# 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.

٢	номе	SEARCH *	CONTACT US	EVENT CALENDAR	AR CHECKOUT COMMUNERY # CART (0 ITEMS) & CITY OF B		COMMUNITY	
Update		Reprint		History & Balances	Reports	My Account		
Documents			Reprint A Receipt		My History	Household Calendar	My Profile	
Opt-In for Text Alerts					Fay Old Balances		Household 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

Description Name Date Range Status Location Paid Balar	
Description Name Date Kange Status Location Pails Data	d Balance
	J Balance
Deerwood Arboretum Shelter on 04/09/2024 at 10:00 am to     Community     O4/09/2024     Tentative Deerwood     S 0.00     S 1	00 \$ 1.00
Grand Totals \$ 0.00 \$ 1	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.

0	New Charges In Sh	ew Charges In Shopping Cart					
Sh	opping Cart						
5	hopping Cart						
		Description	Name	Total Fees			
	Remove	Deerwood Arboretum Shelter on 04/09/2024 at 10:00 am to 12:30 pm at Deerwood (Tentative) Communi					
		Grand Total Fees Due		\$ 1.00			
		Total Old Balances Not in Shopping Cart					
11	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.