



## 2023 Watercraft Racks How to Purchase

Plymouth Parks & Recreation is pleased to offer the rental of watercraft racks online for residents of Plymouth. The registration system makes purchasing your permit very easy. Follow these steps to make your purchase.

### New Online User

**Create an account online. If you already have an online account, skip down to 'Ready to Purchase'.**

- From the Parks & Recreation homepage [www.plymouthmn.gov/recreation](http://www.plymouthmn.gov/recreation), click on the blue button titled "Register Online".
- You will be directed to our activity registration page. On the right hand is the "Account Log In" box.
- Click on "Create an Account". You will be prompted to create a Login and Password. Next, complete the "Household Primary Person Information" section.
- From this page you can also add any additional family members to your account. Since each household member can reserve one slip, you will want to add all family members needing a watercraft rack. When finished, click on "Save".
- You will receive an email confirmation of your new account within 2 business days from Parks & Recreation.
- Once you have confirmation of your account being activated, go to 'Ready to Purchase'.

ACCOUNT LOG IN

Username

Password

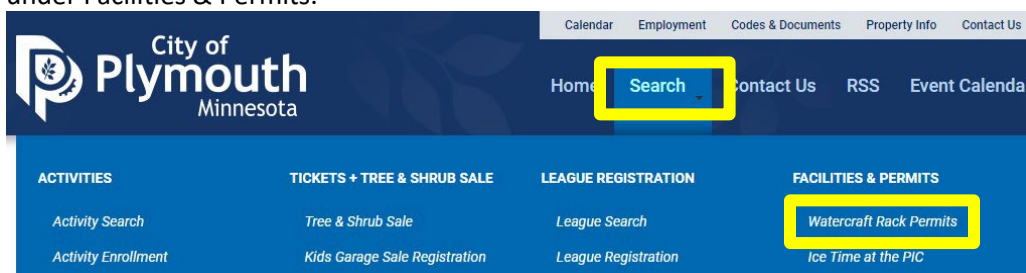
Log In

Forgot Password

Create an Account

### Ready to Purchase

- From the Parks & Recreation homepage [www.plymouthmn.gov/recreation](http://www.plymouthmn.gov/recreation), click on the blue button titled "Register Online".
- Log in to your account.
- Click on "Search" from the top banner, then select the "Watercraft Rack Permits" option that is under Facilities & Permits.



- Enter the start date of May 1.** If you know which location you would like, you can select that at this time as well. Click on Search.
- Each spot on the racks will be sold individually each year for the entire season.** They are listed with the park name, rack length, rack letter, row location, and slip location. *Ex: Mooney Lake Rack 6.5' A Upper Row Slip #1.*
- A green box with a "+" sign indicates that location is still available. A red box with an "x" indicates that location is full.
- Click on the green box for the rack location(s) you would like.
- A green bar will pop-up across your screen. *Note: you may have to scroll to the top or bottom of your page if you do not see it right away.* Click on Add To Cart.

Add To Cart

Clear Selection

- i. Check the box under to your name on the next page to verify that you would like the permit. Each household member can reserve one slip. To reserve more than one slip, you will want to ensure you have each household member added to your account. To add a household member after your account has been created, please contact the Parks & Recreation office at 763-509-5200 or [recreation@pymouthmn.gov](mailto:recreation@pymouthmn.gov).
- j. Click the Continue button to move to the reservation confirmation page. Answer the required questions regarding your watercraft.
- k. Click the Continue button to move to the payment page.
- l. Confirm the watercraft rack(s) in your shopping cart. To continue, click Proceed to Checkout.
- m. Select Payment Method and verify Billing Information, then click "Continue".
- n. Enter Credit Card information to finalize payment and submit. A confirmation email will be sent to you.
- o. A permit sticker will be mailed to you to apply to your watercraft.