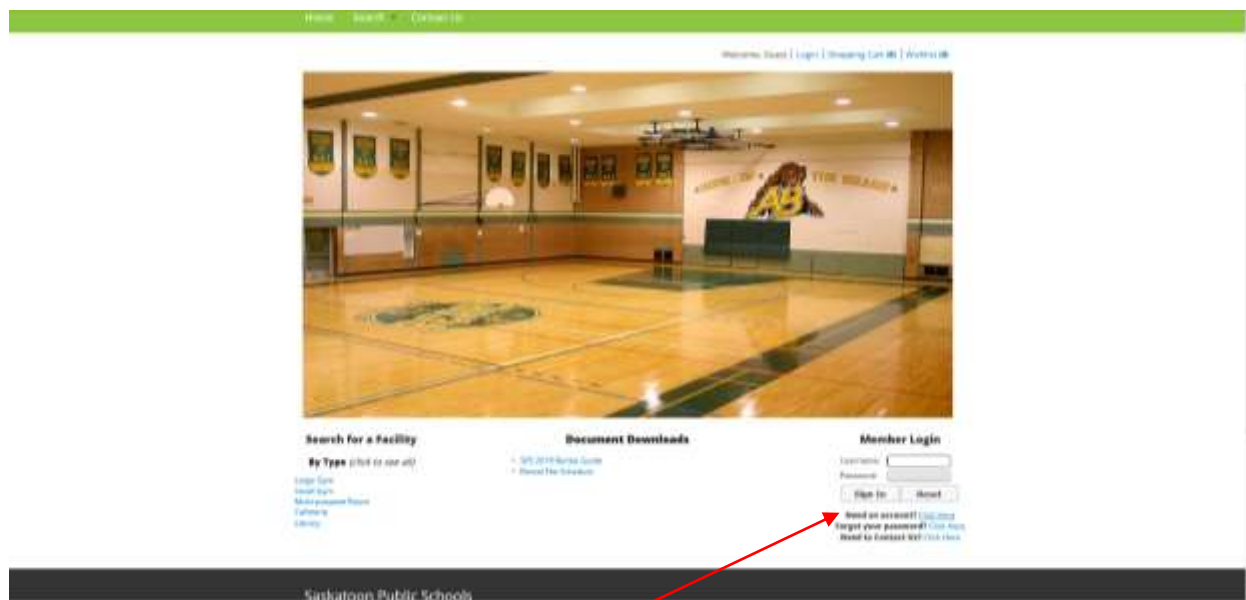


1) Click on Saskatoon Public Schools



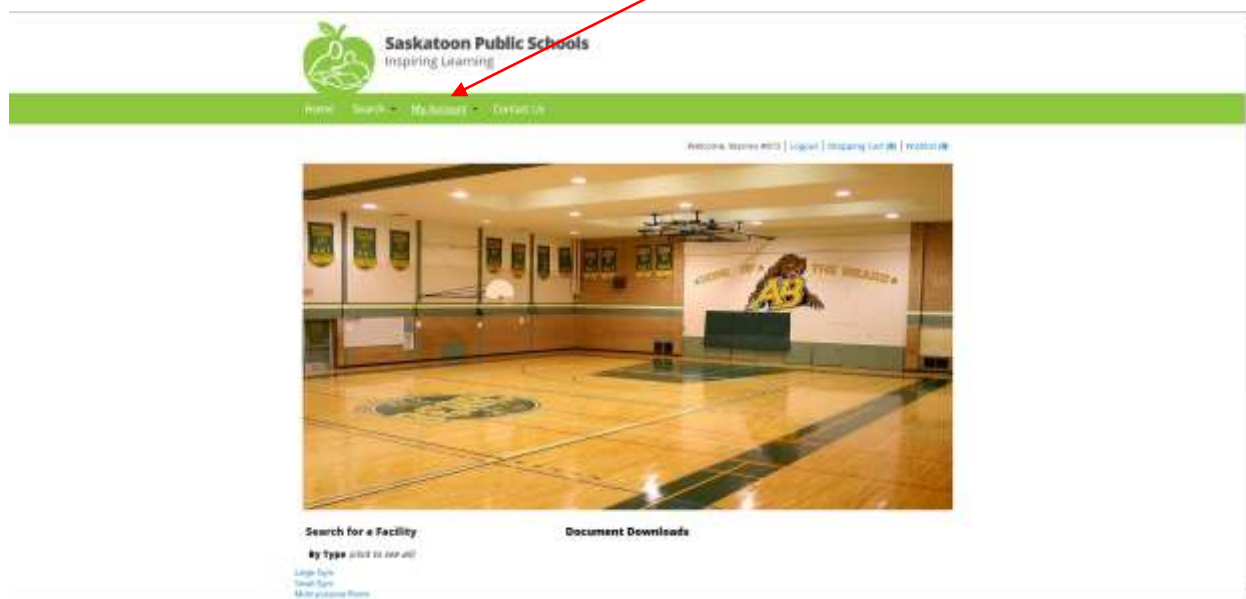
2) Click Need an Account? [Click Here](#)

The screenshot shows the registration form for Saskatoon Public Schools. The header includes the logo and the text "Saskatoon Public Schools Inspiring Learning". Below the header is a navigation bar with links: Home, Search, Contact Us. The main content area is titled "New Account Information" and contains several sections:

- Basic Account Information:** Fields for Username, Password, and Confirm Password.
- Household Primary Person Information:** Fields for First Name, Last Name, Address Line 1, Address Line 2, City, Province, Postal Code, and Email. There are also dropdown menus for Category and Gender.
- Additional Contact:** A section for adding additional contact information.

At the bottom of the form are buttons for "Save", "Cancel", and "Additional Contact".

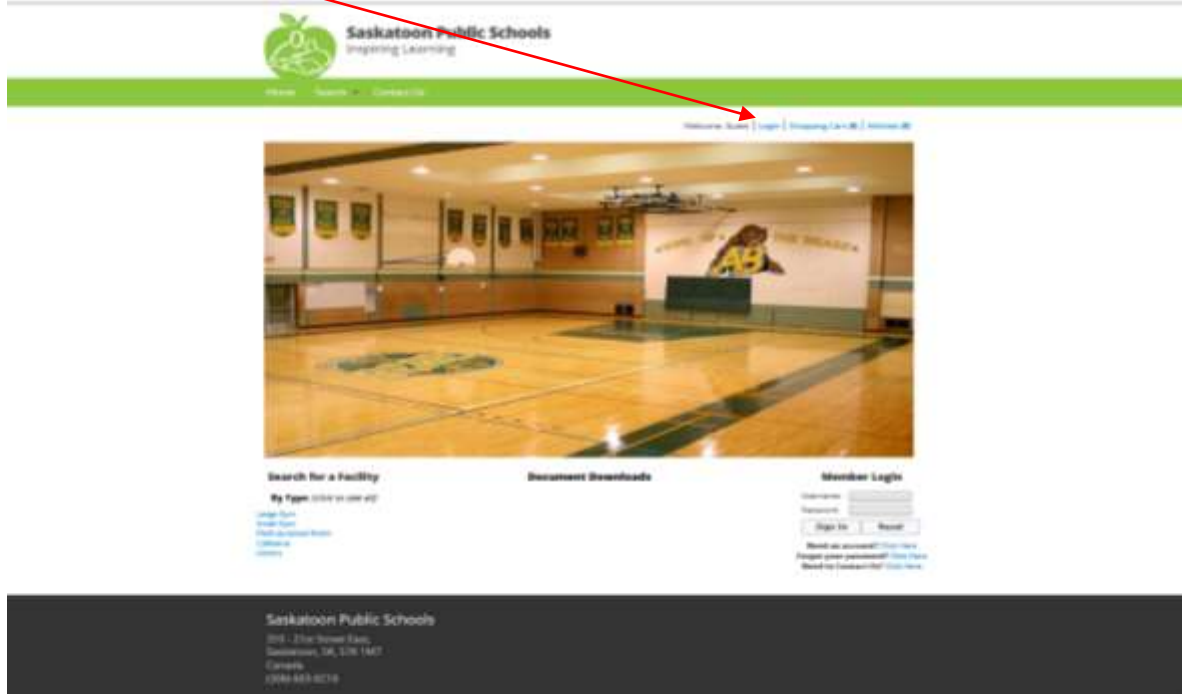
- 3) Enter a username and password of your preference. Fill out the household information. Make sure to select the proper **Category\*** Under 18 – Not for Profit
- 4) Fill out all of the required fields.
- 5) Click Save on the bottom left corner of the page.
- 6) Once the account is created you can make adjustments in "My Account". You must login to access My Account.

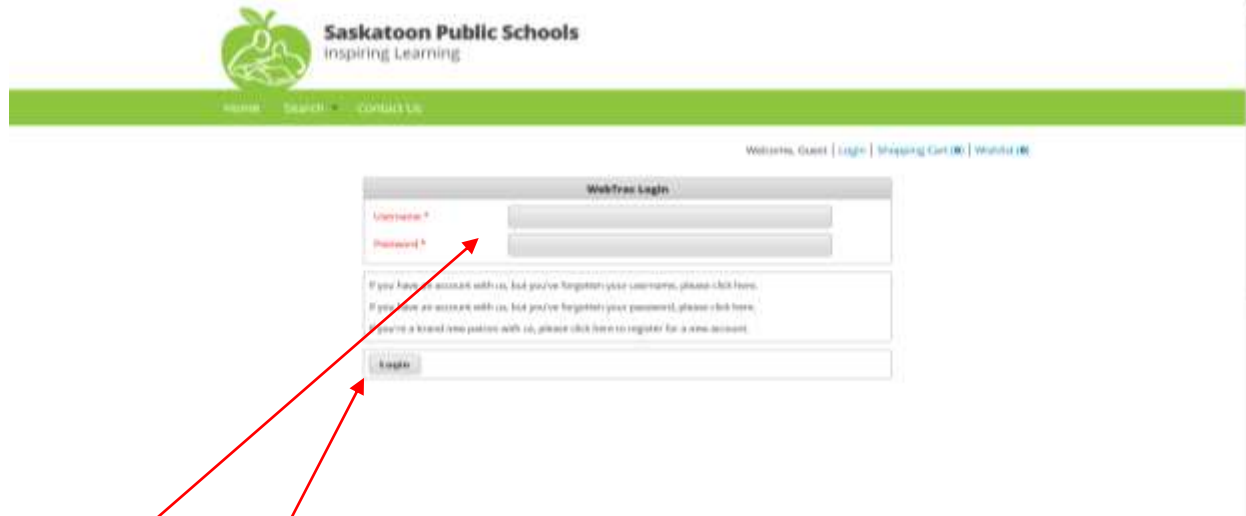


## SCHOOL FACILITY RENTALS



- 1) Click on Saskatoon Public School Division or Greater Saskatoon Catholic Schools
- 2) Click Login

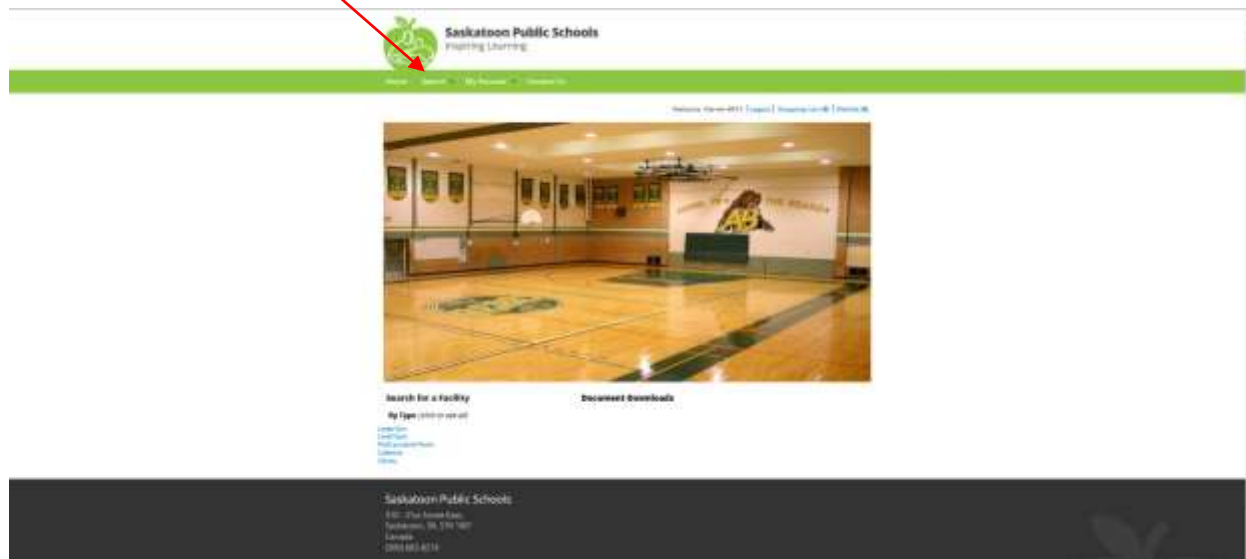




3) Enter Username and Password

4) Click Login

5) Click on Search



- 
- The screenshot displays the Booking.com interface for facility search. At the top, navigation links include Home, Search, My Account, and Help Us. The main header shows the user is logged in as 'Shirley Galt (H)' and is viewing the 'Workline 26'.
- The 'Facility Search Options' section is divided into several filters:
- Date:** Set to '2013-01-15'.
  - Days:** Set to '17-01-2013'.
  - Type:** A dropdown menu is open, showing options: 'All Learning Levels', 'Field', 'Forest', 'Forest Route', 'Mountain', 'Mountain', and 'Landscape'.
  - Location:** A dropdown menu is open, showing options: 'All Learning Levels', 'Forest', 'Forest Route', 'Mountain', 'Mountain', and 'Landscape'.
  - Facilities:** A dropdown menu is open, showing options: 'All Learning Levels', 'Forest', 'Forest Route', 'Mountain', 'Mountain', and 'Landscape'.
- Below the filters are 'Search' and 'Reset' buttons.
- The 'Search Results' section shows a list of facilities. The table has the following columns: Facility Description, Location, Class, Capacity, and Price. The results are sorted by 'Price' (Low to High).
- | Facility Description                            | Location      | Class           | Capacity   | Price           |
|---|---------------|-----------------|------------|-----------------|
| Large Gym - Gymnasium - 16,000 sqm - 16,000 sqm | Reynolds Park | Large Gymnasium | 16,000 sqm | £10.00 per hour |
| Large Gym - Gymnasium - 16,000 sqm - 16,000 sqm | Reynolds Park | Large Gymnasium | 16,000 sqm | £10.00 per hour |
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| Large Gym - Gymnasium - 16,000 sqm - 16,000 sqm | Reynolds Park | Large Gymnasium | 16,000 sqm | £10.00 per hour |
| Large Gym - Gymnasium - 16,000 sqm - 16,000 sqm | Reynolds Park | Large Gymnasium | 16,000 sqm | £10.00 per hour |
- At the bottom of the page, there is a 'Page 1 of 1' indicator and a 'Total Results: 16' count.

The screenshot shows the Saskatoon Public Schools website with a calendar interface. A date selection calendar is open, showing the month of January 2016. Red arrows point to the date '20', the month 'January', and the 'Search' button. The website header includes the Saskatoon Public Schools logo and navigation links like Home, Search, My Account, and Contact Us. The main content area displays a table with columns for Facility, Location, Class, Date, Capacity, and Price.

- 9) Click on the Date/Month/Day  
 10) Once date is selected click Search

**Note: Weekday schedule is 6pm – 10pm, Weekend Schedule is 9am – 9pm.**

- 11) Choose start time and click Search

The screenshot shows the same Saskatoon Public Schools website, but with the start time selection dropdown open. Red arrows point to the start time '6:00 AM' and the 'Search' button. The website header and navigation links are the same as in the previous screenshot. The main content area displays a table with columns for Facility, Location, Class, Date, Capacity, and Price.



Saskatoon Public Schools  
Inspiring Learning

Home Search My Account Contact Us

Facility Search Criteria

Date: 20/11/2018 Begin Time: 08:00 AM Type: Field

Category: All Sub Types Location: All Locations

Search Results

Facility Description	Location Description	Class Description	Date	Capacity	Price
Art Room 1207.1 - Classroom, Adult Room, College, Art Room 1207.1	Art Room 1207.1 - Classroom, Adult Room, College, Art Room 1207.1	Art Room 1207.1 - Classroom, Adult Room, College, Art Room 1207.1	20/11/2018	40	\$0.00

12) Select type i.e. Gymnasium

13) Select Subtype and click Search

Saskatoon Public Schools  
Inspiring Learning

Home Search My Account Contact Us

Facility Search Criteria

Date: 20/11/2018 Begin Time: 08:00 AM Type: Field

Category: All Sub Types Location: All Locations

Search Results

Facility Description	Location Description	Class Description	Date	Capacity	Price
Art Room 1207.1 - Classroom, Adult Room, College, Art Room 1207.1	Art Room 1207.1 - Classroom, Adult Room, College, Art Room 1207.1	Art Room 1207.1 - Classroom, Adult Room, College, Art Room 1207.1	20/11/2018	40	\$0.00

- [illegible]



- 
- The screenshot shows the 'Agreement Terms' window in the 'Access Administration' tool. The window contains a list of terms and conditions, followed by a checkbox labeled 'I agree with the terms?'. A red arrow points to this checkbox. Below the checkbox is a table with the following fields:
- | Access Administration |           |
|-----------------------|-----------|
| Name                  | Mr. Smith |
| Email                 | Mr. Smith |
| Phone                 | Mr. Smith |
| Address               | Mr. Smith |
- At the bottom of the window, there is a 'Confirm' button and a 'Cancel' button.

- 20) Select ~~I agree with the above\*~~ (Waiver Form)  
21) Select **Continue**

- Proceed to check out selected:**

[Home](#)
[Search](#)
[My Account](#)
[Contact Us](#)

[Welcome, Warren #472](#)
[Logout](#)
[Shopping Cart \(1\)](#)
[Mobile \(0\)](#)

### Summary of Charges

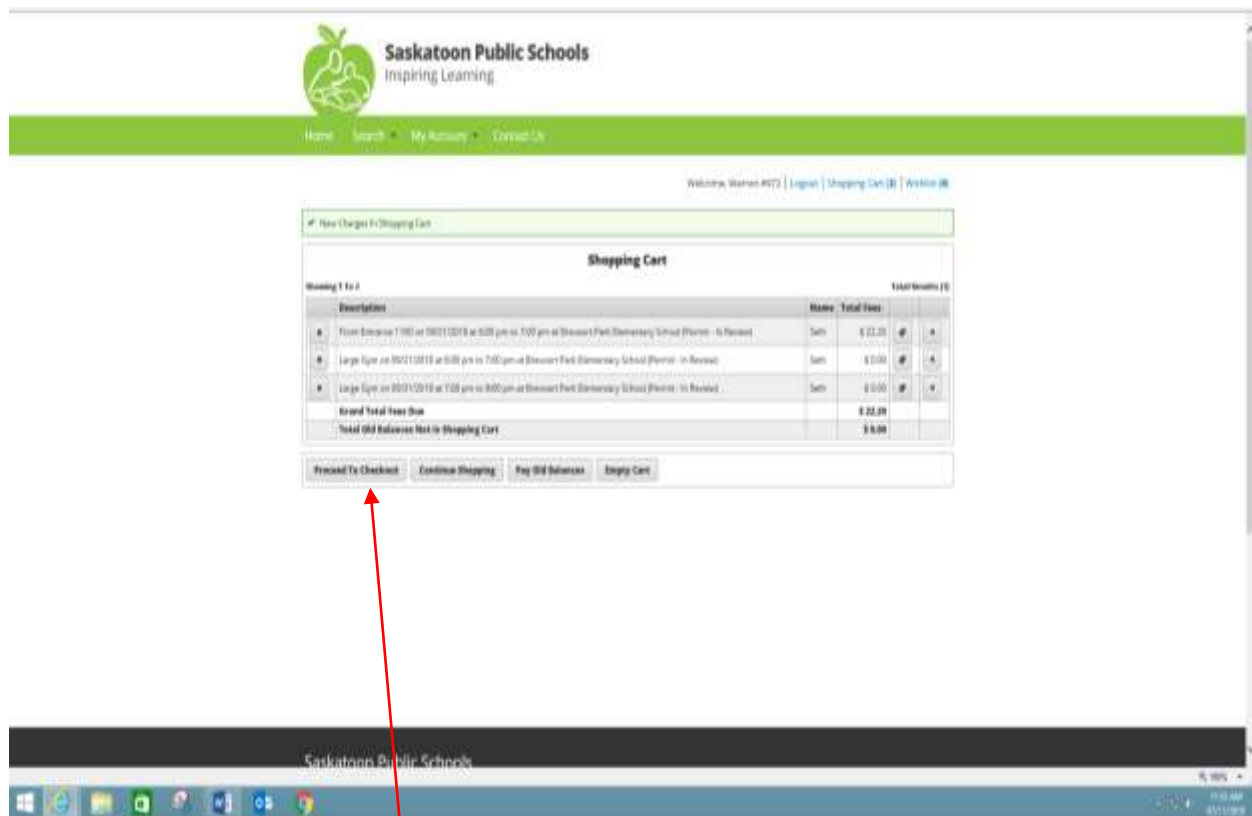
New Charges to Shopping Cart:	<b>\$ 0.00</b>
Old Balance on Shopping Cart:	<b>\$ 0.00</b>
Total Balance for New Order:	<b>\$ 0.00</b>
Maximum Amount Due Today:	<b>\$ 0.00</b>
Maximum Amount Due Today:	<b>\$ 0.00</b>

### Billing Information

First Name *	<input type="text" value="Ben"/>
Last Name *	<input type="text" value="Warren"/>
Home Phone (area code) *	<input type="text" value="(1043) 3788"/>
Email *	<input type="text" value="benwarren@warrens.com"/>
Business Email:	<input type="text" value="benwarren@warrens.com"/>

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

- 26) Click **Continue** to finish the request or **Back to Shopping Cart** to continue Shopping  
27) Repeat steps to request another booking. See below



28) Click **Proceed to Checkout** when finished. Select **Continue**, Select **Submit**.

**Please note:** We thank you for your patience as we continue to work through implementation.

Block booking or selected pattern booking is not an option at this time. We will reject a booking of this nature as it blocks all times from selected date to date.

**Each date, space, purpose of the rental, and time required will need to be booked individually.**

You will be asked for the purpose of your rental for each time block booked. Time blocks are in half hour increments. Please book your events accordingly on the ½ hour. You will be asked if you require tables and chairs on each time block entry. You may choose continue shopping after each entry or proceed to checkout when complete.

If you require assistance please contact Lisa Craig at [craigl@spsd.sk.ca](mailto:craigl@spsd.sk.ca)

Sincerely,

Brenda Thibodeau, Rental Supervisor, Saskatoon Public Schools