



## Norwalk McAninch Sports Complex Field Rentals

Spring season (1st part): March 27 - May 7, 2023  
Summer season (2nd part): May 8 - July 2, 2023  
Summer season (3rd part): July 3 - August 20, 2023  
Fall Season (4th part): August 21 - November 3, 2023

**PLEASE READ CAREFULLY!**

### Detailed Online Field Reservation Directions

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#### Uploading Documents

**Prior to February 13, 2023**, complete the “Team Roster” document provided to you in the bulletin sent out on January 9, 2023. Go to the Norwalk Parks and Recreation reservation website at <https://norwalkparks.activityreg.com>.

1. Log in to your account.
  - a. **If you have an account**, click on “Account Login” on the left side of the screen or “Login” in the upper right corner. Use your email address and password to log in.
  - b. **If you do not have an account**, click on “Account Login” on the left side of the screen or “Login” in the upper right corner. Click on “Create a new account” on the right side of the screen.
2. Once you are logged in to your account, go to “Account” on the menu bar.
3. On the second menu bar click “Documents.”
4. Click “+Document” and choose the file you wish to upload. Choose the type of document it is, for example, Team Roster or Proof of Insurance Document. Then click save on the bottom right corner. Please label it with “2023.”
5. If it loads correctly you will see a pop up that says “Upload Completed Successfully.”
6. Go through this process to load the roster and the proof of insurance documents for your team.
7. **These have to be loaded on your account for your reservations to be approved.**

**Once the roster and insurance documents are uploaded you are ready for reservations to open on February 13, 2023.**

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#### Online Reservations

**On February 13, 2023 at 8:00 am, the reservation process will begin.** The field spaces available at that time will be from Monday, March 27 - Sunday, May 7, 2023. You will be notified through our bulletin system when additional field spaces become available through the 2023 season.

**If you are already logged in to the website when it opens you will need to refresh your screen for it to become available to you.**

Login to your Norwalk Parks and Recreation reservation website at <https://norwalkparks.activityreg.com>. Follow the steps above to get logged in or build your account.

1. Click on “Reserve a Park or Facility.” It is the second option box on the right side of the screen.
2. Click on “McAninch Sports Complex.”
3. Click on your field choice. For example, Field #1, Field #2, Field #3, etc.
4. Scroll to the bottom of the page and click on “Check availability and Reserve.”
5. Choose the month from the drop down at the top of the calendar. For example, March, 2023.
6. Click on the day you want to begin your reservations. For example, Monday the 27th.
7. Click the time you want to reserve the field under availability.
  - ◆ Examples are: 4:00 pm - 5:30 pm, 5:30 pm - 7:00 pm, or 7:00 pm - 8:30 pm

**NOTE: As soon as you select your day and time your spot is saved. So two people can not select the same day and time in the system.**

8. Click “Reserve.”
9. Select the account member the reservation will be attached to from the drop down menu on the top of the screen.
10. Type in your “Team Name”
11. Click “YES” to “I have READ and AGREE to the above Terms & Conditions.”
12. Click “Add to Cart.”

You can then choose to “Continue Shopping” or “Proceed to Cart.” If you continue shopping you can add more weeks of field space. If you proceed to the cart, it will begin your check out process for the one time rental.

If you continue shopping, follow the above steps again and continue adding all your practice spaces to your cart.

**REMINDER: You can only reserve one 90 minute space a week. The system will not allow you to book more than one 90 minute space in a 7 day period. If you try to, it will kick that reservation out and delay your check out, possibly causing issues with the rest of your reservations.**

13. When you are finished adding all your field reservations to your cart click on “Proceed to Cart.”
14. **Once you have added your first reservation to the cart, you will have 15 minutes to complete the checkout process before your cart expires**
15. Click “Checkout” and follow the checkout process to pay for the reservations in your cart.
16. When you have completed the checkout process, you will receive a confirmation email and our office will receive an email to review your reservation/s.

At that time our office will check that you have uploaded the correct documentation. If your documentation is uploaded to your account, we will approve your reservations. If you have not uploaded the correct documents, your reservations will be denied and your fees refunded. **Please have everything uploaded correctly, we do not want to deny your reservation/s.**

**You will only receive an email from us if your reservations are denied due to lack of documentation listed above.**

Please contact us at [parksandrec@norwalk.iowa.gov](mailto:parksandrec@norwalk.iowa.gov) or call 515.981.9206 if you have further questions.

-Norwalk Parks and Recreation Staff (Revised 12/22)