

WATERSKI PERMIT SYSTEM MEMBER USER GUIDE

Table of Contents

Login	2
Calendar Navigation	3
Make a Reservation for Waterski Permits.....	4
Make a Reservation for Special Events.....	7
Cancel a Permit Reservation.....	10
Cancel a Special Event Permit Reservation	11
Logout.....	13

Login

To login to the Waterski Permit System, access this link by copying and pasting or holding the CTRL button while clicking the link within the document:

<https://hiddenanchoragepermits.sandiego.gov>

This will direct you to the Waterski Permit System Login page:

Waterski Permit System

Email:

Member ID:

[Login](#)

[Click here if you forgot your Member ID](#)

To log in use the email address provided to Lifeguard Services and the Member ID you received when you created your account.

If you forgot your member ID, click on the “Click here if you forgot your Member ID” link:

Waterski Permit System

Email:

Member ID:

[Login](#)

[Click here if you forgot your Member ID](#)

You will be directed to the “Member ID Reminder”:

Member ID Reminder

First Name <input type="text" value="Enter First Name"/>	Last Name <input type="text" value="Enter Last Name"/>
Email <input type="text" value="Enter Email"/>	Phone# <input type="text" value="Enter Phone Number"/>

[Submit](#)

Enter your First Name, Last Name, Email address and Phone number in the appropriate fields. Make sure this information is the one you provided to Lifeguard Services when creating your account.

Click “Submit”

The system will direct you back to the Waterski Permit System login screen:

Waterski Permit System

Email:

Member ID:

Login

[Click here if you forgot your Member ID](#)

You will receive an e-mail from SDLifeGuardDivision@sandiego.gov to the e-mail Lifeguard Services has on file with your Member ID.

Calendar Navigation

The City of **SAN DIEGO** Waterski Permit System
Lifeguard Services Division

Waterski Permit System Login Logout
Lifeguard Admin Login

Hello MONICA, Today is 06/05/2016 **1** **2** View My Personal Info

3 June 2016 **3**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
					SE AM 1: M SMITH SE AM 2: M SMITH +10 more	
4 5	6	7	8	9	10	11
		SE AM 1: RCHARTIERS SE AM 2: RCHARTIERS +4 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: MMIYASATO SE AM 2: MMIYASATO +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more
	12	13	14	15	16	17
				SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE PM 1: T SMITH SE PM 2: T SMITH +4 more
	19	20	21	22	23	25
					SE PM 1: PGANN SE PM 2: PGANN +4 more	SE PM 1: PGANN SE PM 2: PGANN +4 more

1. This welcome message will display who is signed in and today's date.
2. To view your personal information on file with Lifeguard Services, click on "View My Personal Info" Your information will pop-up:

Personal Info

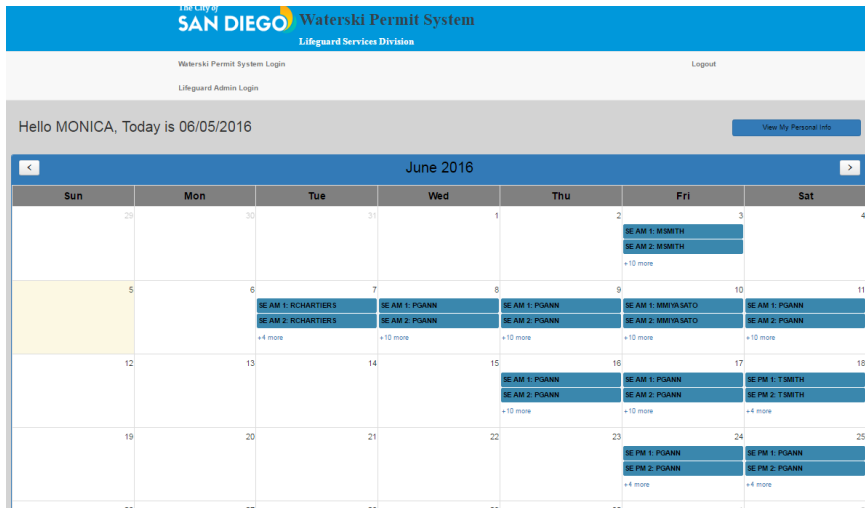
Name MONICA SMITH
Phone# 619-221-8899
Email [redacted]@gmail.com
Club SKIGI

3. To access previous or future months, use the navigation buttons on the calendar.
4. Today's date will be highlighted.
5. Whenever there are more than two reservations made in one day, this link will indicate how many additional slots have been booked. Click on this link to view the additional reservations.

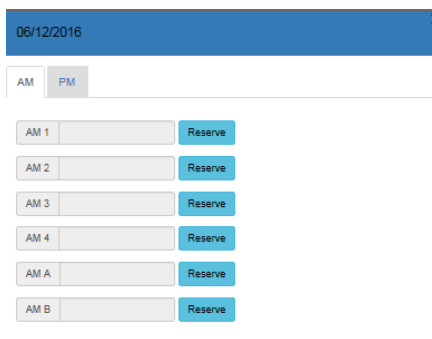
Make a Reservation for Waterski Permits

Click on the date you would like to make the reservation. Please follow the system's reservation rules.

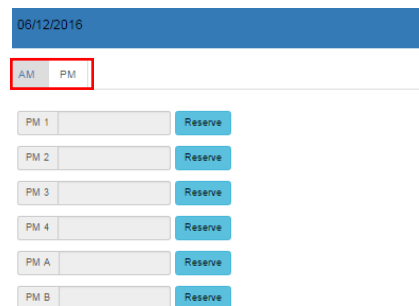
*The system shall allow applicants to request a permit no more than seven (7) calendar days in advance.



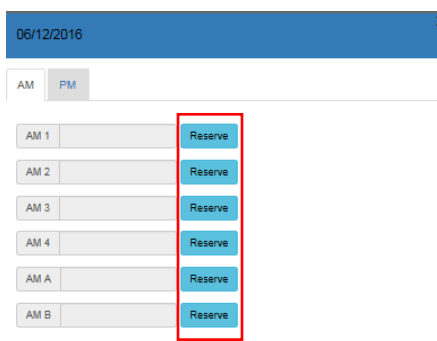
Once you click on the date, a pop up window will appear to make a reservation:



If you would like to select a PM slot, slick on the PM tab.



Click on the reserve button next to the time slot you would like to reserve.



Once you select "Reserve", you will be directed to the reservation screen:

The City of
SAN DIEGO Waterski Permit System
Lifeguard Services Division

Waterski Permit System Login Logout

Lifeguard Admin Login

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/12/2016
Requested Slot: AM 1

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

Name

Date 06/05/2016

Make sure the Name, Requested Date and Requested Slot fields are correct.

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/12/2016
Requested Slot: AM 1

Make sure you are aware of the waiver and indemnification agreement. You can access the document by clicking on the link:

The City of
SAN DIEGO Waterski Permit System
Lifeguard Services Division

Waterski Permit System Login Logout

Lifeguard Admin Login

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/12/2016
Requested Slot: AM 1

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

Name

Date 06/05/2016

Click on the agreement box:

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

Enter your name in the "Name" field (it has to match the name on the screen) and click on "Submit":

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/12/2016
Requested Slot: AM 1

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

Name: Regina Chartiers

Date: 06/05/2016

Once you submit your request you will be directed back to the calendar. Confirm the request went through by checking the date you requested the permit. It should reflect the time slot reserved and name of the user.

The City of **SAN DIEGO** Waterski Permit System
Lifeguard Services Division

Waterski Permit System Login Logout
Lifeguard Admin Login

Hello Monica, Today is 06/05/2016

REGINA CHARTIERS

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					SE AM 1. TSMITH SE AM 2. TSMITH +10 more	
		SE AM 1. RCHARTIERS SE AM 2. RCHARTIERS +4 more	SE AM 1. PGAWN SE AM 2. PGAWN +10 more	SE AM 1. PGAWN SE AM 2. PGAWN +10 more	SE AM 1. SMFISGATO SE AM 2. SMFISGATO +10 more	SE AM 1. PGAWN SE AM 2. PGAWN +10 more
				SE AM 1. PGAWN SE AM 2. PGAWN +10 more	SE AM 1. PGAWN SE AM 2. PGAWN +10 more	SE PM 1. TSMITH SE PM 2. TSMITH +4 more

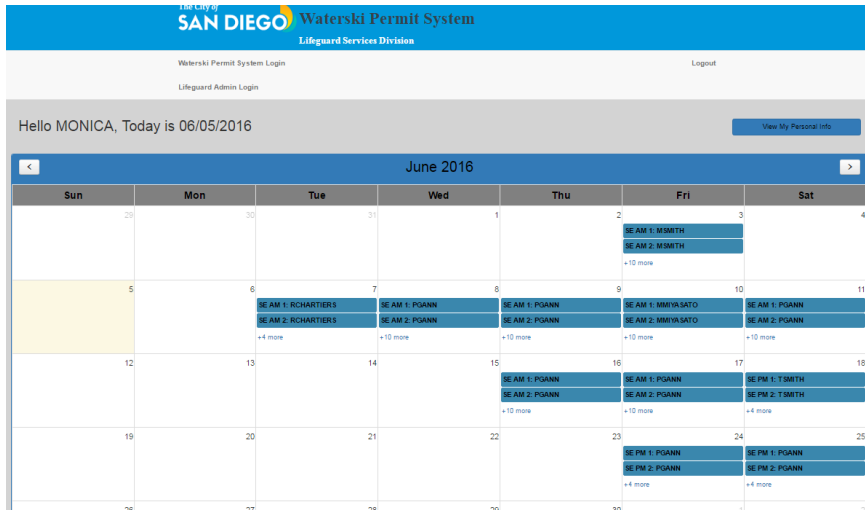
AM 1. RCHARTIERS

The user will now receive an e-mail to the e-mail address the system has on file as confirmation of reservation. The permit will be attached.

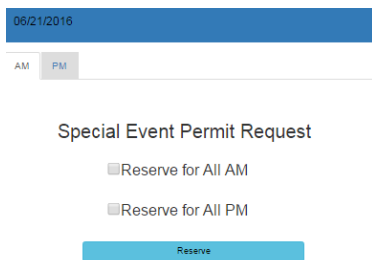
Make a Reservation for Special Events

Click on the date you would like to make the special event reservation. Please follow the system’s reservation rules.

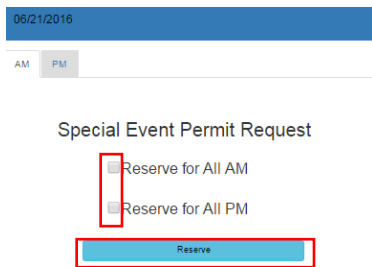
* The system shall allow for the special events request to be submitted no less than fourteen (14) calendar days and no more than one (1) year in advance.



Once you click on the date, a pop up window will appear to make a reservation:



Click the “Reserve for All AM” or “Reserve for All PM”. If you would like to reserve the entire day, click on both boxes. Click “Reserve”,



Once you select “Reserve”, you will be directed to the special event reservation screen:

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/21/2016
Requested Slot: All AM

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

"An Error Occurred." upload document for Special Events using ski club letterhead

No file chosen

Name

Date 06/05/2016

Make sure the Name, Requested Date and Requested Slot fields are correct.

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/21/2016
Requested Slot: All AM

Make sure you are aware of the waiver and indemnification agreement. You can access the document by clicking on the link:

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/21/2016
Requested Slot: All AM

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

Click on the agreement box:

I agree to the rules and regulations stated in the Waiver

To get a Special Event permit, it is required to submit a letter on Waterski Club letterhead. Attach to the reservation by clicking on "Choose File":

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS
Requested Date: 06/21/2016
Requested Slot: All AM

[Click here to view waiver and indemnification agreement](#)

I agree to the rules and regulations stated in the Waiver

"An Error Occurred." upload document for Special Events using ski club letterhead

No file chosen

Name

Date 06/05/2016

Once the letter has been uploaded, enter your name in the "Name" field (it has to match the name on the screen) and click on "Submit":

Hello REGINA, Today is 06/05/2016

Name: REGINA CHARTIERS

Requested Date: 06/21/2016

Requested Slot: All AM

[Click here to view waiver and indemnification agreement](#)



I agree to the rules and regulations stated in the Waiver

"An Error Occurred." upload document for Special Events using ski club letterhead

Production ...1712 .docx

Name Regina Chartiers

Date 06/05/2016

Once you submit your request you will be directed back to the calendar. Confirm the request went through by checking the date you requested the permit. It should reflect the time slot reserved and your name.

The City of **SAN DIEGO** Waterski Permit System
Lifeguard Services Division

Waterski Permit System Login Logout
Lifeguard Admin Login

Hello Monica, Today is 06/05/2016 [View My Personal Info](#)

REGINA CHARTIERS

June 2016

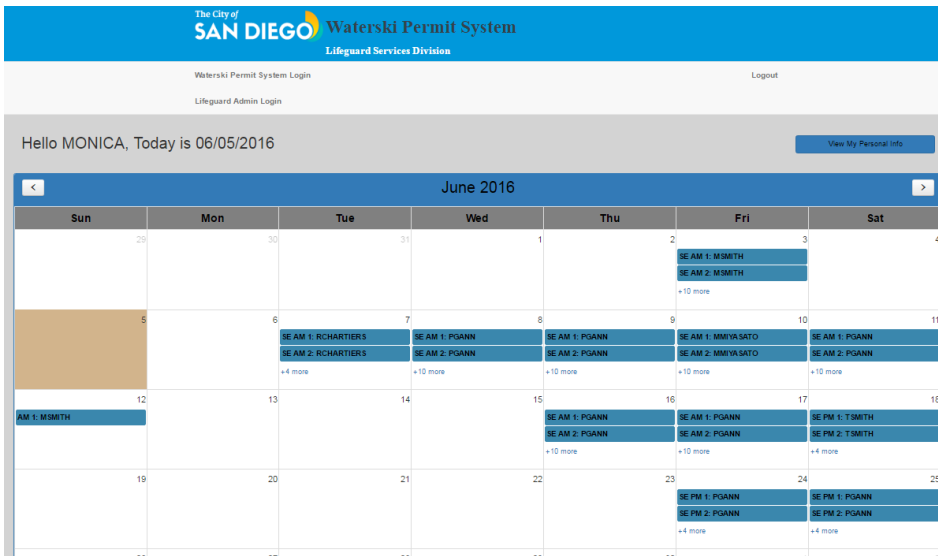
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
					SE AM 1: MSIMITH SE AM 2: MSIMITH +10 more	
5	6	7	8	9	10	11
		SE AM 1: RCHARTIERS SE AM 2: RCHARTIERS +4 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: MMIYASATO SE AM 2: MMIYASATO +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more
AM 1: RCHARTIERS	12	13	14	15	16	17
				SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE PM 1: TSMITH SE PM 2: TSMITH +4 more
18	19	20	21	22	23	24
		SE AM 1: RCHARTIERS SE AM 2: RCHARTIERS +4 more			SE PM 1: PGANN SE PM 2: PGANN +4 more	SE PM 1: PGANN SE PM 2: PGANN +4 more
		25				

You will now receive an e-mail to the e-mail address the system has on file as confirmation of reservation. The special reservation permit will be attached as a PDF document. Print it and carry it with you while at Hidden Anchorage.

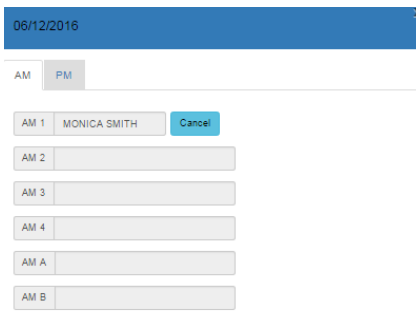
Cancel a Permit Reservation

Find the date/slot you are trying to cancel on the calendar:

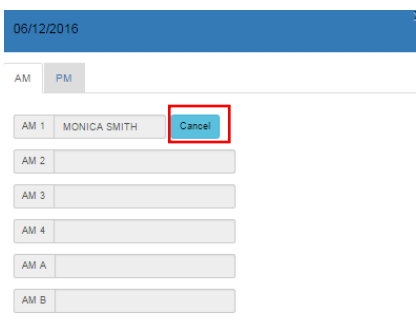
*You can only cancel your own reservations.



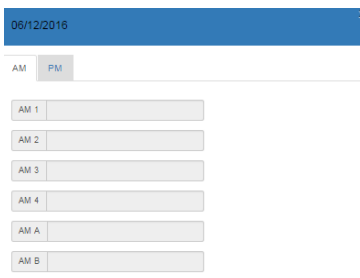
Once you click on the date, a pop up window will appear to cancel a reservation:



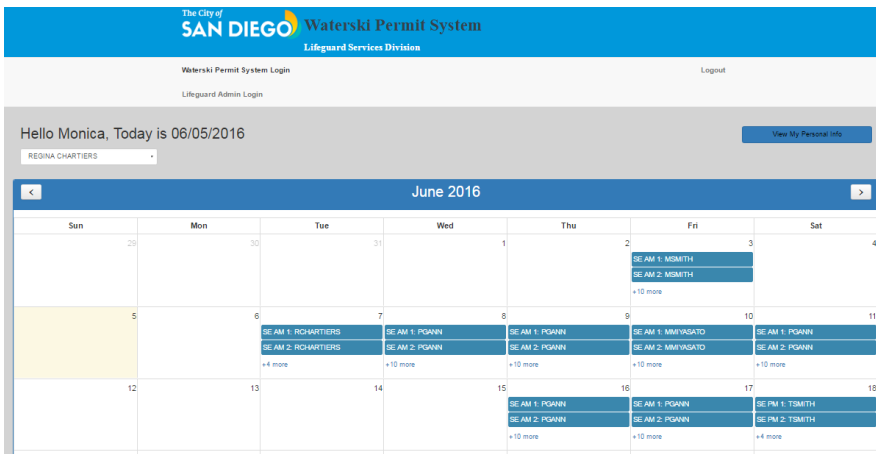
Click on the cancel button:



Once you click on the cancel button, the cancelled slot will appear as blank:



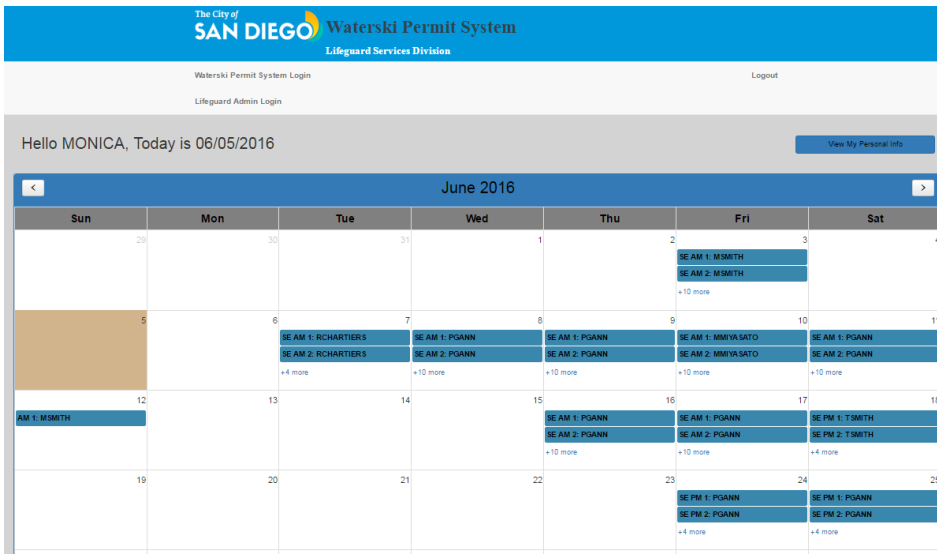
Confirm cancellation by checking the calendar to ensure the reservation cancelled is no longer there.



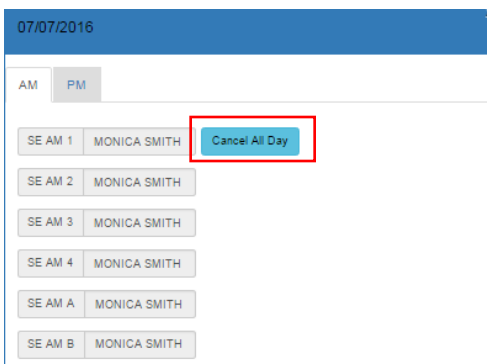
Cancel a Special Event Permit Reservation

Find the date/slot for the special event reservation you are trying to cancel. Once you click on the date, a pop up window will appear to cancel a reservation:

*You can only cancel your own reservations.



Click on the cancel button (either Cancel ALL AM, Cancel ALL PM, or Cancel ALL DAY depending on the reservation):



Once you click on the cancel button, you will be able to reserve again:

06/30/2016

AM PM

Special Event Permit Request

Reserve for All AM

Reserve for All PM

[Reserve](#)

**If you had the whole day reserved and wish to cancel only AM or only PM, you need to cancel the whole day and reserve only AM or only PM separately. The letter uploaded needs to reflect this change. i.e. the letter needs to specify the different time slot.

Confirm cancellation by checking the calendar to ensure the reservation cancelled is no longer there.

The City of **SAN DIEGO** Waterski Permit System
Lifeguard Services Division

Waterski Permit System Login Logout
Lifeguard Admin Login

Hello Monica, Today is 06/05/2016 [View My Personal Info](#)

REGINA CHARTIERS

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
				SE AM 1: MSIMITH SE AM 2: MSIMITH +10 more		
5	6	7	8	9	10	11
	SE AM 1: RCHARTIERS SE AM 2: RCHARTIERS +4 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: MMIYASATO SE AM 2: MMIYASATO +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	
12	13	14	15	16	17	18
			SE AM 1: PGANN SE AM 2: PGANN +10 more	SE AM 1: PGANN SE AM 2: PGANN +10 more	SE PM 1: TSMITH SE PM 2: TSMITH +4 more	

Logout

You can log out by clicking on the Logout button:

The screenshot shows the Waterski Permit System dashboard. At the top, there is a blue header with the City of San Diego logo and the text "Waterski Permit System" and "Lifeguard Services Division". Below the header, there are two login options: "Waterski Permit System Login" and "Lifeguard Admin Login". A red box highlights the "Logout" button in the top right corner. Below the login options, there is a greeting: "Hello Monica, Today is 06/05/2016" and a "View My Personal Info" button. A dropdown menu shows "REGINA CHARTIERS". Below this is a calendar for June 2016. The calendar shows dates from 29 to 18. The 5th is highlighted in yellow. The calendar cells contain text such as "SE AM 1: MISMITH", "SE AM 2: MISMITH", "SE AM 1: PGANN", "SE AM 2: PGANN", "SE AM 1: MMiyasato", "SE AM 2: MMiyasato", "SE AM 1: TSMITH", "SE AM 2: TSMITH", and "+4 more".

You will be redirected to the login screen:

The screenshot shows the Waterski Permit System login screen. At the top, there is a blue header with the City of San Diego logo and the text "Waterski Permit System" and "Lifeguard Services Division". Below the header, there are two login options: "Waterski Permit System Login" and "Lifeguard Admin Login". The main content area is a light gray background with a central white box. The white box has the title "Waterski Permit System" and contains the following fields and buttons:

- Email:** A text input field with the placeholder "Enter Email".
- Member ID:** A text input field with the placeholder "Enter Member ID".
- Login:** A blue button.
- [Click here if you forgot your Member ID](#)