



ACTIVE NET FACILITY RESERVATION PUBLIC SITE

**GETTING A USERNAME AND PASSWORD TO ACCESS THE SYSTEM**

1. Go to the Active Net site at <http://activenetca.active.com/hpedsb>.
2. site.
3. Select **Request Account**.
4. Answer the questions. Note: anything marked with an "\*" e.g. name, address, phone number, email address, questions section, password must be completed.
5. Select **Submit**.
6. You will receive an email letting you know that the request has been sent and that authorization and your password will be emailed to you.
7. Once approved, you will receive an email telling you your account has been approved and where to go to active your account.
8. Select link in email to active account. This takes you to the Active Net site – log on. You can then change password if you want, request a permit, etc.

**FORGET PASSWORD**

1. Go to the Active Net site at <http://activenetca.active.com/hpedsb>.
2. Select **Reserve**.
3. Select **Reservation Requests**.
4. Type in Login name and select "forgot password".
5. An email will be sent to you with your password.

**REQUEST A PERMIT**

1. Go to the Active Net site at <http://activenetca.active.com/hpedsb>.
2. Select **Reserve**.
3. Select **Reservation Requests**.
4. Type in your Login Name and Password. You need to have already requested an account.

**Customer Login**

To access the features of this site, you must have a password-protected customer account.  
If you have an account and haven't logged in yet, please login now.  
If you do not have an account, please create a new account.

|  |   |
|--|---|
| <p><b>Returning Customer</b></p> <p>Login Name <input type="text"/> <input type="checkbox"/> Save Login Name<br/>(or Customer ID) -- OR --</p> <p>E-mail Address <input type="text"/> <input type="checkbox"/> Save E-mail Address<br/>-- AND --</p> <p>Password <input type="text"/> <input type="checkbox"/> Forgot your password?</p> <p><input type="button" value="Login"/></p> | <p><b>New Customer</b></p> <p><input type="button" value="Create New Account"/></p> |
|--|---|



## Hastings and Prince Edward District School Board

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5. Select the **Event Type** – Choose either “child/youth event” or “standard”. Use standard for any event that is all adult or mixed ages.
6. Type in the **Description** of the event, e.g. Meeting or play rehearsal.
7. Type in the approximate number of people attending (if known), select Continue.
8. The next section provides different ways of requesting a permit. If you want a specific school, you would select the **location** or you could select a geographical **area**. In the **type of facility** section, you can select the type of room/grounds that you want to use. For example: if you know the school and the type of facility (Location – Hillcrest, Facility – gym) then it would narrow your search. If you know would like a gym but have no preference for school (Locations – Any location, Facility – gym). If you would like a gym in Belleville (Area – Belleville, Facility – gym). Ignore Special Facility Amenities. Select Continue.

▼ **Choose the location or area for your event**

[Use SHIFT or CTRL to select multiple locations or areas]

|                          |      |              |
|--------------------------|------|--------------|
| <b>Locations</b>         | -OR- | <b>Areas</b> |
| Any Location             |      | Any Area     |
| Athol Central P.S.       |      | Belleville   |
| Bancroft P.S.            |      | Centre       |
| Bayside P.S.             |      | North        |
| Bayside Secondary School |      | PE County    |

▼ **Choose the type of facility for your event**

[Use SHIFT or CTRL to select multiple types]

|              |
|--------------|
| Any Type     |
| Auditorium   |
| Cafeteria    |
| Classroom    |
| Computer Lab |

▼ **Specify facility amenities or special features your event requires**

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet  of the requirements

|             |
|-------------|
| Unspecified |
|-------------|



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9. The next screen provides a review of what you have chosen. To continue, check the **select box** and select continue. To change your choice, select Go Back.

**Review Selected Candidates**

The following facilities match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which facilities should be considered.

| Select                   | Attend | Qty | Name                      | Type     | Location   |
|--------------------------|--------|-----|---------------------------|----------|--|
| <input type="checkbox"/> | 10     | 0   | <a href="#">Gym - HJC</a> | Facility | <a href="#">Harry J. Clarke P.S.</a><br>77 Rollins Drive<br>Belleville, ON K8N 4J6<br>(613) 969-0140 |

When you are satisfied with the list, click

10. Using the drop down menus, select the date or date range you would like, the start time (when you want access to the facility), and how many hours you will be there. Select Continue.

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2009 Sep 10 ←

-- AND --

Number of Weeks

-- OR --

End Date 2009 Sep 10 ←

**Specify when the event starts**

General Time of Day Use Exact Time

-- OR --

→ Exact Time 8:00  am  pm

**Specify how long the event lasts**

→ Duration: 1 (hours) 0 (minutes)

11. The next screen shows a **calendar** with your request highlighted. If okay select Continue. If you wish to change either click on date on calendar or select Go Back.



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### Customize/Review Requested Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from consideration. \* indicates a date which you have changed from the requested pattern of dates and times.

| September, 2009 |                 |     |     |                         |                               |     |
|-----------------|-----------------|-----|-----|-------------------------|-------------------------------|-----|
| Sun             | Mon             | Tue | Wed | Thu                     | Fri                           | Sat |
|                 |                 | 1   | 2   | 3                       | 4<br>Board designated holiday | 5   |
| 6               | 7<br>Labour Day | 8   | 9   | 10<br>8:00pm<br>2 hours | 11                            | 12  |
| 13              | 14              | 15  | 16  | 17                      | 18                            | 19  |
| 20              | 21              | 22  | 23  | 24                      | 25<br>PA Day                  | 26  |
| 27              | 28              | 29  | 30  |                         |                               |     |

- The next screen reviews your request. If the date is available, there will be a v in the Request box, select Continue.
- On the following screen, you will need to initial that you have read and understand the waiver. Click the **waiver** under Attachment in order to see waiver. Type in any **special requirements** needed e.g. Tv/vcr, podium, etc. Type in any **sports equipment required** – be specific. If **tables and/or chairs required**, select yes and type in specifics e.g. 6 tables at front of gym. Select Continue.

Checklist / Questions Help

Please check any of the items you want included with your reservation request.

| Select Checklist Items           |          |               |                        |
|----------------------------------|----------|---------------|------------------------|
| Agree to Waiver                  | Required | Description   | Attachment             |
| → Initials: <input type="text"/> | Yes      | HPEDSB Waiver | <a href="#">Waiver</a> |

Please answer the following questions (\* - required).

| Questions   |   |
|---|---|
| → Do you have any special set up requirements (eg. Audio Visual equipment, tables, chairs etc.)?            | <input type="text"/>                              |
| → Do you need to borrow any school sports equipment such as volley ball nets, poles or badminton equipment? | <input type="text"/>                              |
| → Do you need tables and chairs?  | <input type="checkbox"/> <input type="checkbox"/> |

- Read the **Conditions of Use** and select submit to acknowledge that you have read and consent to the waiver.
- The final screen shows your request, including any costs, and assigns you a **Request Number** (at the top of the screen). Print yourself a copy and select submit.



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THANK YOU

For Your Reservation Request! Your request number is 9000138.  
Please print this request and keep a copy for your records.

All requests are held for 14 days from the time they are placed. A representative will contact you regarding your request.

Prepared Sep 3, 2009 11:58 AM  
Status Pending approval.  
Notes --  
Issued to Donna Howes  
87 Queen Street  
Belleville, ON K8N1V3  
Phone (613) 967-1876

| ▼ Reservation(s) Requested  |              |  |          |                          |
|---|--------------|--|----------|--------------------------|
| Event   | Resource     | Center   |          |                          |
| sports<br>Type: Child/Youth Event (under 18)<br>Attend/Qty: 10  | Gym - HJC    | Harry J. Clarke P.S.<br>77 Rollins Drive<br>Belleville, ON K8N 4J6<br>(613) 969-0140 |          |                          |
| Days Requested  |              | Event Begins   | Duration | Event Ends               |
| Day   | Date         |  |          |                          |
| Tuesday   | Sep 15, 2009 | 8:00 PM  | 2 hours  | Sep 15, 2009 at 10:00 PM |
| Question  |              |  |          | Answer                   |
| Do you have any special set up requirements (eg. Audio Visual equipment, tables, chairs etc.)?            |              |  |          | no                       |
| Do you need to borrow any school sports equipment such as volley ball nets, poles or badminton equipment? |              |  |          | no                       |
| Do you need tables and chairs?  |              |  |          | No                       |
| Summary   |              |  |          | Notes                    |
| Total Number of Dates: 1  |              |  |          | --                       |

- An email is sent to you after your permit is approved or denied.
- Note: **If you requested a specific date(s) and school location and it is not available**, you will see a large red X in the Request box and it will indicate that a date or dates are not available in the comment section. If you have requested a range of dates and one or more of them is not available, click on the notes section and it will show you which dates are not available. You can select the date(s) and it will take you back so you can change or cancel that date. You can also select Go Back and do the same thing.

| Resource Search Results  |                           |          |  |         |          |                 |   |
|--|---------------------------|----------|--|---------|----------|-----------------|---|
| Please check one or more resource from the following list to reserve.                              |                           |          |  |         |          |                 |   |
| Request  | Name                      | Type     | Location   | Deposit | Estimate | Convenience Fee | Comment                                 |
| X  | <a href="#">Gym - HJC</a> | Facility | <a href="#">Harry J. Clarke P.S.</a><br>77 Rollins Drive<br>Belleville, ON K8N 4J6<br>(613) 969-0140 | --      | --       |                 | <a href="#">1 date is not available</a> |
| <a href="#">Select All</a><br><a href="#">Deselect All</a>   |                           |          |  |         |          |                 |   |
| When you have selected resources, click <input type="button" value="Continue"/>                    |                           |          |  |         |          |                 |   |
| Use the following list to go back to a previous step.  |                           |          |  |         |          |                 |   |
| <input type="button" value="Customize/Review Event Dates"/> <input type="button" value="Go Back"/> |                           |          |  |         |          |                 |   |



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18. Note: **If you are requesting a date range**, it will show you a table after #9 in order for you to specific the frequency, check the correct box, then select Continue. It will again show you calendar with your dates highlighted. If correct, select continue and go to next step.

### Date Pattern

Please use one of the tables below to indicate the days on which your event occurs (unless your event meets every day within the range you specified).

(Click on the day of the week column heading to select all occurrences of that day)

| Monthly frequency | Day of week | Sun                      | Mon                      | Tue                      | Wed                      | Thu                      | Fri                      | Sat                      |
|-------------------|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| First             |             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Second            |             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Third             |             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fourth            |             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Last              |             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

-OR-

| Weekly frequency | Day of week | Sun                      | Mon                      | Tue                      | Wed                      | Thu                      | Fri                      | Sat                      |
|------------------|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Every other week |             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

When you are done, click

### CHECK AVAILABILITY OF FACILITY OR SEE WHAT IS BOOKED IN A SCHOOL

1. Go **to** the Active Net site - <http://activenetca.active.com/hpedsb>.
2. Select **Reserve**.
3. Select **View Facilities**.
4. There are different ways to request a search - by Location or Facility Type - and different ways that the information can be displayed – by Facility Type or by Facility.
5. You can **search by Location**: Using drop down menu, select a school. Facility Type should be set to All. The next screen will list all the facilities at that specific location. If there is a calendar(s) listed under the Reserved Dates, then there are permits booked for that facility.



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| Location                         | Quinte Secondary School | Facility Type   | All   | Amenity | None | Detail | By Facility Type |
|----------------------------------|-------------------------|---|---|---------|------|--------|------------------|
| Facility Type                    | Location                | Reserved Dates  |   |         |      |        |                  |
| <a href="#">Cafeteria</a>        | Quinte Secondary School | 2009  | ←   |         |      |        |                  |
|                                  |                         | <a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a>                     |   |         |      |        |                  |
| <a href="#">Classroom</a>        | Quinte Secondary School | 2009  | ←   |         |      |        |                  |
|                                  |                         | <a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a>                     |   |         |      |        |                  |
| <a href="#">Computer Lab</a>     | Quinte Secondary School | No dates reserved   |   |         |      |        |                  |
| <a href="#">Grounds</a>          | Quinte Secondary School | 2009  | ←   |         |      |        |                  |
|                                  |                         | <a href="#">Sep</a>   |   |         |      |        |                  |
| <a href="#">Gymnasium</a>        | Quinte Secondary School | No dates reserved   |   |         |      |        |                  |
| <a href="#">Library</a>          | Quinte Secondary School | No dates reserved   |   |         |      |        |                  |
| <a href="#">Other Facilities</a> | Quinte Secondary School | 2009  | 2010  | ←       |      |        |                  |
|                                  |                         | <a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a> <a href="#">Dec</a> | <a href="#">Jan</a> <a href="#">Feb</a> <a href="#">Mar</a> <a href="#">Apr</a> <a href="#">May</a> <a href="#">Jun</a> |         |      |        |                  |

To see what is booked click on the month. A monthly calendar will show any permits that are booked.

|          |                         |               |     |         |      |
|----------|-------------------------|---------------|-----|---------|------|
| Location | Quinte Secondary School | Facility Type | All | Amenity | None |
|----------|-------------------------|---------------|-----|---------|------|

### Facility Reservation Times

Facility Type: Cafeteria  
Center: Quinte Secondary School

| ▼ Month of September, 2009 |                 |             |     |     |                               |                         |
|----------------------------|-----------------|-------------|-----|-----|-------------------------------|-------------------------|
| Sun                        | Mon             | Tue         | Wed | Thu | Fri                           | Sat                     |
|                            |                 | 1           | 2   | 3   | 4<br>Board designated holiday | 5                       |
| 6                          | 7<br>Labour Day | 8           | 9   | 10  | 11                            | 12                      |
| 13                         | 14              | 15<br>5-7pm | 16  | 17  | 18                            | 19                      |
| 20                         | 21              | 22          | 23  | 24  | 25<br>PA Day                  | 26<br>7:30am-1:30pm     |
| 27<br>7:30am-1:30pm        | 28              | 29          | 30  |     |                               |                         |
|                            |                 |             |     |     |                               | <a href="#">Details</a> |
|                            |                 |             |     |     |                               | <a href="#">Details</a> |
|                            |                 |             |     |     |                               | <a href="#">Details</a> |

To view the details of that permit, select details beside that week.



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Location  Facility Type

### Facility Schedule Detail

Schedule Detail for Facility Type Cafeteria Quinte Secondary School Week of September 13 - 19, 2009

| Date   | Reserved | Event                | Time     | Facility        | Notes |
|--------|----------|----------------------|----------|-----------------|-------|
| Sep 15 | 5 to 7pm | Permit #2581 meeting | 5 to 7pm | Cafeteria - QSS | --    |

6. You can search by **Facility Type**. Types to search include: auditoriums, cafeteria, classrooms, computer labs, gymnasiums, lecture theatres, libraries, technical shops, grounds. Select a facility type e.g. Classrooms, and leave Locations on All – it will list all the classrooms for all the locations.

Location  Facility Type

| Facility Type             | Location                           | Reserved Dates   |
|---------------------------|------------------------------------|--|
| <a href="#">Classroom</a> | Bayside Secondary School           | 2009<br><a href="#">Sep</a> <a href="#">Oct</a>  |
| <a href="#">Classroom</a> | Maynooth P.S.                      | 2009 2010<br><a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a> <a href="#">Dec</a> <a href="#">Jan</a> <a href="#">Feb</a> <a href="#">Mar</a> <a href="#">Apr</a> <a href="#">May</a> <a href="#">Jun</a> |
| <a href="#">Classroom</a> | Hermon P.S.                        | 2009 2010<br><a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a> <a href="#">Dec</a> <a href="#">Jan</a> <a href="#">Feb</a> <a href="#">Mar</a> <a href="#">Apr</a> <a href="#">May</a> <a href="#">Jun</a> |
| <a href="#">Classroom</a> | Bayside Secondary School           | 2009<br><a href="#">Sep</a> <a href="#">Oct</a>  |
| <a href="#">Classroom</a> | Madoc P.S.                         | No dates reserved  |
| <a href="#">Classroom</a> | Bayside Secondary School           | 2009 2010<br><a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Jan</a>   |
| <a href="#">Classroom</a> | Prince Edward Collegiate Institute | 2009 2010<br><a href="#">Oct</a> <a href="#">Dec</a> <a href="#">Feb</a> <a href="#">Mar</a> <a href="#">Apr</a> <a href="#">Jun</a>   |
| <a href="#">Classroom</a> | Bayside Secondary School           | 2009 2010<br><a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Jan</a>   |
| <a href="#">Classroom</a> | Deseronto P.S.                     | No dates reserved  |
| <a href="#">Classroom</a> | Hermon P.S.                        | 2009<br><a href="#">Sep</a>  |

7. If you select facility type – Classrooms and Locations – Quinte – it will list all the classrooms for Quinte.



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8. If the **Detail is set at Facility Type** (top right hand corner beside Submit) and you have selected Quinte as your location and Classrooms as the Facility Type, then it would show this.

Location  Facility Type  Amenity  Detail

| Facility Type             | Location                | Reserved Dates   |
|---------------------------|-------------------------|--|
| <a href="#">Classroom</a> | Quinte Secondary School | <input type="text" value="2009"/><br><a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a> |

If the Detail is set at Facility (top right hand corner beside Submit) and you have used the same selections, then the detail shows like this.

Location  Facility Type

| Facility                                  | Location                | Reserved Dates   |
|---|-------------------------|--|
| <a href="#">Rm 101 (Auto) - QSS</a>       | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 102 (Wood Shop) - QSS</a>  | Quinte Secondary School | <input type="text" value="2009"/><br><a href="#">Sep</a> <a href="#">Oct</a> <a href="#">Nov</a> |
| <a href="#">Rm 103 (Electrical) - QSS</a> | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 105 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 106A (welding) - QSS</a>   | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 110 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 111 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 112 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 114 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 115 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 116 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 117 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 118 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 120 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 125 (Music) - QSS</a>      | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 131 - QSS</a>              | Quinte Secondary School | No dates reserved  |
| <a href="#">Rm 132 - QSS</a>              | Quinte Secondary School | No dates reserved  |

September 18, 2009

Questions or concerns – please contact the [Community of Schools](#) Liaison at 613-966-1170 or 1 800-267-4350, extension 2361.