

## How To: Create an Account

- Navigate to <https://explore.wspr.ca/Westshore/public/Users/RegisterNewUser>
- Select **Register** along the pages top menu
- Enter all account contact information
- Select **Register**

## How To: Logon with an Existing Account

- Navigate to <https://explore.wspr.ca/Westshore/public/Logon/Logon>
- Select **Logon** along the pages top menu
- Enter account username and password
- Select **Logon**

## How To: Check Availability

- Navigate to <https://explore.wspr.ca/Westshore/public>
- Create account or logon to existing account
- Select your facility booking category under **Explore/Book Our Facilities**
- Select the tile that shows the venue or space that you are interested in booking
- Input all search filter criteria for a specific search, or select the **CHECK AVAILABILITY** button with no filters criteria to broaden your search
- Use the drop-down menu to select the personal or organizational account you wish to create the booking under
- Insurance is required for all bookings, WSPR requires a valid third party \$5 million liability policy with Westshore Parks & Recreation Society added as an additional insured. SD62 rentals at Royal Bay Fields must also list School District 62 (Sooke) as an additional insured.
- If you do not have an existing policy, you can purchase coverage with the following link <https://westshoreparks.instantriskcoverage.com/>
- *Available dates/times/locations will appear in green shading with a check mark listing "Available"*
- *Unavailable dates/times/locations will appear in an orange shading with an X listing "unavailable"*

## How To: Fill Out a Request form

- Download the 'Request form' and save to your electronic device
- Input all contact and booking request information with as much detail as possible including alternate dates if able
- Once you have saved the completed form to your electronic device, Press the "SUBMIT form to" button to email the completed request form directly to the designated booking clerk.
- *Submitting a request form does not guarantee or hold your requested date/time/location. This form is a request only and will not be confirmed until all requirements have been met and reviewed by our bookings department.*
- **Please Note: Facility rentals are not considered complete until a valid proof of insurance is provided, a signed facility rental agreement & payment has been submitted to the bookings clerk.**