

## Glenbrook South Parking Pass – Online Purchase Document

1. Go to [www.glenviewparks.org](http://www.glenviewparks.org)
2. Click the Online Registration link on the right side of the page
3. Click the arrow next to Search and select Ticket Search
4. Click the Green plus sign next to each semester you would like to purchase. After clicking the plus sign, the pass will show up on the bottom of the page and you will need to select Add to Cart.
5. After adding to your cart, you can follow the prompted steps and fill in required information to complete your transaction.

If you have any questions during the process, please reach out to Brian Montgomery at [Brian.Montgomery@GlenviewParks.org](mailto:Brian.Montgomery@GlenviewParks.org)

After completing your online purchase of the pass, you are required to come to the Glenview Ice Center during business hours (M-F 8:30a-5p) with a completed Glenview Ice Center Student Parking Privilege Application. At that time, you will be given your corresponding physical parking passes.

Screenshots to aid online transactions:

1. [www.glenviewparks.org](http://www.glenviewparks.org) home page, online registration link.

The screenshot shows the homepage of the Glenview Park District website. The header includes the district logo, navigation links (Home, Jobs, Volunteers, Contact Us), a search bar, and social media icons. The main content area features a large banner for a summer student membership program, with pricing details: \$114 for Resident Students and \$145 for Nonresident Students. Below the banner is a grid of news items under three categories: Highlights, Events Calendar, and Registration / Brochure. The Registration / Brochure section includes links for 'Registration' and 'Online Registration', which are highlighted with a red box. A 'Thank you to our Park Partner!' section features The Glenview State Bank. The footer contains additional links for 'Board Meetings', 'Materials and Agendas', and 'District Forms'.

### 3. Ticket Search on the Online Registration page.

The screenshot shows the Glenview Park District website home page. The navigation menu includes 'Programs', 'Event Tickets', 'Memberships & Passes', and 'Camps'. The 'Event Tickets' menu is circled in red, and its sub-menu item 'Ticket Search' is also circled in red. Below the navigation menu, there is a 'Forgot Password' link and a message about registration requirements. A grid of service tiles is visible at the bottom, including 'Programs', 'Event Tickets', 'Memberships & Passes', 'Camps', 'Private Lessons', 'Rentals & Reservations', 'Make a Donation', and 'Contact Us'.

### 4 / 5. Adding semesters to your cart.

The screenshot shows the 'Ticket Search Criteria' section of the website. Below the search criteria, there are 'Search' and 'Reset' buttons. The search results section displays two results for parking tickets. Each result has a '+' icon circled in red, indicating that it can be added to the cart.

Description	Event Date	Event Time	Available
Glenbrook South - First Semester Parking	08/22/2018 - 01/18/2019	7:00 pm - 3:00 pm	20 +
Glenbrook South - Second Semester Parking	01/18/2019 - 05/03/2019	7:00 pm - 10:00 pm	20 +