

Instructions on how to use the Online system for facility reservations or activity registration:

Note: To navigate back and forth in the application, please use the [go back] button located at the bottom of each page. We do not recommend using the back arrow in your browser; this may cause the application to fail.

New Customers: Click Request Account and fill out the appropriate fields making sure you spell out your street name including street, road, court, etc...

Once you have an account login and password, you are ready to register for programs, and reserve a facility.

Logging in: On the top right corner, click on [My Account]

To register for rec. center programs, summer camp, and swim lessons:

In "My Account", under Other Services, click on [Register for Activities]

You can use the filters to help locate what you are looking for or use the search function. Once you find what you are looking for, click [Add to my cart]
Continue until finished.

Note: Swim lessons and summer camp registration will not be available until March 1st.

To reserve a facility including pavilions, amphitheater, pools, and poolside shades:

Note: Online reservation is not available for Riviera Clubhouse, Brushy Creek Sports fields, and Rec. Center facilities. You will need to call the Parks and Recreation Office at (512) 401-5500 to reserve those facilities.

Log into "My Account", and under Other Services, click on [Make Reservations]

Click on either [View Facilities] if you want to check availability, or [Reservation Requests]

Note: The months that you see means they have some reservations; if a month is not showing, it means no reservations have been made for that specific month.

To reserve, click on [Reservation Requests]

Type a title for your event like Johnson's Family Reunion or Sam's birthday...

Number of guests: Always put (1)

Select locations and click [Continue]; select specific date or a range of dates.

Under specify when, you must click the down arrow and select a time block.

Leave specify how long the event lasts as default [Continue]

The calendar will show the selected date(s) and time; if you want to change that selection, you can click another day block.

Note: A red X means the date is either unavailable, the amount of guests is too high for the facility (try to reduce the amount to 1), or you didn't select a block of time.

Click [Continue], and proceed accordingly.