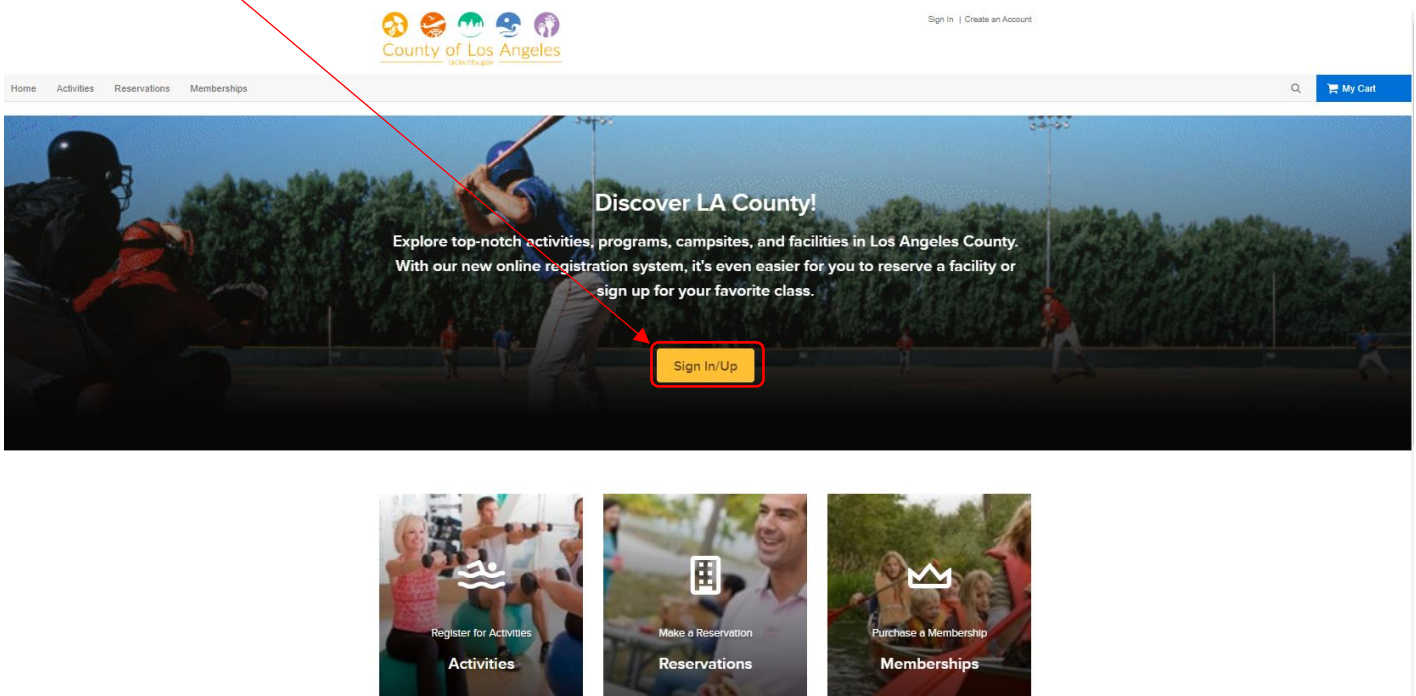


Day Camp & Field Trip Permit Application Instructions

1. Click Sign In/Up



2. Enter your Email-address and Password and click Sign In

The screenshot shows the 'Sign in' page of the County of Los Angeles Active Network. The page has a navigation bar with links for Home, Activities, Reservations, and Memberships, and a 'My Cart' button. Below the navigation bar, there is a heading 'Sign in' and a subheading 'Email address (Required)'. There is a text input field for the email address. Below the email field, there is a subheading 'Password (Required)' and a password input field. A link 'Forgot your password?' is located below the password field. At the bottom of the form, there is a large yellow 'Sign in' button. A red arrow points from the 'Sign In' text in the second step to the 'Sign in' button. Another red arrow points from the 'Email address (Required)' text to the email input field. A third red arrow points from the 'Password (Required)' text to the password input field. A fourth red arrow points from the 'Sign in' text in the second step to the 'Sign in' button.

3. From your Account Page click on **Reservations**



Welcome, Test [My Account](#) | [My Wish List](#) | [Sign Out](#)

[Home](#) [Activities](#) [Reservations](#) [Memberships](#)

[My Cart](#)

[Home](#) > [My Account](#)



NOTE: PLEASE DO NOT PAY ANY PRELIMINARY ESTIMATED FEES IN THE BALANCE BOX BELOW FOR YOUR RESERVATION REQUEST BEFORE YOU ARE CONTACTED BY ONE OF OUR AGENTS OR YOUR RESERVATION IS APPROVED VIA EMAIL.

Account Options for Test Test



Test Test [Edit](#)

Birth date: Dec 14, 1973

12345 Street St. Los Angeles, CA 90262

[Password And Security Info](#) [Waivers](#)

Balance

Credit on account \$0.00

Current balance \$0.00

Due now \$0.00

[Pay On Account](#)

4. Select **One-Day Camp/Field Trip** from the tiles to apply for a Day Camp/Field Trip Permit



Welcome, Test [My Account](#) | [My Wish List](#) | [Sign Out](#)

[Memberships](#)

BOOK AN EVENT. BOOK AN AMAZING EXPERIENCE.

[Search](#)

Popular events

One-Day Camp/Field Trip

Beach Clean-Up

Harbor/Beach Use

Family Event

Athletic Event

Overnight Camping

5. **Enter the name of the Beach** you want to reserve under Resource Search

County of Los Angeles
lacounty.gov

Welcome, Test | My Account | My Wish List | Sign Out

Home Activities Reservations Memberships

Home > Reservations > Search results

ACTIVE network

Resource Search

Search for locations or facilities to reserve

Search

Date and time Attendee Facility type 1 Event type Reservation group Amenity Reset all

Found 139 matching result(s) Sort by: Name ascending

Facility

DKW-Tower 40

Beach

Dockweiler Beach 100 Reserve by hour

Facility

DKW-Tower 41

Beach

Dockweiler Beach 100 Reserve by hour

6. Scroll through the listed **Lifeguard Towers** and select the one in which you want to host your event

Resource Search

Will Rogers Beach

Search

Date and time Attendee Facility type 1 Event type Reservation group Amenity Reset all

Found 17 matching result(s) Sort by: Name ascending

Facility

WRB-Lifeguard Headquarters

Lifeguard Headquarters

Will Rogers Beach 150 Reserve by hour

Facility

WRB-Tower 01

Beach

Will Rogers Beach 150 Reserve by hour

Facility

WRB-Tower 02

Beach

Will Rogers Beach 150 Reserve by hour

Facility

WRB-Tower 03

Beach

Will Rogers Beach 150 Reserve by hour

Facility

WRB-Tower 04

Beach

Will Rogers Beach 150 Reserve by hour

7. On the right-hand side of the screen, **select whom the reservation is for** from the drop-down menu (applicable if multiple people are listed under the same household)

8. Enter **Number of Attendees**

9. Select the **Date & Time**

10. Click **Apply**

11. If the location is available click on **Proceed**



Welcome, Test | My Account | My Wish List | Sign Out

Home Activities Reservations Memberships

My Cart

Home > Reservations > Search results > Resource detail

ACTIVE network

WRB-Tower 05

Beach

Maximum: 500 attendees Will Rogers Beach
17700 Pacific Coast Highway
Pacific Palisades, CA, 90272

(424) 526-7880

Description: Major holidays and holiday weekends: no reservations.

Reservation Rules

- 1 Current facility reserve by hour.
- 2 Residents can make reservations at least 21 day(s) in advance but not more than 90 day(s) in advance.
- 3 Non-residents can make reservations at least 21 day(s) in advance but not more than 90 day(s) in advance.
- 4 Require staff approval

Facility openings calendar

Today < Dec 2022 >

S	M	T	W	T	F	S
27	28	29	30	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	31
1	2	3	4	5	6	7

Who are you reserving for?
Test Test

Attendee
100

Date
When?

Select your event dates

< Dec 2022 >

S	M	T	W	T	F	S
27	28	29	30	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	31
1	2	3	4	5	6	7

Time Range Time Length

9:00 AM to 2:00 PM

Search
Jan 4, 2023, 9:00 AM to 2:00 PM

Reset Apply

Home > Reservations > Search results > Resource detail

ACTIVE network

WRB-Tower 05

Beach

Maximum: 500 attendees Will Rogers Beach
17700 Pacific Coast Highway
Pacific Palisades, CA, 90272

(424) 526-7880

Description: Major holidays and holiday weekends: no reservations.

Reservation Rules

- 1 Current facility reserve by hour.
- 2 Residents can make reservations at least 21 day(s) in advance but not more than 90 day(s) in advance.

Who are you reserving for?
Test Test

Attendee
100

Date
Jan 4, 2023, 9:00 AM to 2:00 PM
Available
+ Add new date and time

Proceed

12. Select **Beach Camp/Field Trip** from the *Event type* dropdown menu

[Home](#) [Activities](#) [Reservations](#) [Memberships](#) [My Cart](#)

Home > Reservations > Search results > Resource detail > Reservation form

ACTIVE NETWORK

Please review the information carefully before clicking the Reserve button.

Reservation form

Required fields are marked *

Event details

Who are you reserving for? *

Test Test

Event name *

TEST Event

Event type *

Beach Camp / Field Trip

✓ Beach Camp / Field Trip

Beach Clean-Up

Beach/Harbor Use

New - Sports Field / Court Rental

Remove resource Add new bookings

TEST Event

WRB-Tower 05	1 booking
	\$0.00

Fee summary

Subtotal	\$0.00
Tax	\$0.00
Total	\$0.00

Reserve

Add another resource

14. **Answer** all the Custom Questions **Check the Box** under Waiver and information and click **Reserve**

Custom questions

Additional event comments?

No more than 250 characters

What is the main function of your event? *

Field Trip

Estimated number of participants? *

100

Is the school public or private? *

Public School

What is the grade level of participants? *

6-8

Will your event have water activity? Lifeguard fees may apply. *

Yes

TEST Event

WRB-Tower 05	1 booking
	\$0.00

Fee summary

Subtotal	\$0.00
Tax	\$0.00
Total	\$0.00

Reserve

Add another resource


Waiver and information

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

✓ I have read and agree to [Beaches, Permits: Beach Use Permit Agreement \(Attachment\)](#).

15. **Check the Box** under Waiver and click **Finish**



Shopping Cart

Test Test  1 Item, \$0.00 in total.

TEST Event \$0.00 ▼

RESERVATION REQUEST

1 Resource(s): WRB-Tower 05

Number of booking(s): 1  

Order Summary

Subtotal \$0.00

Due Now \$0.00

Finish

Waiver

Required fields are marked *

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

☐ * I have read and agree to [Reservation Waiver](#).

16. Click on **View printable receipt** to print a copy of your reservation

Confirmation

Your receipt #3149316.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#) 

Receipt Summary



Test
Test

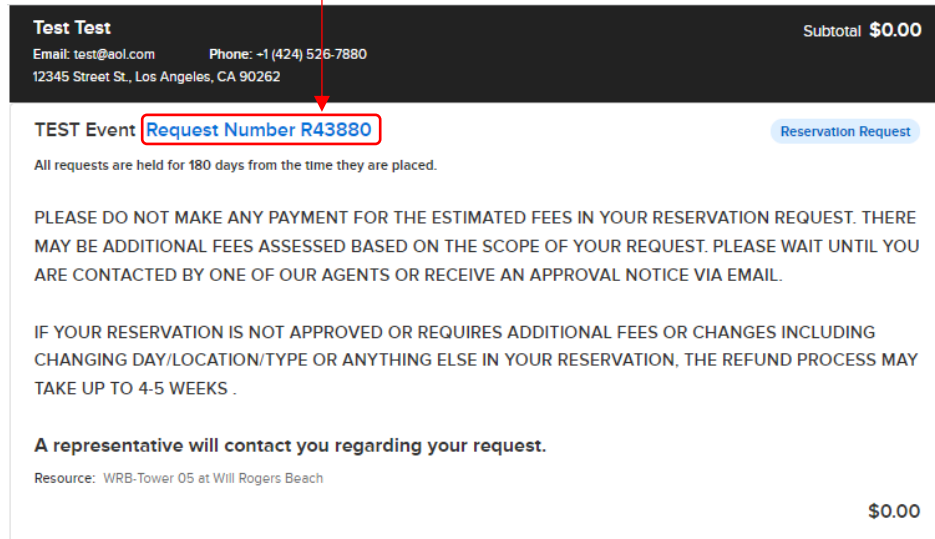
TEST Event
RESERVATION REQUEST
1 Resource(s): WRB-Tower 05
Number of booking(s): 1

\$0.00

Subtotal \$0.00

Total \$0.00

17. On your receipt you will find your **Permit Number**, this number must be provided to staff when inquiring about your reservation



The screenshot shows a reservation request form. At the top, a dark header bar contains the text "Test Test" on the left and "Subtotal \$0.00" on the right. Below the header, contact information is listed: "Email: test@aol.com", "Phone: +1 (424) 526-7880", and "12345 Street St., Los Angeles, CA 90262". A red arrow points from the word "Permit Number" in the text above to the "Request Number R43880" in the "TEST Event" field. To the right of this field is a blue button labeled "Reservation Request". Below the event field, there is a note: "All requests are held for 180 days from the time they are placed." followed by a paragraph: "PLEASE DO NOT MAKE ANY PAYMENT FOR THE ESTIMATED FEES IN YOUR RESERVATION REQUEST. THERE MAY BE ADDITIONAL FEES ASSESSED BASED ON THE SCOPE OF YOUR REQUEST. PLEASE WAIT UNTIL YOU ARE CONTACTED BY ONE OF OUR AGENTS OR RECEIVE AN APPROVAL NOTICE VIA EMAIL." Another paragraph follows: "IF YOUR RESERVATION IS NOT APPROVED OR REQUIRES ADDITIONAL FEES OR CHANGES INCLUDING CHANGING DAY/LOCATION/TYPE OR ANYTHING ELSE IN YOUR RESERVATION, THE REFUND PROCESS MAY TAKE UP TO 4-5 WEEKS .". Below this is the statement: "A representative will contact you regarding your request." and the resource information: "Resource: WRB-Tower 05 at Will Rogers Beach". At the bottom right, the subtotal "\$0.00" is displayed.

Test Test Subtotal **\$0.00**

Email: test@aol.com Phone: +1 (424) 526-7880
12345 Street St., Los Angeles, CA 90262

TEST Event **Request Number R43880** [Reservation Request](#)

All requests are held for 180 days from the time they are placed.

PLEASE DO NOT MAKE ANY PAYMENT FOR THE ESTIMATED FEES IN YOUR RESERVATION REQUEST. THERE MAY BE ADDITIONAL FEES ASSESSED BASED ON THE SCOPE OF YOUR REQUEST. PLEASE WAIT UNTIL YOU ARE CONTACTED BY ONE OF OUR AGENTS OR RECEIVE AN APPROVAL NOTICE VIA EMAIL.

IF YOUR RESERVATION IS NOT APPROVED OR REQUIRES ADDITIONAL FEES OR CHANGES INCLUDING CHANGING DAY/LOCATION/TYPE OR ANYTHING ELSE IN YOUR RESERVATION, THE REFUND PROCESS MAY TAKE UP TO 4-5 WEEKS .

A representative will contact you regarding your request.

Resource: WRB-Tower 05 at Will Rogers Beach

\$0.00

Please note all FEES will be added by B&H staff after your permit is reviewed