ONLINE ATHLETIC FIELD RESERVATION TUTORIAL

Athletic field reservations are handled on a week-by-week basis. Every Monday at 12:00 p.m., all rentable fields are made available for Tuesday through Sunday rentals. Fields are not rented on Mondays to allow for rest and recovery. Fields must be reserved at least one day in advance; for weekend rentals, fields must be reserved by Friday at 5:00 p.m.

To get started, go to the online registration webpage located at: https://friscotexas.gov/631/Online-Registration. Field rentals are located under the “Athletic Complexes” heading. To rent a baseball or softball field, select “Diamond Field Rentals.” To rent a soccer, football, or lacrosse field, select “Rectangle Field Rentals.”
After selecting the type of field to rent, a list of all fields in the city's inventory will populate in alphabetical order. If you know which field you would like to rent, scroll through the list until you find that field. To proceed, click the blue “Choose” button that is highlighted in the screenshot below.

If you are unsure which field to rent, use the filtering options on the left side of the page. These are highlighted in the screenshot below. Availability can be sorted by a date range, timeframe, or day(s) of the week. After selecting the filters and clicking the blue “Check Availability” button, each field will show whether it is available at that time.
After selecting the specific field to rent, the availability will be shown on the next screen. Any available timeslot will show up as a blue box that says “Click to Reserve.” To reserve the desired time, click the blue “Click to Reserve” box. After clicking, the box will turn green with a check mark. Before proceeding, you must enter the number of attendees in the highlighted “Number of people to attend” box. To proceed, click the blue “Reserve” box located at the bottom of the page.
After clicking the reserve button, the system will prompt you to verify the booking attendee (user who is booking the reservation) and the item (the field, date, and time). Click the blue “Next” button in the bottom right corner to proceed to the next screen. See the screenshots below.
After clicking the blue “Checkout” button in the above screenshot, you will be taken to the payment screen to complete the transaction. For a quicker checkout experience, you can put a credit card on file.