

How to Make an Ice Rink Reservation- Evergreen Lake House

1. From the Evergreen Recreation Home page (www.evergreenrecreation.com)
Select "Online Registration" in the bottom green tool bar
2. Click on "Reservations"
3. Choose
 - a. Evergreen Lake House Ice Rink Reservation
4. Select the "Date and time" option
5. Select the day you want to make a reservation
6. Select "Time Length"
7. In the "After" box, select the actual time that you want to reserve and how many hours (max 3 hours, can NOT do half hours):
 - a. RESERVATIONS ARE EVERY HOUR ON THE HOUR**
8. Click "Apply"
9. Click on any of the Available Rinks
10. Confirm the Date/Time/Location you want is correct.
11. Put the number of people that will be in your party under "Attendee" (from 1-10)
12. Click "Proceed"
13. Log-in to ActiveNet if not already logged in.
14. On the drop-down menu select who is reserving the rink
15. Then type an Event Name (i.e. Kelly Skating)
16. On the drop down-menu select your Event Type
17. Once again confirm your reservation Date/Time/Location are correct
18. Initial the Covid-19 Waiver and Release of Liability
19. Initial the Participant Waiver
20. Click "Reserve"
21. In your shopping cart, Read and Agree to the Reservation Waiver.
22. Click Check Out
23. Complete Payment Information



Updated 12-17-20