



# Ball Diamond Practice Reservations 2009

**ATTENTION:** Ball Diamond Practice Reservations are now accessible online! The following will help you with step by step instructions on how to reserve a ball diamond. Keep in mind that one team can reserve one ball diamond, per week, one hour at a time for the current week and the following week. You need to be set up in our computer system at the office to reserve anything online. If you have signed up for anything through the parks department in the past twelve months, contact us and we can give you your web information. However, if you have not used our new system, we can set you up over the phone or you can request a new household online following the same Register or Login Now Icon.

1. Go to our website [www.stcharlesparks.com](http://www.stcharlesparks.com)
2. Click on the register/ login button



3. Enter your Household ID and password

Household ID: \_\_\_\_\_

Password: \_\_\_\_\_

4. Up in the top left corner click on search.
5. Go to Facilities.
6. You have two options:
  - A) The calendar option will let you see what is available. Choose a facility—month—year to see if that field is available.
  - B) Basic Search will actually reserve the ball diamond. Pick a specific field, date, time and it will check availability. **Be sure you enter the team name where it says Reservation Purpose** Once you have found the date, time, and field you want to reserve, click on the shopping cart.



7. Please make sure you read through the Rules and Regulations! If you agree click “Yes, I agree” and you can proceed. If you choose “No, I do not” you will not be able to register on line.
8. Next, proceed to checkout.
9. Then, make sure all of the information is correct and click Go.
10. Make sure you print off your receipt because it serves as your permit. You must have your receipt/permit with you at the time of your reservation.

All scheduled games take priority over practices.

Scheduled games may run longer than anticipated.

Lights must be reserved over the phone or in person at the parks office at least **48 hours** ahead of the reservation.

If you have any questions please do not hesitate to call the office.

If your family registers for programs or shelters you can also do that online, just use the same username and password.

[www.stcharlesparks.com](http://www.stcharlesparks.com)

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Monday – Friday

8:00 am – 5:00 pm