

## How to Enter a Park Maintenance Work Request



1. Create an account or sign in.
  2. Submit your request.
  3. Make sure to list the Park Name you are creating a ticket for in the Work Requested field.
  4. We will process as quickly as possible.
- Thank you.

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1. Login if you already have an account:



Log in to your account.

 Username

CONTINUE

[Sign up as new user](#)

Or - To create a new account, enter your email address, name, and create a password.



New user signup

 Email

 New Password

 Confirm New Password

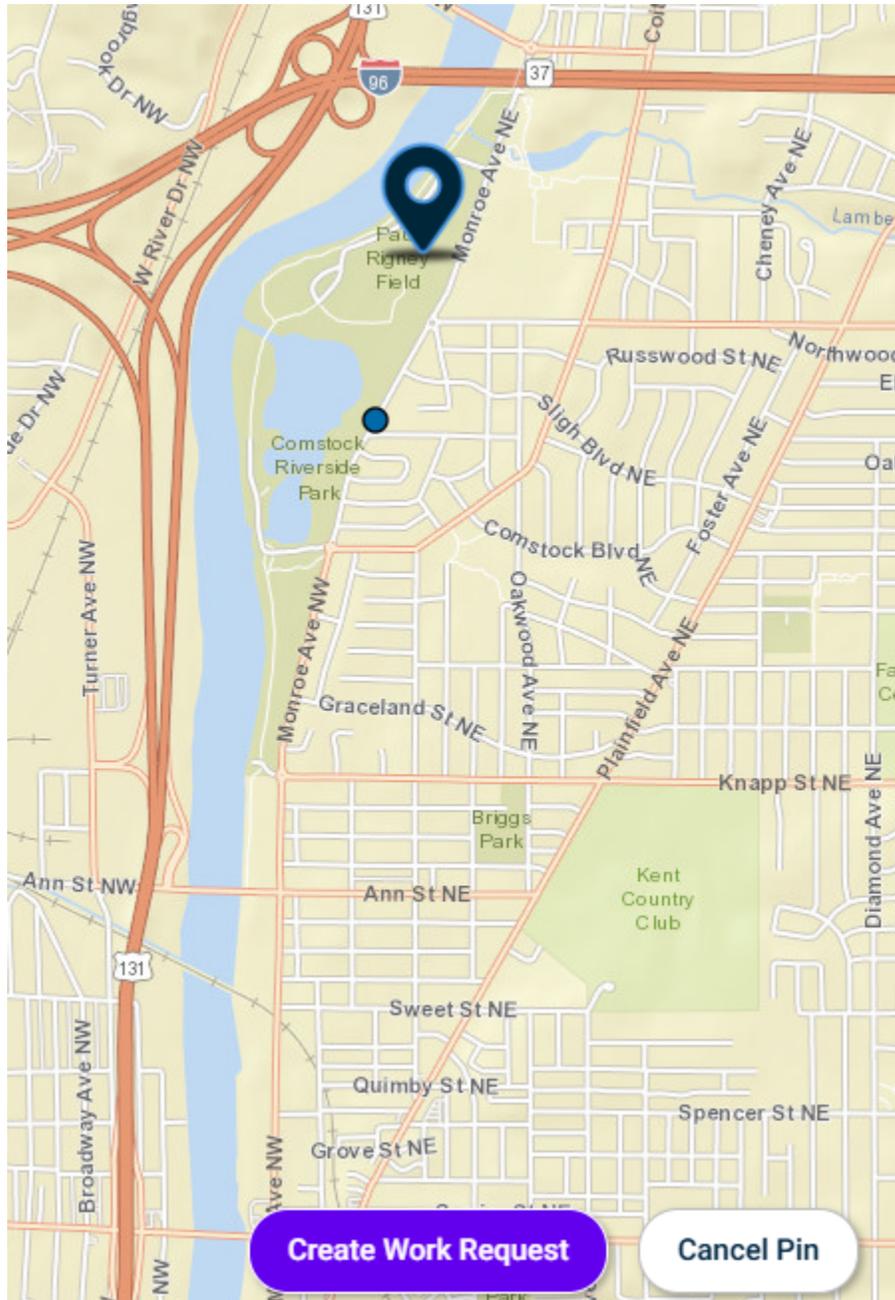
 First Name

 Last Name

SUBMIT

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

2. Place a pin on the map (park)
  - a. Use the search bar to look up a specific address or park name (make sure to also type Grand Rapids, MI)
  - b. Click on the park and a location pin icon will appear on the map
3. Click Create Work Request



#### 4. Choose a category

Work Category

Select Issue

Other

Vandalism-Graffiti

Trails

Bathrooms

Building Maintenance

Trash & Cleaning

Grounds Maintenance

Irrigation

Lighting

Playground Repair

Signs

Splash Pad/Pools

5. Provide details about the issue in the work requested field and click submit work request. Please also include the park name in the work requested section.

Work Category  
Trails

Work Requested  
TEST -



[Submit Work Request](#) [Cancel Work Request](#)

6. A confirmation email with work request number will be provided.

**THANKS!**

Thank you for submitting your request. It's being routed to the appropriate person.

For your reference, your work request number is W0004433.

You can monitor its progress from the list or map.

[Close](#)

You will be notified by email when the status of the work changes and is complete.