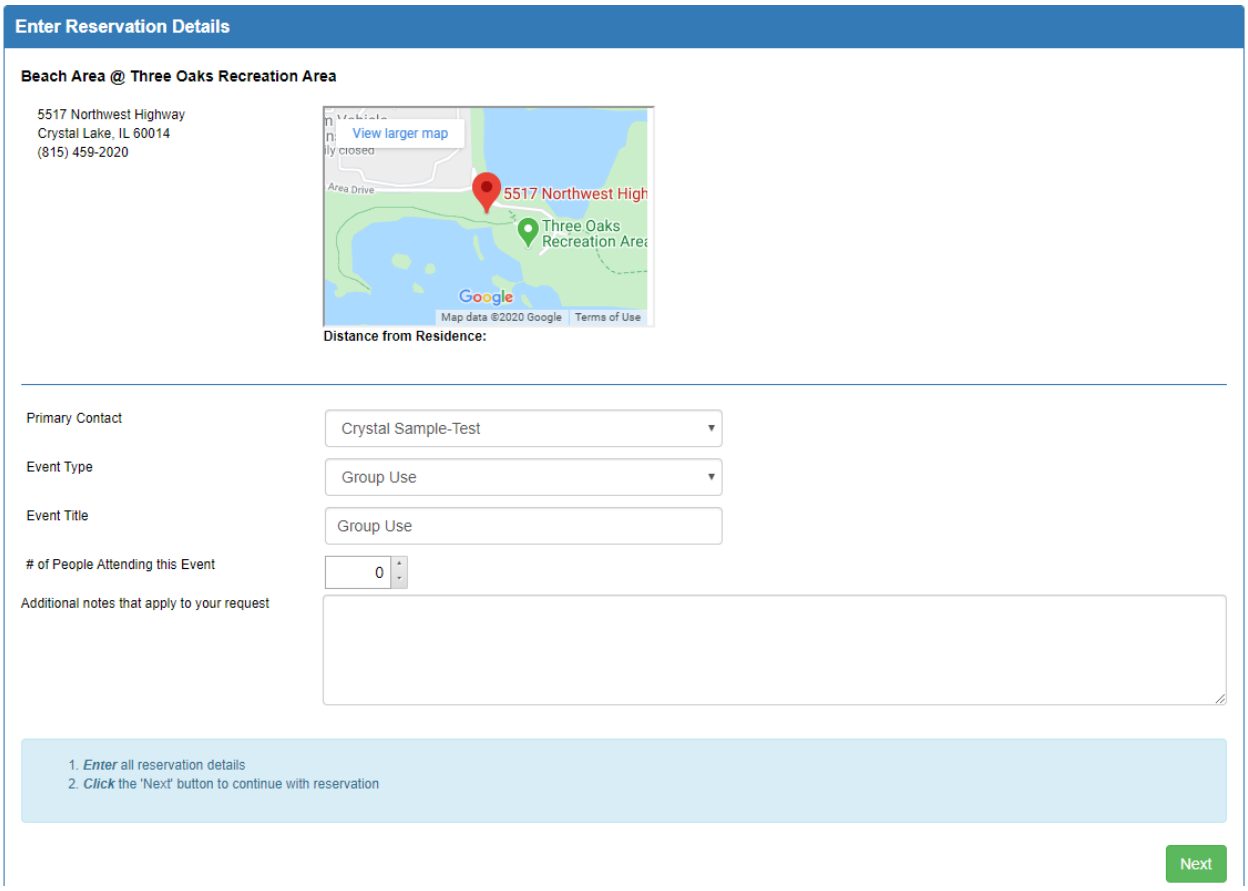
7. Sign in to your account. If you do not already have an account for the online rental, you will need to create one.



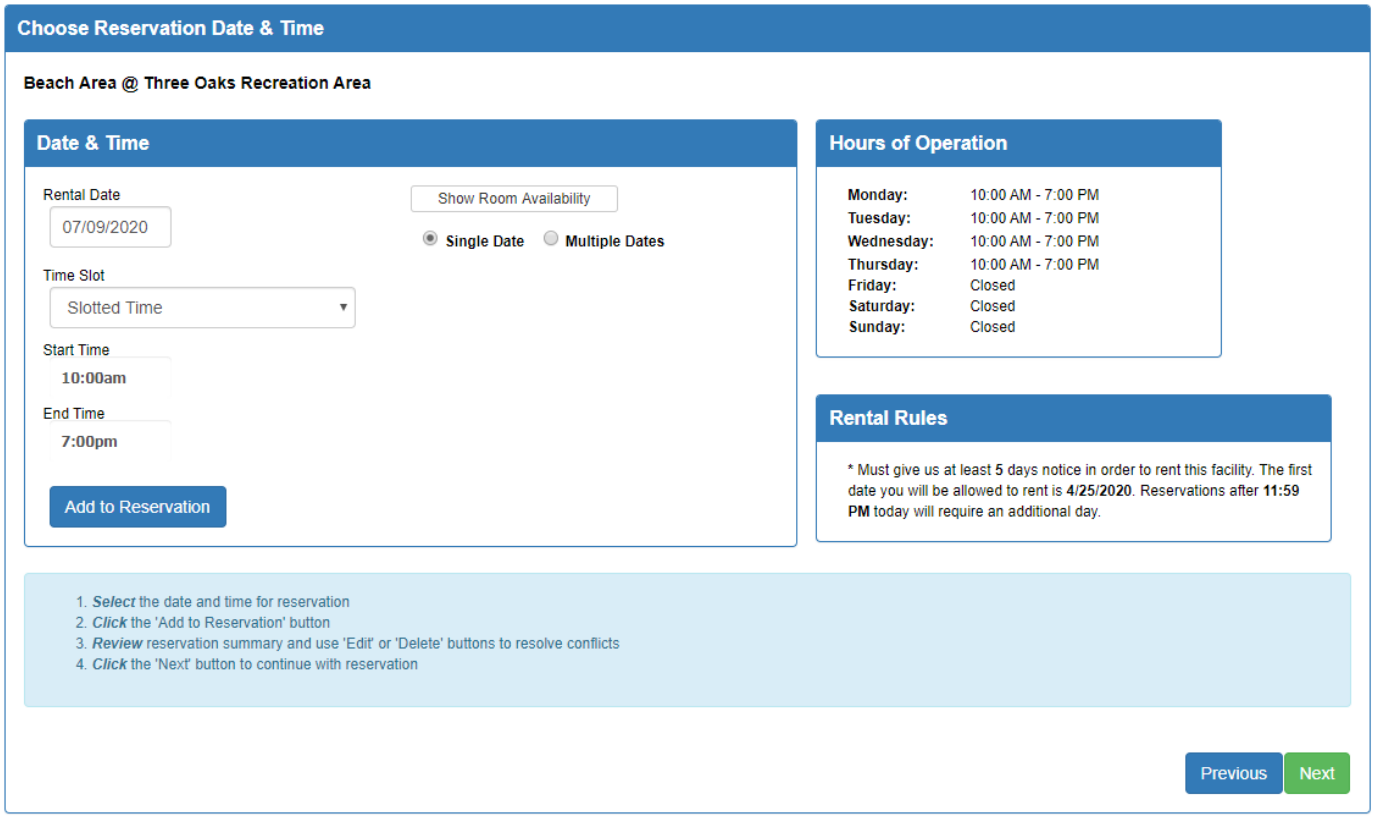
8. Below will be your account home page. Now that you have signed into your account, click on **Facility Rentals** again, following steps 5 & 6 again.



9. Once you are on the Beach Area reservation page, fill in the required fields. *Note: Please leave the Event Title, 'Group Use' as this title will become public on the facility calendar.* You may add any additional information such as child age range, adult to child ratio, special needs/accommodations for the group, etc. in the notes area. Then click **Next**.



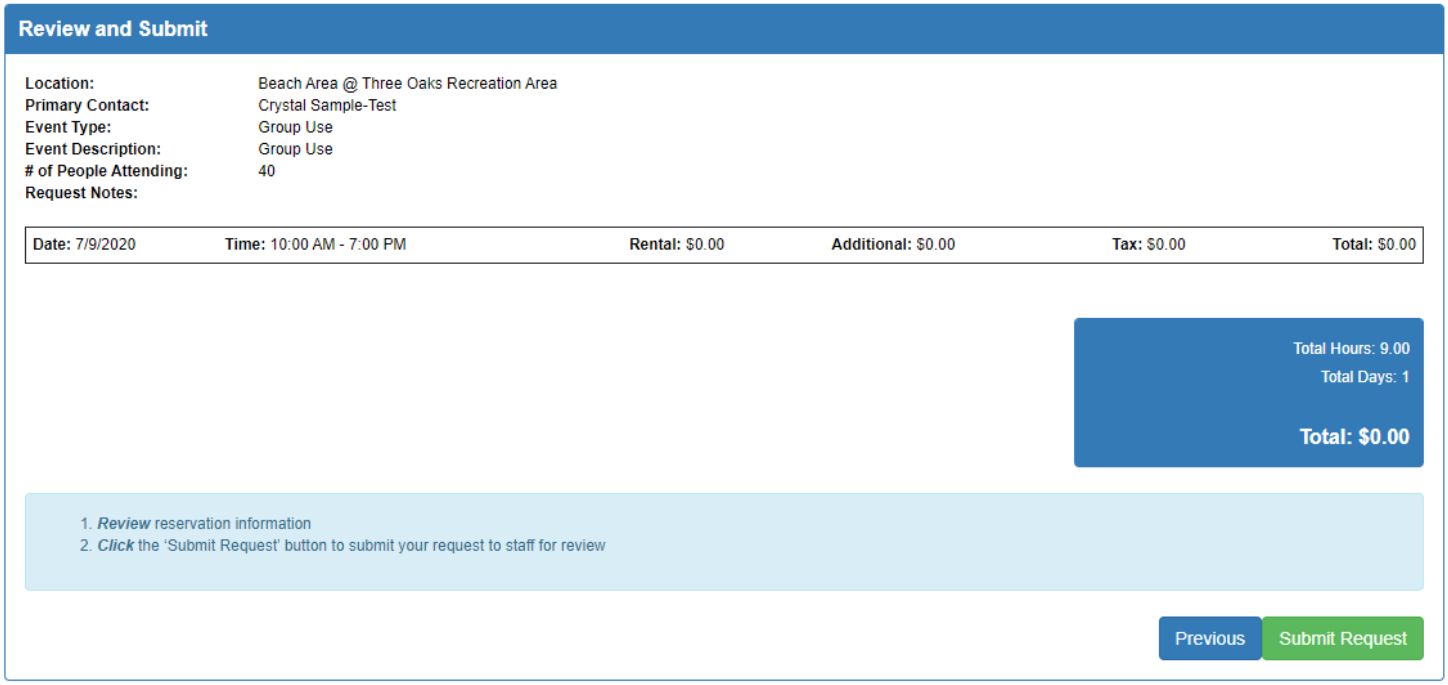
10. Enter in the desired available date.
    - IMPORTANT: While you may choose to only be at the beach for a few hours, select '**Slotted Time**'. This will show the time frame that a Group Use is allowed to be at the beach. Then click **Add to Reservation**. Once reviewing that the information is correct, click **Next**.



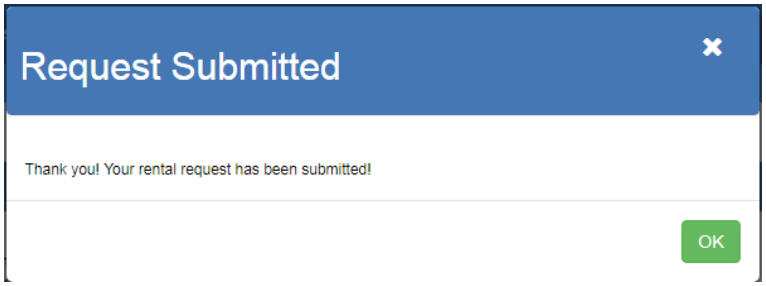
11. Review the Hold Harmless page and type your full name. Then click, **I Agree**.



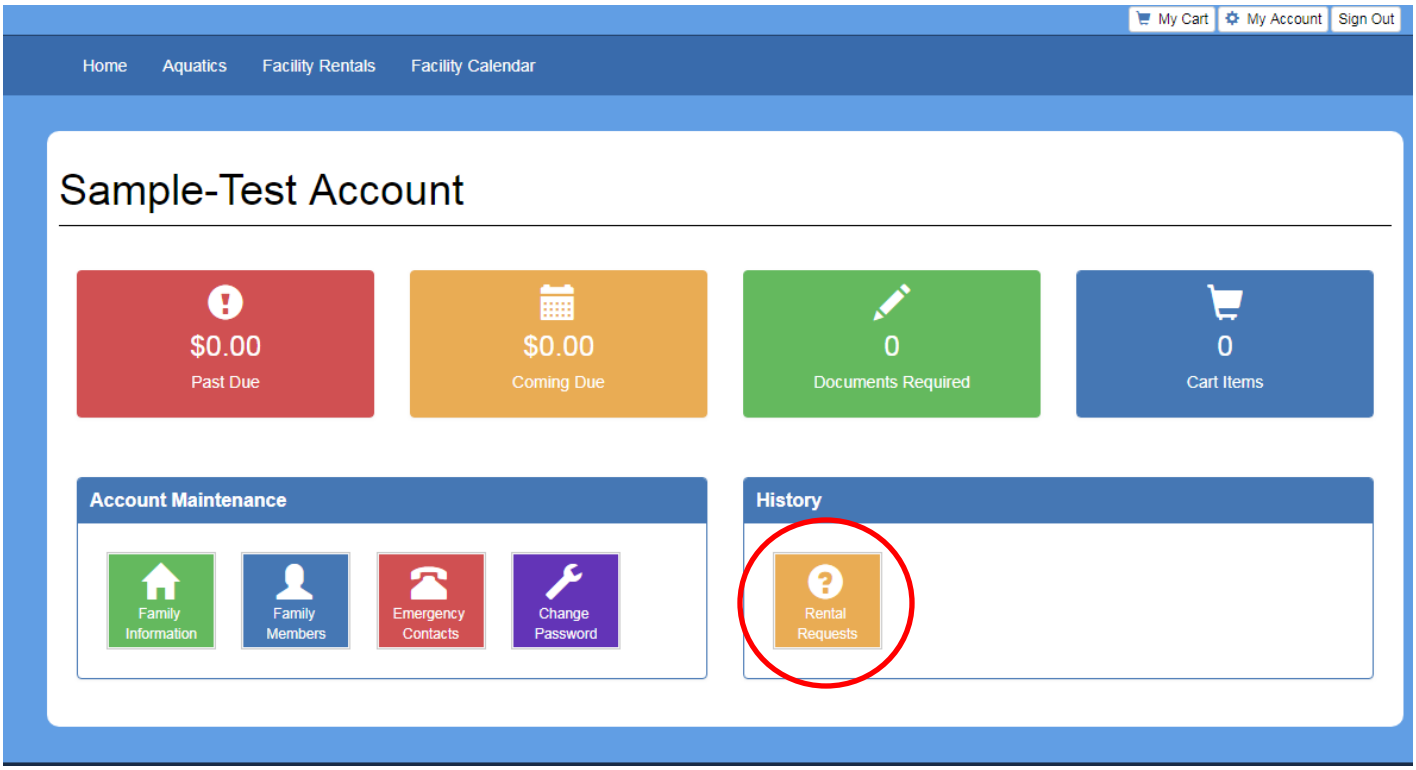
12. Review your information one last time and then click **Submit**.
    - Notice that your total will show $0.00. This is due to the understanding that most groups may not know the total number of participants until the day of the visit. The special discounted group use fee will be charged upon arrival at the beach gate. You must pay for your group on the day of your visit.



13. Staff will receive an email of the newly requested Group Use. They will review and either accept or deny the request. You will receive an automatic email notifying you that your request has been submitted.



14. Below is an example of your account page with the added **Rental Request**. You will be able to login at any time to monitor the status of the Group Use.



Should you have any questions regarding the portal, Certificate of Insurance, Participant Forms, or anything else, please contact City Staff at 815-459-2020 x 4288.