

Greater Saskatoon Catholic Schools

Facilities Reservation System Manual

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HOW TO BOOK GSCS RENTALS

- Log on to <https://www.saskschoolrentals.ca/wbws/wbtracgscs.wsc/splash.html>
- To reserve a facility you will need to obtain an account
- Click the blue **Click Here** button beside **Need an Account** and follow the instructions



Search for a Facility

By Type *(click to see all)*

[Band Room](#)
[Classroom](#)
[Commons](#)
[Community Meeting Room](#)
[Community Resource Room](#)
[Gymnasium](#)
[Kitchen](#)
[Library](#)

Document Downloads

Member Login

Username:

Password:

Need an account? [Click Here](#)
Forgot your password? [Click Here](#)
Need to Contact Us? [Click Here](#)



- If you already have an account, enter your Member Login information and click **Sign In**



Search for a Facility

By Type *(click to see all)*

[Band Room](#)
[Classroom](#)
[Commons](#)
[Community Meeting Room](#)
[Community Resource Room](#)
[Gymnasium](#)
[Kitchen](#)
[Library](#)

Document Downloads

Member Login

Username:

Password:

Need an account? [Click Here](#)
Forgot your password? [Click Here](#)
Need to Contact Us? [Click Here](#)



Creating a New Account

- Under **New Account Information** enter:
- Login (Email address), Password, First Name, Last Name, Category (select applicable household), Address, City, Province, Postal Code, and Email
- Note – For **Category** the proper **Household** needs to be chosen, example:
 - **General Public** – means all user groups 18 years of age or older and for profit organizations (any age) i.e Adult Basketball and soccer
 - **Community Association** – means all approved City of Saskatoon community associations
 - **Under 18 Not for Profit** – means all groups under 18 years of age that are not for profit organization i.e. Girl Guides, Brownies, Scouts, zone soccer, zone hockey
 - **Diocese** – means related to the Roman Catholic Diocese of Saskatoon and the Ukrainian Catholic Eparchy of Saskatoon

Welcome, Guest | [Login](#) | [GSCS](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

New Account Information

Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

Household Primary Person Information

First Name *	<input type="text" value="Leslie"/>	Last Name *	<input type="text" value="Edwards"/>	Category *	<input type="text" value="School"/>
Address Line 1 *	<input type="text" value="420 22nd Street East"/>	Address Line 2	<input type="text"/>	Gender	<input type="text" value="-- Please Select A Genc"/>
City *	<input type="text" value="Saskatoon"/>	Province *	<input type="text" value="SK"/>	Postal Code *	<input type="text" value="S7K 1X3"/>
Country	<input type="text" value="Canada"/>	Phone #1	<input type="text"/>	Email #1 *	<input type="text" value="ledwards@gscs.ca"/>
Confirm Email *	<input type="text" value="ledwards@gscs.ca"/>	Organization Name	<input type="text"/>		

Additional Contact

- Click **Save**

RESERVING A FACILITY

To make a reservation, log in to your account, click **Search**.

Note: You will need to individually reserve the applicable time for each event you are booking. The reservations will be a FIRM booking which GSCS reserves the right to edit if necessary.

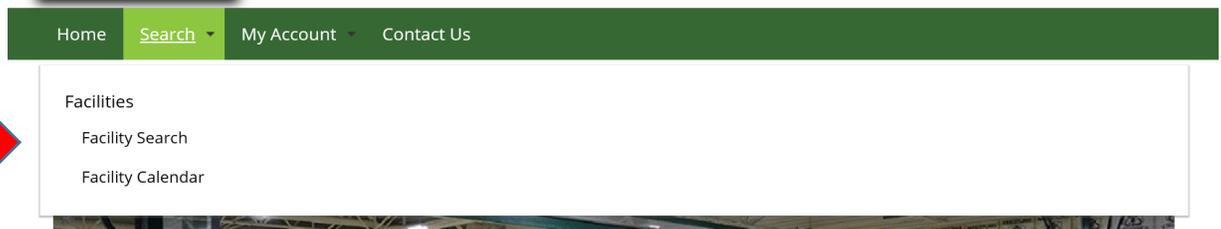
MULTIPLE DATE BOOKINGS

Click on the following video link for a shortcut to make booking faster:

https://youtu.be/NV3D_NPIEuI

OR follow these instructions:

- **Under Facilities, click Facility Search (Do not use Facility Calendar option at this time)**



- Choose your Date
- Choose your Begin Time (Weekday rentals are from 6-10pm, weekends 9am-9pm)
- Choose your Location (e.g. Bishop Filevich Elementary School)
- Choose the type of facility for your event (e.g. Gymnasium)
- Click Search

WebTrac Search

https://www.saskschoolrentals.ca/wbwsc/webtracgscs.wsc/search.html

Greater SASKATOON CATHOLIC SCHOOLS

Home Search My Account Contact Us

Welcome, Services #1579 | Logout | Shopping Cart (0) | Wishlist (0)

Facility Search Criteria

Date: 11/22/2018 Begin Time: 06:00 PM Type: All Types, Band Room, Classroom, Commons, Community Meeting Room, Community Resource Ro, **Gymnasium**

Subtype: All Sub Types, Elementary School Gym, High School Gymnasium Location: All Locations, Bethshem High School, Bishop Filevich Elementa, Bishop James Mahoney 1, Bishop Klein Elementary, Bishop Murray High Sch, Bishop Pocock Elementa Keyword Search: []

Headcount: 0

Search Reset

- Click on the time slots that you would like to book the facility for (once selected, they will turn blue)

Search Results

Showing 1 To 1 Total Results (1)

Bishop Filevich Gym - Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym

Facility Description	Location Description	Class Description	Date	Capacity	Price						
1:00 pm - 1:30 pm											
1:30 pm - 2:00 pm											
2:00 pm - 2:30 pm											
2:30 pm - 3:00 pm											
3:00 pm - 3:30 pm Available											
3:30 pm - 4:00 pm Available											
4:00 pm - 4:30 pm Available											
4:30 pm - 5:00 pm Available											
5:00 pm - 5:30 pm Available	Bishop Filevich Gym	Bishop Filevich Elementary School	Gymnasium	11/24/2018	N/A	\$44.50				View Map	
5:30 pm - 6:00 pm Available											
6:00 pm - 6:30 pm Available											
6:30 pm - 7:00 pm Available											
7:00 pm - 7:30 pm Available											

Bishop Filevich Gym (Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym): 11/24/2018 @ 1:00 pm - 3:00 pm

Add To Cart Clear Selection

- At this time, **do not click Add to Cart**
- Go back to the Facility Search Criteria Section
- Choose your Date
- Choose your Begin Time (Weekday rentals are from 6-10pm, weekends 9am-9pm)
- Choose your Location (e.g. Bishop Filevich Elementary School)
- Choose the type of facility for your event (e.g. Gymnasium)
- Click Search

WebTrac Search

https://www.saskschoolrentals.ca/wbws/wbtracgscs.wsc/search.html

Greater SASKATOON CATHOLIC SCHOOLS

Home Search My Account Contact Us

Welcome, Services #1579 | Logout | Shopping Cart (0) | Wishlist (0)

Facility Search Criteria

Date: 11/22/2018 Begin Time: 06:00 PM Type: All Types, Band Room, Classroom, Commons, Community Meeting Room, Community Resource Ro, **Gymnasium**

Subtype: All Sub Types, Elementary School Gymn, High School Gymnasium Location: All Locations, Bethshiem High School, Bishop Filevich Elementa, Bishop James Mahoney 1, Bishop Klein Elementary, Bishop Murraray High Sch, Bishop Pocock Elementa Keyword Search: []

Headcount: 0

Search Reset

- Once the multiple date and time selection is complete, click **Add to Cart**
- If the selection is not correct, click **Clear Selection** button and make your changes

Search Results

Showing 1 To 1 Total Results (1)

Bishop Filevich Gym - Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym

Facility Description	Location Description	Class Description	Date	Capacity	Price						
- 1:00 pm - 1:30 pm											
- 1:30 pm - 2:00 pm											
- 2:00 pm - 2:30 pm											
- 2:30 pm - 3:00 pm											
+ 3:00 pm - 3:30 pm Available											
+ 3:30 pm - 4:00 pm Available											
+ 4:00 pm - 4:30 pm Available											
+ 4:30 pm - 5:00 pm Available											
+ 5:00 pm - 5:30 pm Available	Bishop Filevich Gym	Bishop Filevich Elementary School	Gymnasium	12/01/2018	N/A	\$44.50				View Map	
+ 5:30 pm - 6:00 pm Available											
+ 6:00 pm - 6:30 pm Available											
+ 6:30 pm - 7:00 pm Available											
+ 7:00 pm - 7:30 pm Available											

Bishop Filevich Gym (Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym): 11/24/2018 @ 1:00 pm - 3:00 pm, 12/01/2018 @ 1:00 pm - 3:00 pm

Add To Cart Clear Selection

- Add the Facility Headcount
- Click **Continue**

Facility Headcount *

25

Continue Cancel

- In the Questions Section, answer all questions
- If you are making multiple reservations, and the answers and fees will be the same, check the Copy Questions and Copy Fees box located at the top left side of the Questions and Fees section

Questions

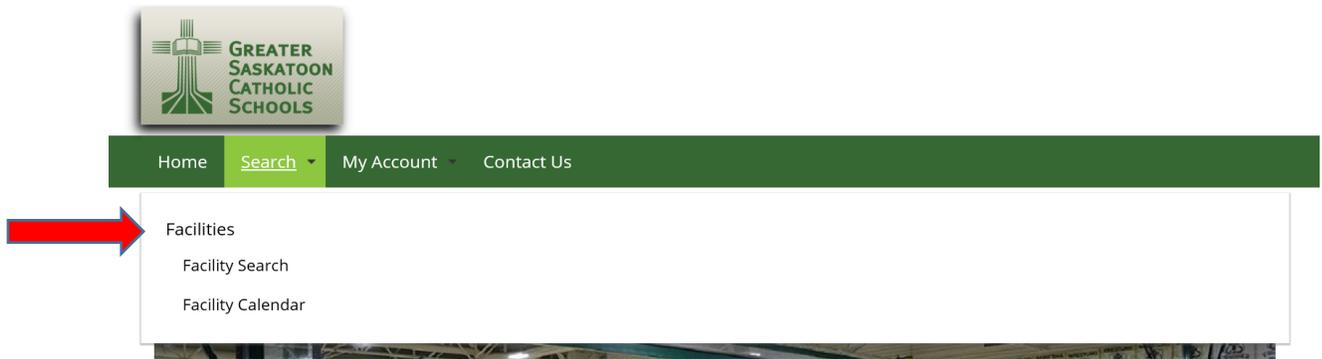
Copy Questions

Fees

Copy Fees

SINGLE EVENT BOOKINGS

- Under Facilities, click Facility Search (Do not use Facility Calendar option at this time)



- Choose your Date
- Choose your Begin Time (Weekday rentals are from 6-10pm, weekends 9am-9pm)
- Choose your Location (e.g. Bishop Filevich Elementary School)
- Choose the type of facility for your event (e.g. Gymnasium)
- Click Search

WebTrac Search

https://www.saskschoolrentals.ca/wbws/wbtracgscs.wsc/search.html

Home Search My Account Contact Us

Welcome, Services #1579 | Logout | Shopping Cart (0) | Wishlist (0)

Facility Search Criteria

Date: 11/22/2018 Begin Time: 06:00 PM Type: Gymnasium

Subtype: Elementary School Gym Location: Bishop Filevich Elementary Keyword Search:

Headcount: 0

Search Reset

- Click on the time slots that you would like to book the facility for (once selected, they will turn blue)

Search Results

Showing 1 To 1 Total Results (1)

Bishop Filevich Gym - *Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym*

	Facility Description	Location Description	Class Description	Date	Capacity	Price								
6:00 pm - 7:00 pm x pm Unavailable	Bishop Filevich Gym	Bishop Filevich Elementary School	Gymnasium	11/22/2018	N/A	\$44.50	i	📍	📄	View Map	☆	🗨️	📦	◀
7:00 pm - 7:30 pm + pm Available														
7:30 pm - 8:00 pm + pm Available														
8:00 pm - 9:30 pm x pm Unavailable														
9:30 pm - 10:00 pm + pm Available														



Search Results

Showing 1 To 1 Total Results (1)

Bishop Filevich Gym - *Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym*

	Facility Description	Location Description	Class Description	Date	Capacity	Price								
6:00 pm - 7:00 pm x pm Unavailable	Bishop Filevich Gym	Bishop Filevich Elementary School	Gymnasium	11/22/2018	N/A	\$44.50	i	📍	📄	View Map	☆	🗨️	📦	◀
7:00 pm - 7:30 pm - pm Available														
7:30 pm - 8:00 pm - pm Available														
8:00 pm - 9:30 pm x pm Unavailable														
9:30 pm - 10:00 pm + pm Available														



Bishop Filevich Gym (Gymnasium_GSCS Bishop Filevich Elementary School_Bishop Filevich Gym): 11/22/2018 @ 7:00 pm - 8:00 pm

Add To Cart Clear Selection



- There will be a green bar that comes up on the bottom of the screen. If the selection is correct, click **Add to Cart**
- If the selection is not correct, click **Clear Selection** button and make your changes
- Add the Facility Headcount
- Click **Continue**

Facility Headcount *

25

Continue

Cancel

- In the Questions Section, answer all questions

Questions

What is the purpose of your reservation today? *

Do you have \$2M in general liability insurance (recommended)? * --- Not Selected ---

Will you be serving alcohol at your event? (Note: A commissionaire charge may apply, a liquor permit and event liability insurance will be required) * --- Not Selected ---

Do have keys for the facility you are renting? * --- Not Selected ---

Do you require Volleyball nets and poles? (Please note, volleyballs are not provided) * --- Not Selected ---

Do you require the use of basketball nets? (Please note, basketballs are not provided) * --- Not Selected ---

How many chairs do you require (please select the appropriate fee below)?

How many tables do you require (please select the appropriate fee below)?

Disclaimer - GSCS reserves the right to cancel or reschedule any rental for any reason. * --- Not Selected ---

- If chairs and tables are being rented, check off the applicable box:
- Click the box that says, I agree with the above

Fees

Copy Fees

Please select one fee - Select Fee(s)

Add	Description	Amount	Quantity	
<input type="checkbox"/>	1-50 Chairs	0.00	Number of Items	1.00
<input type="checkbox"/>	50-100 Chairs	25.00	Number of Items	1.00
<input type="checkbox"/>	100-150 Chairs	50.00	Number of Items	1.00
<input type="checkbox"/>	150-200 Chairs	100.00	Number of Items	1.00
<input type="checkbox"/>	150-200 Chairs	75.00	Number of Items	1.00
<input type="checkbox"/>	200-250 Chairs	125.00	Number of Items	1.00
<input type="checkbox"/>	250-300 Chairs	150.00	Number of Items	1.00
<input type="checkbox"/>	300-350 Chairs	175.00	Number of Items	1.00
<input type="checkbox"/>	350-400 Chairs	200.00	Number of Items	1.00
<input type="checkbox"/>	400-450 Chairs	250.00	Number of Items	1.00
<input type="checkbox"/>	450-500 Chairs	275.00	Number of Items	1.00

Please enter the quantity of tables in the quantity field below. - Select Fee(s)

Add	Description	Amount	Quantity	
<input type="checkbox"/>	Tables	10.00	Number of Items	1.00

Waivers

Facility Rental Waiver

CONDITIONS OF FACILITY USE:

Note: If rental groups can't access the facility booked please call 306-220-6990 for assistance.

1. IT IS UNDERSTOOD AND AGREED THAT ST. PAUL'S R.C.S.S.D. NO. 20 IS NOT AND SHALL NOT BE LIABLE FOR ANY DEATH, INJURY OR LOSS OF ANY KIND OCCURRING ON ITS PROPERTY OR AS A RESULT OF THE USE OF ITS PROPERTY, WHETHER CAUSED BY ITS NEGLIGENCE, BREACH OF CONTRACT OR OTHERWISE OR OF ITS SERVANTS OR AGENTS AND THE LESSEE AGREES TO INDEMNIFY AND SAVE ST. PAUL'S R.C.S.S.D. NO.20 HARMLESS IN RESPECT OF ALL DAMAGES, CLAIMS AND OR LIABILITY WITH RESPECT THERETO. IT IS FURTHER UNDERSTOOD AND AGREED THAT THE GENERAL REGULATIONS AND PROCEDURES AS NOTED WILL BE ADHERED TO FOR THE SCHOOL FACILITY USE NOTED ON THIS APPLICATION/PERMIT.
2. It is recommended that the rental group maintain general liability insurance in an amount not less than \$2 million.
3. The representative of a group making application for the use of a school facility must be of legal age, personally guarantees to pay any requested fees and ensure that regulations governing the use of school facilities are adhered to. The signing representative must be directly responsible for the activity, program, and cancellation. All activities have responsible adult supervision and that all keys are returned as required.
4. In accordance with City of Saskatoon Smoking control Bylaw #7554, there shall be no smoking in school facilities.
5. The signing representative must be directly responsible for the activity, program, cleanup, lockup and cancellation when a caretaker is not provided.
6. User groups not leaving school facilities in a neat and tidy condition will be assessed an additional caretaking fee.
7. Groups using school facilities will be held responsible for replacement or repair beyond normal wear to facility and any furniture or equipment authorized for use.
8. Groups using school facilities in the absence of a school caretaker must ensure the security of the building at the end of the activity and shut off all lights.
9. Rentals are provided to the community on the understanding that the needs of the school division take priority; extra-ordinary circumstances may necessitate the cancelling of an approved activity in favor of a school division event.
10. All invoices for the collection of fees are issued electronically. Immediate payment is required.
11. Refunds will be reimbursed in the event of cancellation of an activity by school division personnel.
12. Rentals may be cancelled without penalty by user groups up to seven days before the rental time. Any cancellation within the 7 day period will be assessed a penalty equal to 100% of the Permit.
13. Keys may be issued to longer term consistent rental groups that are in good standing with the school division. Renters must provide a cash deposit of \$100 to the Principal or their approved designate, for the use of the key. Please do not pick up a key unless authorized by the designated person at the division office.
14. School equipment may only be used with prior authorization of the Principal.
15. Groups may be allowed to bring in alcohol for rental activities providing that it is indicated on the rental reservation request and pending approval from school division administration. It is the responsibility of the group to obtain a permit to serve alcohol, from Saskatchewan Liquor and Gaming Authority.
16. The Board reserves the right to refuse any application for the use of facilities.

I agree with the above *



- Click **Proceed to Checkout**
- If you have more bookings to make, click **Continue Shopping**

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
x	Bishop Filevich Gym on 09/10/2018 at 6:00 pm to 8:00 pm at Bishop Filevich Elementary School (Permit - In Review)	Leslie	\$ 0.00		
Grand Total Fees Due			\$ 0.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		



Summary of Charges	
New Charges In Shopping Cart:	\$ 16.22
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 16.22
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 16.22

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: *

Using This Payment Method: *

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type Code

Customer Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

- If you are paying today, enter the amount you are paying in the “Amount To Be Paid Today” field.
- If you are paying at a later date, leave the amount as \$0.00.
- Enter your payment information.

Payment Information

Name on Card *

Credit Card Number *

Expiration Month *

Expiration Year *

CVV *

Billing Street Address *

Billing Zip Code *

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

- Once you press “Continue,” your card will be charged.

Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)
 All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.
 Click here to download free Adobe Reader software from Adobe.com.

Email confirmation sent to: *

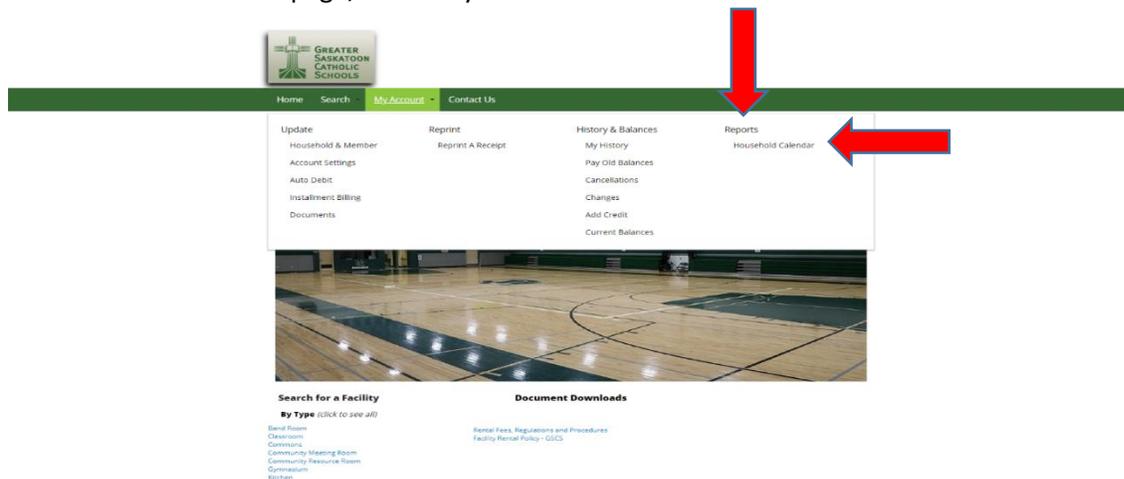
Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

- Once you press “Submit,” you will receive an email confirmation with an attached receipt. This screen will remain visible. You don’t need to press “Submit” more than once. From here you can continue shopping or logout.

VIEWING RESERVATIONS

CALENDAR VIEW

- From the Homepage, select My Account - Household Calendar



- Select Facility Reservations
- Select Month, Year, click **Submit**

Household Calendar

Select Output: *
Events
Facility Reservations

Select Months: *
January
February
March
April
May
June
July
August
September
October
November
December

Select Year: *
2018

Print Location/Extra Information Line: No

Print Waitlisted Activities: No

Export File Format: PDF

Submit



- The report will be sent to the email address on file

✓ The report has been emailed.

MY HISTORY

- From the Homepage, select My Account- My History

The screenshot shows the website header with the logo for Greater Saskatoon Catholic Schools. The navigation bar includes Home, Search, My Account, and Contact Us. A dropdown menu is open under My Account, listing options such as Update, Household & Member, Account Settings, Auto Debit, Installment Billing, Documents, Reprint, Reprint A Receipt, History & Balances, My History, Pay Old Balances, Cancellations, Changes, Add Credit, and Current Balances. A red arrow points to 'My History'. Below the menu is a photo of a gymnasium floor. At the bottom, there are sections for 'Search for a Facility' and 'Document Downloads'.

- Search a specific date range or all reservation history can be viewed under Your History

Search Criteria

Begin Transaction Date: 11/06/2017 End Transaction Date: 12/31/2099 Sort Option: Date

Begin Item Date: 11/06/2017 End Item Date: 12/31/2099 Sort Order: Ascending

Module: System Admin

Search

Your History

Showing 1 To 135 Total Results (135)

Description	Name	Date Range	Status	Location	Paid	Balance	Pass/Fail
-------------	------	------------	--------	----------	------	---------	-----------

HOW TO MAKE A PAYMENT

- From the Homepage, select My Account- Pay Old Balances

The screenshot shows the website header with the logo for Greater Saskatoon Catholic Schools. The navigation menu includes Home, Search, My Account, and Contact Us. The 'My Account' dropdown menu is open, showing options like Update, Reprint, History & Balances, and Reports. A red arrow points to the 'Pay Old Balances' option under the 'History & Balances' section. Below the menu is a photo of a gymnasium and sections for 'Search for a Facility' and 'Document Downloads'.

- Find the reservation, click the box, click **Add to Cart**.

Search Criteria

Begin Transaction Date: 11/05/2017 End Transaction Date: 12/31/2099 Sort Option: Date

Begin Item Date: 11/05/2017 End Item Date: 12/31/2099 Sort Order: Ascending

Module: System Admin

Search **Add To Cart** **Select All** **Deselect All**

Your Balances

Showing 1 To 1 Total Results (1)

Description	Name	Date Range	Status	Location	Paid	Balance		
<input checked="" type="checkbox"/> Bishop Pocock Gym on 11/25/2018 at 11:00 am to 1:00 pm at Bishop Pocock Elementary School	Leslie	11/25/2018 -11/25/2018	Firm	Bishop Pocock Elementary School	\$ 0.00	\$ 93.45		
Grand Totals					\$ 0.00	\$ 93.45		



- If the information in the Shopping Cart is correct, click **Proceed to Checkout**.

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
<input checked="" type="checkbox"/> Bishop Pocock Gym on 11/25/2018 at 11:00 am to 1:00 pm at Bishop Pocock Elementary School (Firm)	Leslie	\$ 93.45		
Grand Total Fees Due		\$ 93.45		
Total Old Balances Not in Shopping Cart		\$ 0.00		

Proceed To Checkout **Continue Shopping** **Pay Old Balances** **Empty Cart**



- Under Billing Information- Enter a phone number (no dashes or spaces)
- Click **Continue**.

Summary of Charges	
New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 93.45
Total Balance for household:	\$ 93.45
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 93.45

The Following Information is Required to Complete Your Transaction	
Amount To Be Paid Today: *	<input type="text" value="\$ 93.45"/>
Using This Payment Method: *	<input type="text" value="Credit Card"/> ▼

Billing Information	
First Name: *	<input type="text" value="Leslie"/>
Last Name: *	<input type="text" value="Edwards"/>
Home Phone w/area code: *	<input type="text" value="3066597020"/>
Email: *	<input type="text" value="ledwards@gscs.ca"/>
Re-Enter Email:	<input type="text" value="ledwards@gscs.ca"/>

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.	
<input type="button" value="Continue"/>	<input type="button" value="Back To Shopping Cart"/>



CANCELLING A RESERVATION

- From the Homepage, select My Account – Cancellations

The screenshot shows the website header with the logo for Greater Saskatoon Catholic Schools. Below the logo is a navigation bar with 'Home', 'Search', 'My Account', and 'Contact Us'. The 'My Account' dropdown menu is open, showing options like 'Update Household & Member', 'Account Settings', 'Auto Debit', 'Installment Billing', 'Documents', 'Reprint', 'Reprint A Receipt', 'History & Balances', 'My History', 'Pay Old Balances', 'Cancellations', 'Changes', 'Add Credit', 'Current Balances', and 'Reports'. A red arrow points to the 'Cancellations' option. Below the menu is a photo of a gymnasium and sections for 'Search for a Facility' and 'Document Downloads'.

- A list of reservations will appear. Find the reservation to cancel and click on the checkmark.

Welcome, Services #1579 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Search Criteria

Begin Transaction Date: 11/05/2017 | End Transaction Date: 12/31/2099 | Sort Option: Date

Begin Item Date: 11/05/2017 | End Item Date: 12/31/2099 | Sort Order: Ascending

Module: System Admin

Search

Your Records Available To Cancel

Showing 1 To 1 | Total Results (1)

	Description	Name	Date Range	Status	Location	Paid	Balance		
<input checked="" type="checkbox"/>	Bishop Filevich Gym on 11/22/2018 at 7:00 pm to 8:00 pm at Bishop Filevich Elementary School	Corporate	11/22/2018 - 11/22/2018	Firm	Bishop Filevich Elementary School	\$ 0.00	\$ 46.73	i	?
Grand Totals						\$ 0.00	\$ 46.73		



- Click **Proceed to Checkout**.

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
<input type="checkbox"/>	Bishop Filevich Gym on 11/22/2018 at 7:00 pm to 8:00 pm at Bishop Filevich Elementary School (Cancellation)	Corporate	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due			\$ 0.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		



- Under Billing Information- Enter a phone number (no dashes or spaces).
- Click **Continue**.

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.00
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 0.00

Billing Information

First Name: *
Last Name: *
Home Phone w/area code: *
Email: *
 Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.



- View your receipt by clicking on **View Confirmation Receipt**
- Enter an email address and click **Submit**
- If you want to make more bookings, click **Continue Shopping**
- The cancellation is complete

Welcome, Edwards #978 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

Email confirmation sent to: *

jedwards@gscs.ca

Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping

Logout

