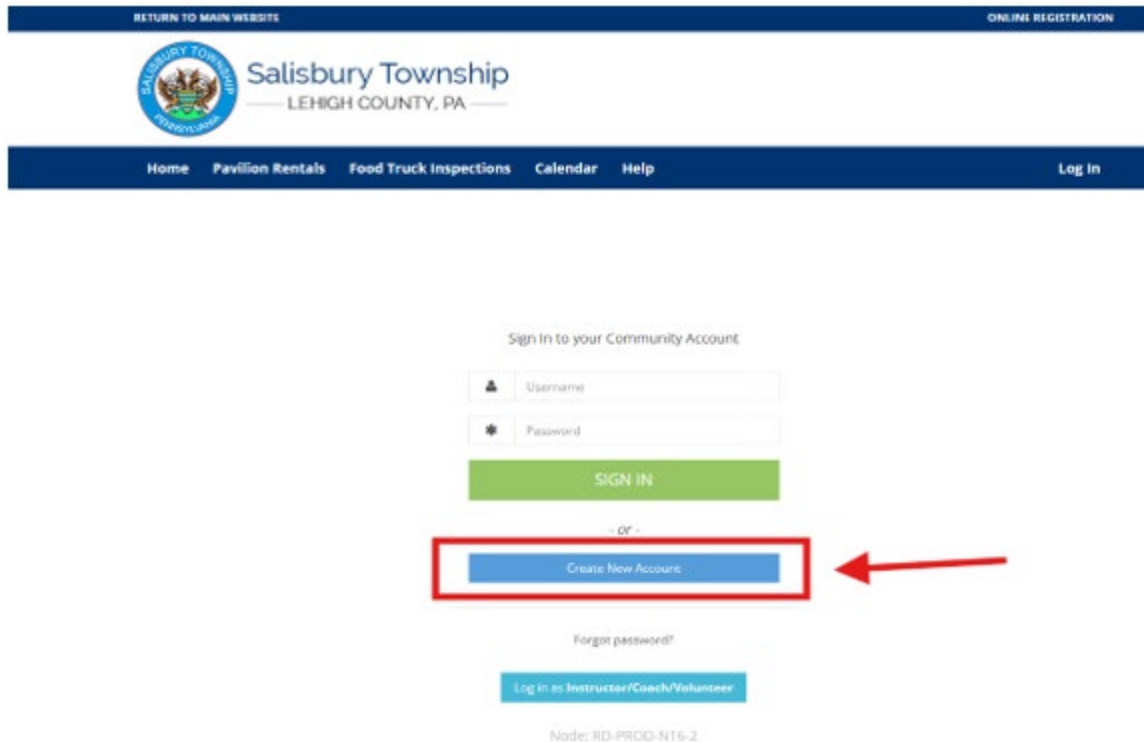


1. If you have not yet registered for RecDesk with Salisbury Township, click on “Log In” as seen below and then “Create New Account”. If you already have a Salisbury Township RecDesk Account, sign into your account and proceed to Step 6.



2. Fill out the required fields as seen below and then click “Continue”

**Online Account Approval Required**

Please proceed with this profile set up. This profile will need to be approved prior to allowing Online Registration and/or Reservations. You will be notified via email once that is complete.

Create Account

Name *		
<input type="text" value="First Name"/>	<input type="text" value="MI"/>	<input type="text" value="Last Name"/>
Primary Phone *		
<input type="text" value="() - - - - -"/>		
Primary Email Address *		
<input type="text" value="example@example.com"/>		

[Continue →](#)[Already have an account? Log In](#)

3. Fill in the remaining required information and then create a username and password. Username can be your email address but does not have to be. Click "Submit" to proceed.



Create Account

Online Account Approval Required

Please proceed with this profile set-up. This profile will need to be approved prior to allowing Online Registration and/or Reservations. You will be notified via email once that is complete.

General Information

Name * MI User

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth *

Gender *

Address

Address Line One *

Address Line Two

City *

State/Province *

Opt-in Text Alerts

Carrier

Emergency Contact

Name #1

Mobile Phone

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

Login ID & Password

User Name *

Password *

Repeat Password *

Password strength: Strong

or

- After completing your account registration, click "Food Truck Inspections" at the top of the page.



User Household
1 members

See Household Calendar

View Invoices

Forms

Waitlist

[Add Household Member](#)

Household Credit
\$0.00

Balance Due
-



Test User

pavilionrentals@salisburylehighpa.gov
(484) 719-6181

[Profile](#)

[History](#)

[Calendar](#)

[Edit](#)

General Information

Name	Test User
Date of Birth	1/1/1978 (46 years)
Gender	Male
Head of Household	No

Address

[Resident](#)

Address Line One	428 Colonial Ct
Address Line Two	-
City	ALLENTOWN

5. Click on "Reserve" to start your application.



Facilities

← Food Truck Inspections

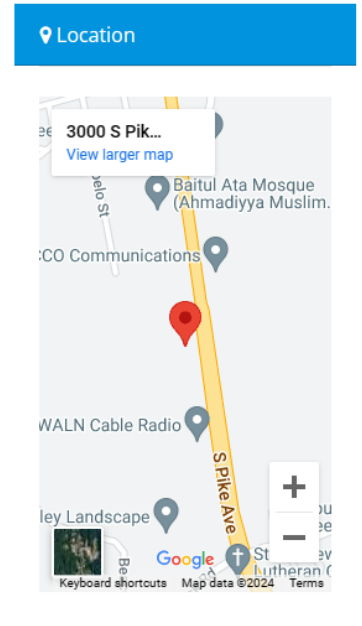
Details Hours Calendar

Post Share

Reserve

Note:
Please select any date and time to proceed.
We will contact you in 7-10 Days for Scheduling

Facility Type	Food Truck Inspections
Address Line One	3000 South Pike Avenue
Address Line Two	
City, State, Zip Code	Allentown, PA 18103
Capacity	




6. Select the date you would like to reserve from the Calander and click “Reserve” to proceed. If a date does not have a green “Reserve” button on it, this date has already been booked and is not available.

Food Truck Inspections

< > Today **May 2024** Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



7. On the next screen enter the required fields and then click on the downward facing arrow next to the Times listed and select the plus sign next to the fee, then click "Add to Cart" to proceed. Any amount can be entered into group size in order to satisfy the required field.

← Reserve Facility

Food Truck Inspections

 **May 14th 2024**

Member *

Description of Use *

Group Size *

Pick Any Timeslot, An Inspector Will Contact for Scheduling

8:00 AM - 5:00 PM



Will Contact for Scheduling

\$100.00



Add To Cart

Cancel



8. Confirm the details on the next page and then click "Go to Checkout" at the bottom of the page.

Shopping Cart

Shopping Cart

Item	Quantity	Unit Price
1. Food Truck Inspections Remove	1	\$100.00

Reservation Test User

Date: 5/14/2024 8:00 AM - 5:00 PM
Description: Test
Group Size: 20

Total: \$100.00

Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.


[Add New Registration](#) [Go To Checkout](#)

9. Read and accept the Waiver by clicking "I Accept Waiver".

Waiver

Waiver

By clicking "I Accept Waiver", I acknowledge that I must complete the applicable forms that follow in order to proceed to checkout.

 [I Accept Waiver](#) [I Decline Waiver](#)

10. Click “Complete Form” on the next page and fill in the information requested.

Required Forms

Required Forms

Fill out the following forms to complete the checkout process

Food Vendor Fire Inspection
Reservation - Food Truck Inspections - 5/14/2024 8:00 AM (Test User)

[Complete Form](#)


You have not completed all the required forms
You need to complete all the required forms to finish the checkout process.

0 / 1



[I Have Completed All Forms »](#)

11. Once the form shows as highlighted as green (as seen below), click on “I Have Completed All Forms” to proceed.

Required Forms

 Required Forms

Fill out the following forms to complete the checkout process

 **Food Vendor Fire Inspection**  View/Edit Form

Reservation - Food Truck Inspections - 5/14/2024 8:00 AM (Test User)

You have completed all the required forms

You can now proceed to checkout.



[I Have Completed All Forms »](#)

12. Fill out your payment details in order to process your payment for the rental. Please note, this includes the rental fee and the security deposit which will be refunded to your provided credit or debit card after the rental date has passed. When you have completed all the required fields, click "Submit" at the bottom of the page.

Checkout

Checkout

Total Amount Due	\$75.00
Item Total	75.00
Sales Tax	0.00
Convenience Fee	0.00

Card Info

Name on Card	<input type="text" value="Test"/>	<input type="text" value="User"/>
Card Type	<input type="text" value="- Select Card -"/>	
Card Number	<input type="text"/>	
Expiration	<input type="text" value="01"/>	<input type="text" value="2024"/>
CW Code	<input type="text"/>	

Cardholder Address

13. Your Reservation Confirmation and Receipt will be emailed to you at the email address you provided when registering for RecDesk. Once you have received this confirmation, please wait for a Township Fire Inspector to contact you to schedule an exact time and location for your inspection.