HOW-TO: Reserve a 2019 Parks Garden Plot via the Internet

- Access the ActiveMONTGOMERY website: [www.activemontgomery.org](http://www.activemontgomery.org)

- Receive the ActiveMONTGOMERY Homepage

From this website you will be able to reserve any remaining available garden plot, at any of the eleven Community Garden sites that currently exist in Montgomery County.

- You will be reserving the garden plot for one particular date – June 30, 2019.
- That reservation (Permit) will entitle you to use of that garden plot for the entire 2019 Community Garden season.

NOTE: You will need a ActiveMONTGOMERY account, in order to reserve a Garden Plot.
• If you do have an account – you can proceed to the section on Reserving a Garden Plot

• If you do not have an account in ActiveMONTGOMERY – Please create one using the steps shown below:

Creating a ActiveMontgomery account via the Internet

1) From the ActiveMONTGOMERY.org homepage (shown below) Click on "Create an Account"

2) Fill out the "create Account" form completely, including all required fields (Phone, Email address, Birth date, Gender, Email Address and Password) and click submit. Please submit your request only once. *Please note: If you are registering a child for an activity, please use your own information when filling out the online registration account request form, NOT the information of the child you wish to register for an activity. Once you have an online registration account, you will have the opportunity to add family members.

3) You will automatically receive an email after submitting your request for an account. Respond by clicking on the link provided in the email to activate your account.

4) Once your account has been established, Reserving a Garden Plot is easy!
Reserving a Community Gardens Garden Plot via the Internet

- Access your ActiveMONTGOMERY account by Clicking on the homepage
- Receive the ActiveMONTGOMERY Login window – enter your account login information

![Login window]

- Click on the button
- Once you have accessed your account – you will receive a Welcome message in the upper right corner of the ActiveMONTGOMERY window:

  ![Welcome message]

- You are now ready to Reserve a Garden Plot.
- Click on either the button at the top of the page OR

![Facilities Icon]

- Receive the Reserve Options page
Reservations and reservation requests, depending on the facility, are processed by different methods. Use of Quick Reserve and Maps provide for immediate permitting for specific facilities. Other facilities require applications to be processed and approved by staff, while some facilities may be reserved only by our staff. Please click here for a list of facilities available for online requests or quick reserve/maps. Use View Facility Details to check and note availability before proceeding to Request Reservation for locations booked by CUFF.

**Request Reservation**
To request a facility reservation, first log in with your username and password, or create a new account. A request does not guarantee that this request will be approved.

**Quick Reserve**
Use Quick Reserve to reserve Park Activity Buildings, Parks Bus Spaces, Parks Group Picnic Areas, Parks Inline Rink, and Parks indoor Tennis Courts, Parks Train Station Party Rooms, and Parks Local Picnic Shelters (including 10 day).

**Facility Details & Availability**
View facility details including location, contact information and hours of operations.

**Reserve Facility Using Maps**
Use the Maps to reserve Parks Regional/Recreational Picnic Shelters and Mooring Sites at Black Hill Boats.
To reserve a facility, first log in with your username and password, or create a new account.

Click on the button

- Receive the **Online Quick Reserve** window

**Online Quick Reserve**
Community Gardens and Black Hill Mooring sites must use June 30, 2017 for a reservation date, your rental is for the entire 2017 season.
For Community Gardens, you may reserve a garden plot, beginning February 6, at 7 a.m.
For Black Hill Mooring Sites, you may reserve beginning February 20th.

**NOTE:** The date should reflect the current year: 2019
• From the **Online Quick Reserve** window
• Select a **Registration Group** from the Reservation Group dropdown

**NOTE:** For Community Gardens a Reservation Group represents an individual Community Garden site

The 2019 list of Community Gardens is as follows:

• Bradley Park Community Garden
• Briggs Chaney Community Garden
• Brink Road Community Garden
• Fenton Street Urban Park Community Garden
• Gaynor Road Community Garden
• King Street Community Garden
• Long Branch Community Garden
• Parklawn Community Garden
• Rocking Horse Center Community Garden
• Sligo Mill Overlook Community Garden
• South Germantown Recreational Park Community Garden

**NOTE:** Please be sure you have visited [https://www.montgomeryparks.org/community-gardens/](https://www.montgomeryparks.org/community-gardens/) to identify the garden closest to your residence.

• Click on the dropdown and Select the Community Garden (site) for which you wish to reserve a garden plot  
  *(NOTE: All Community Garden sites are prefaced by Parks)*

![Selection](image)

In our Example we have selected the Reservation Group of Parks Bradley Garden Plots for Bradley Park Community Gardens.

• Enter the **Reservation Date** and **Time Range**  
  *(For all Community Garden rentals for the 2019 season, the date being used is 6/30/2019 and the time range will be 9AM to 10AM)*
• Click on the button

**NOTE:** The year should reflect the current year and current gardening season, 2019

• Receive a list of all Garden Plots for the Community Garden you entered
• Each Garden Plot will be listed and in the far right field (9am), it will either show:
  • A **RED** Checkmark – indicating the garden plot is already reserved  
  • A Blank checkbox – indicating the garden plot is available for reserving.

For any garden plot showing a blank checkbox – a user may click on that checkbox and proceed to reserve that garden plot.

• Click on the checkbox for the garden plot you wish to reserve
• Enter some number of attendees in the Attend (attendance) field

• In our example above – we are selecting Bradley LP Garden Plot #3, with an attendance of 2 • After selecting your garden plot – Scroll to the bottom of the page. You will add “1” for attendance.

• You can confirm the cost for your reservation by clicking on the **Calculate Charges** button
• Receive a listing showing the cost of the garden plot you wish to reserve

• If you agree to the cost – Enter your initials in the Agree to Waiver field

• Click on the Reserve button to continue with your reservation
• Enter your **Payment Information** window

![Payment Information Window](image)

- Enter your Credit Card information. ActiveMontgomery will not let you move forward until you submit your payment.
  
  **NOTE:** You must Click on the checkbox to confirm you are 13 or older (Red Box)

- Click on the **Continue** button

• Your reservation for the garden plot selected will take place

• Receive the Receipt for your reservations of the Garden Plot you selected

• You may print the receipt by Clicking on the **Print** button
• You have successfully reserved a garden plot for the 2019 Community garden season.

• Keep the receipt for your records and as proof of the fact you have reserved this particular garden plot.

• After completing your reservation, you should receive your permit number and welcome letter from the Montgomery County Park Permits Office. Please check your junk or spam folder.

• If you run into any issues, please email communitygardens@montgomeryparks.org

• If you run into any issues, you can contact info@activemontgomery.org