

CivicRec: Tutorial

Part 1: How to CREATE AN ACCOUNT AND...

Part 2: How to BOOK A ROOM...

IN CIVICREC1 SOFTWARE

- * Setting up your Account

Slides 2-7

- * Reserving a Multi-purpose room

Slides 8-22

A Powerpoint Presentation

Part 1: REGISTRATION...

Go to the CivicRec1 software website.

The Web address for CivicRec1 is:

<https://secure.rec1.com/GA/cobb-county-ga/catalog>

Use Copy-Paste to place the address into your Web Browser.

Click on the first result on your browser; it should be: [Catalog - Cobb County PARKS, Senior Services, Government ... - Rec1](#)

You will now be able to work with the CivicRec1 software while you continue to view this tutorial.

Patrons will click "Log In/Create Account" and then click "Create Your CCGA Account".

The screenshot displays the Cobb County Government website interface. At the top left is the Cobb County Government logo. The navigation bar includes links for "I WANT TO...", "DIRECTORY", "LOCATOR", and "SOCIAL MEDIA". A search bar is located at the top right. Below the navigation bar, there are buttons for "Log In/Create Account" (highlighted with a red box) and "Catalog". To the right, there are links for "Policies" and "Help", and a "Cart Empty" indicator.

The main content area features a grid of categories with item counts: Aquatics (318), Arts (503), Camps (313), Gymnastics (101), Aquatics Services (505), Tennis (333), Therapeutic Services (52), Memberships (65), S. Facility Res. (313), P.A.R.K.S. Pavilion Re... (33), Government Service C... (4), and Library Facility Rental (14).

A modal form is overlaid on the page, containing fields for "Email/Username" (with a "Username" placeholder) and "Password" (with a "Password" placeholder). Below these fields are links for "Forgot Password?" and a "Log In" button. A prominent blue button labeled "Create Your CCGA Account" (highlighted with a red box) is positioned below the login form.

Below the modal, there is a list of parks: Lost Mountain Park, Nickajack Park, Ron Anderson Recr..., Skip Wells Park, and Terrell Mill Park. A "Category" section lists options like "Adult Sports - Softball", "Adult Sports - Flag ...", "Adult Sports - Ultim...", "Adult Sports - Volle...", and "Adult Sports - Kickball". An "Age Group" section lists "Youth".

The main content area displays a list of programs with their respective costs:

- Adult Flag Football (3) Cobb's adult Flag Football program is offe... \$550
- ADULT SPORTS - ULTIMATE FRISBEE
- Adult Ultimate Frisbee (1) Summer League 2018Registration March ... \$150
- ADULT SPORTS - VOLLEYBALL
- Adult Coed Volleyball (1) Cobb's Spring Coed Adult Volleyball leag... \$350
- ADULT SPORTS - KICKBALL
- Adult Kickball (1) Cobb's adult kickball program is offered in... \$200

Click "Next Step".

CCGA Sign-Up

Step 1: Account Holder | Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual | **Organization**

Organization Name: Organization Name **1.**

Point of Contact: First Name | Middle Name | Last Name **2.** | N/A

Organization Email: Organization Email **3.**

Emergency Contact Name: Emergency Contact Name

Emergency Contact Nu...: Emergency Contact Number

CONTACT INFO

Phone 1*: Phone 1 **4.** | Label | No Mobile Carrier

Phone 2: Phone 2 | Label | No Mobile Carrier

Phone 3: Phone 3 | Label | No Mobile Carrier

Email Preferences: Add Email

ADDRESS

Address Line 1*: Address Line 1 **5.**

Address Line 2: Address Line 2

Zip Code, City, State*: Zip Code **6.** | City | AL

County/Parish: Other

ACCOUNT SETTINGS

Password*: Password **7.**

Confirm Password*: Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

Cancel | Next Step: Other Account Members

Adult
 Senior

Select "Organization" and fill in the blanks for the numbered boxes shown...see next slide for detailed instructions.

Again, here the patron can choose to add another Individual account to this Organization account but they don't need to.

Click "Save & Close" and they're done!

Create an Organization Account

1. The Organization's name.
2. The name of the Organization's point of contact. NOTE: This person does not need to have an Individual account but they can if they want.
3. The Organization's contact email address. NOTE: Will most likely belong to whoever does the organization's bookings.
4. The Organization's best contact phone number. NOTE: Will most likely belong to whoever does the organization's bookings.
5. The Organization's address. NOTE: If the address includes an apartment or suite number, that number MUST go on "Address Line 2".
6. The Organization's zip code. When the zip code is entered, the city will autopopulate.
7. Enter and verify a password. NOTE: passwords must contain 3 of the following: uppercase, lowercase, number, special character.

Click "Next Step".

CCGA Sign-Up

Step 1: Account Holder

Step 2: Other Account Members

First, Last, Gender, DOB

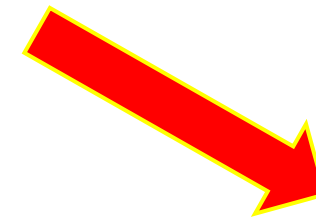
First Last M F mm/dd/YYYY

Add Account Member



You can add members to the account you created in this area. (optional)

You complete registration by clicking this box...



Cancel Save & Close



This completes the account set-up portion of your tutorial. The slides that follow show you how to book a multi-purpose room and make payment.

Please remember that the fee to book a Cobb County Public Library System multi-purpose rooms is \$25.00 per meeting. The fee is not refundable, so please book your room carefully. Also, please remember that if you do not see an availability at one library, you can check the calendar for other locations.

Now...we continue with the booking portion of your tutorial...

CivicRec: Part 2 - Bookings

How to Book Your Library Multipurpose Room
Online

A Powerpoint Presentation

Clear All Filters

Filter

Location

- Al Bishop Softball C...
- Fair Oaks Park
- Kennworth Park
- Lost Mountain Park
- Nickajack Park
- Skip Wells Park
- Terrell Mill Park

Category

- Adult Sports - Softball
- Adult Sports - Flag ...
- Adult Sports - Kickball
- Adult Sports - Ultim...

Age Group

- Youth
- Adult
- Senior

Days of the Week

- Mon
- Tue
- Wed

Adult Sports 30	Aquatics 275	Arts 430	Camps 115	Gymnastics 102
Outdoor/Nature 2	Senior Services 537	Tennis 331	Therapeutic Services 34	Memberships 65
Special Events 0	Facility Reservations 338	Pavilion Reservations 33	Government Service C... 4	Library Facility Rental 15

ADULT SPORTS - SOFTBALL

[Adult Softball](#) 28 Cobb's adult softball program is offered i... \$400

ADULT SPORTS - FLAG FOOTBALL

[Adult Flag Football](#) 3 Cobb's adult Flag Football program is offe... \$550

ADULT SPORTS - KICKBALL

[Adult Kickball](#) 1 Cobb's adult kickball program is offered in... \$200

ADULT SPORTS - ULTIMATE FRISBEE

[Adult Ultimate Frisbee](#) 1 Summer League 2018Registration March... \$150



Click here to select
"Library Facility
Rental."

Click 'Library' to display a list of our locations.

Clear All Filters

Filter

Location

- East Cobb Library
- Gritters Library
- Kemp Library
- Kennesaw Library
- Mountain View Library
- Power Springs Library
- Sewell Mill Library
- Sibley Library
- South Cobb Library
- Stratton Library
- Switzer Library
- Vinings Library
- West Cobb Library

Facility Tags

Select Tags

Adult Sports	30	Aquatics	275	Arts	430	Camps	313	Gymnastics	102
Outdoor/Nature	2	Senior Services	537	Tennis	333	Therapeutic Services	34	Memberships	65
Special Events	0	Facility Reservations	338	Pavilion Reservations	33	Government Service C...	4	Library Facility Rental	15

- [East Cobb Library](#)
- [Gritters Library](#)
- [Kemp Library](#)
- [Kennesaw Library](#)
- [Mountain View Library](#)
- [Power Springs Library](#)
- [Sewell Mill Library](#)
- [Sibley Library](#)
- [South Cobb Library](#)
- [Stratton Library](#)
- [Switzer Library](#)
- [Vinings Library](#)
- [West Cobb Library](#)

Select Library from list.

Click on a library to display a calendar of available days and times. If the patron has not already logged in or needs to create an account, they need to do so now.

Midsize Meeting Room

Multiple Rates

This facility holds a maximum of 40. Operating hours for this room are 10am- 7:30pm Monday - Wednesday; 11am- 5:30pm Thursday-Friday; 1pm- 5:30pm Saturday, and excludes county holidays.

Facility Midsize Meeting Room
Location Kemp Library

Make a Reservation

1. SELECT DATE

Calendar interface showing month (Mar) and year (2018) dropdowns, and a grid of dates from Sunday to Saturday.

AVAILABLE TIMES:

2. SELECT TIME: \$25 - FLAT FEE

03/26/2018: Must reserve facility no less than 7 day(s) from the reservation date.

An account is required to add reservations to cart:

 CREATE ACCOUNT

 LOG IN

Here you will log-in. If an account was not already created, it could be done from here as well.



- Once you have logged-in or created an account, you can choose a date and make a reservation.
- The calendar uses a color code to show availability. **GRAY** - not available; **ORANGE** - partial availability; **GREEN** - full availability.
- When you choose a day, the available times will be displayed. You can then choose your time and click, “Add to Cart.”

Kemp Library

x

Midsize Meeting Room

Multiple Rates

This facility holds a maximum of 40. Operating hours for this room are 10am- 7:30pm Monday - Wednesday; 11am- 5:30pm Thursday-Friday; 1pm- 5:30pm Saturday, and excludes county holidays.

Facility Midsize Meeting Room

Location Kemp Library

Make a Reservation

1. SELECT DATE

Apr 2018


Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AVAILABLE TIMES:

01:00 PM to 07:30 PM
Base Rate M/T/W

2. SELECT TIME: \$25 - FLAT FEE

From: 01:00 PM To: 02:00 PM

 Add To Cart

A confirmation screen with date, time, and price will pop up. Click 'Checkout' to continue.

Location
Select Locations

Facility Tags
Select Tags

East Cobb Library 1

Griffers Library 1

Kemp Library

Midsize Meeting Room

This facility holds a maximum of 40. Operating hours for this room are 1pm- 5:30pm Saturday, and excludes county holidays.

Facility: Midsize Meeting Room
Location: Kemp Library

1. SELE

0

Su M

2. SELE

03/26/2

Kennesaw Library 1

Mountain View Library 1

Power Springs Library 1

#	Item	Total
1.	Rental of Kemp Library Midsize Meeting Room 04/11/2018 1p-2p (Bas...	\$25.00

TOTAL \$25.00

Close **Checkout**

Click checkout to proceed...



There are prompts that will need to be answered before continuing...

- You should provide the number of people you expect to attend
- You should indicate whether or not you will use the kitchen.
- Click “Submit Responses.”

See next slide for screenshot...

Prompts

Prompt

Response

General Prompts

1. How many people will be attending this event?

12

2. Will you be using kitchen facilities?

Yes No *

CHECKOUT FOR SHANNON TYNER

Browse Catalog

Prompts

Payment

Review & Confirm

Receipt

Submit Responses >

< Browse Catalog

- You will now see your checkout page with the price listed.
- → Please notice that it says, 'Paid Later'.
(You will not pay up front when you first reserve a multipurpose room.)
- Room reservations will need to be approved by staff (verify organization, etc. like we do now) before your payment is submitted.
- If everything here looks correct, you will then click 'Review Transaction'.

Payment

Item

- 1. Rental of Kemp Library Midsize Meeting Room 04/11/2018 1p-2p (Base Rate M/T/W)

	Price
	\$25.00 <small>Pay Later</small>
Total Charges	\$25.00
Pay Later	\$25.00
Net Charges	\$0.00

CHECKOUT FOR SHANNON TYNER

 [Browse Catalog](#)

 [Prompts](#)

 **Payment**

 [Review & Confirm](#)

 [Receipt](#)






Review Transaction >

[< Prompts](#)

Review & Confirm

Item	Price
1. Rental of Kemp Library Midsize Meeting Room 04/11/2018 1p-2p (Base Rate M/T/W)	\$25.00 <small>Pay Later</small>
Total Charges	\$25.00
Pay Later	\$25.00
Net Charges	\$0.00

CHECKOUT FOR SHANNON TYNER

-  Browse Catalog
-  Prompts
-  Payment
-  **Review & Confirm**
-  Receipt

Payment Summary

No Payment

  **Complete Transaction** 

 Payment

- You will receive a receipt on the web and via email if you choose.
- Please see the tiny GRAY 'Status: Pending Approval'.
- Once a library staff member approves your reservation, you will receive a follow-up email with further instructions on how to pay.
- You may choose to link a credit card to your account, but it is not required.

Transaction Receipt

Receipt

tyners@cobbcat.org



Cobb County P.A.R.K.S., Senior Services, Government Service Centers

100 Cherokee Street
Marietta, GA 30090

770-528-1000
register@cobbcounty.org
https://cobbcounty.org

Registration/Payment Receipt 8238806

03/26/2018 10:46 AM

Account Information

Shannon Tyner
266 Roswell Street
Marietta, GA 30060
770-528-2354

Item	Balance Due	Amount Paid
Kemp Library Midsize Meeting Room Apr 30, 2018 10:00 AM-11:00 AM - Base Rate M/T/W: \$25 - Flat Fee	\$25.00	\$0.00

STATUS: PENDING APPROVAL

Change in Balance \$25.00

Account Balance \$25.00
(As of 03/26/2018 10:46 AM)

Prompt(s)

Will you be using kitchen facilities? No

CHECKOUT

Browse

Payment

Review

Receipt



This completes your tutorial. We hope you will enjoy booking your multi-purpose room from home.

CivicRec1 is a software product that allows customers to book space within venues managed by several Cobb County Government departments.

Thank you!

Presentation created by CCPLS staff: Susan Curry; James Camp; Shannon Tyner