# RESERVATION PAYMENT PROCESS

## **1.EMAIL**

When you get your email, you have the following message (with your name and your park information):



New Reservation Information for Facility: Shelter-DA (Deerwood Arboretum Shelter), Customer Name: Community Relations Date: 04/09/2024 at 10:00 am to 12:30 pm

Please follow the link here to pay reservation balance.

# b. Sow click on your name in the upper right name in the upper right name in the upper right name corner. b. Sow click on your name in the upper right name corner. COMMUNITY CITY OF BR... #10 ▼ Cot History & Balances and click on Pay Old Balances. Here you will find the most

Go to History & Balances and click on Pay Old Balances. Here you will find the most recent reservation that you placed that has an open balance that needs to be paid.

۲	номе	SEARCH *	CONTACT US	EVENT CALENDAR		CHECKOUT # CART (0 ITEMS)	COMMUNITY CITY OF BR., #10 *
Update			Reprint	History & Balances	Reports	My Accou	nt
Documents Reprint A Receipt		My History Household Calendar		My Profile			
Opt-In for Text Alerts		Fay Old Balances	ay Old Balances		Account Management		
				Current Balances		Logout	

# 4. PAY OLD BALANCES

If everything is correct, check the box to the left of the Description and Click Add to Cart

Sec	ch Add To Cart Select All Deselect All								
	Description	Name	Date Range	Status	Location	Paid	Balance		
	Deenwood Arboretum Shelter on 04/09/2024 at 10:00 am to 12:30 pm at Deenwood	Community	04/09/2024 -04/09/2024	Tentative	Deerwood	\$ 0.00	\$ 1.00		
	Grand Totals					\$ 0.00	\$ 1.00		

# 5. SHOPPING CART

Now you have your balance in your cart and can make payment to confirm your reservation. You will see your Grand Total Fees Due and that is the amount that you

#### are going to pay. Now Proceed to Checkout.

	New Charges In Si	hopping Cart		
s	hopping Cart			
	Shopping Cart			
		Description	Name	Total Fees
	Remove	Deerwood Arboretum Shelter on 04/09/2024 at 10:00 am to 12:30 pm at Deerwood (Tentative)	Community	\$ 1.00
		Grand Total Fees Due		\$ 1.00
	Total Old Balances Not in Shopping Cart			
	Proceed To Checkout	Continue Shopping Pay Old Balances Empty Cart		

# 6. CHECK OUT & CONFIRM

Summary of Charges	
New Charges in Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 1.00
Total Balance for household:	\$ 1.00
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 1.00
Service Fee:	\$ 0.28
Total Fees Paid Today:	\$ 1.28
A Service Fee has been applied to this transaction.	

Summary of your charges. You will enter your CC info at the bottom of the page then submit. Lastly you will get a Paid screen and you are now confirmed.

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Continue Back To Cart

Checkout

### 7. PAID

#### **Checkout Confirmation**

Continue Shopping

Your Online transaction is complete. Please select an option below to continue

Your receipt number:

#### 485

Logout

A copy of your receipt will be emailed to parkreservations@brentwoodtn.gov.

If you have an account with us, you can browse anytime to My Account/Reprint/Reprint a Receipt once the receipt has been produced.

You have submitted payment and your transaction is complete. Check your email for your receipt.