

ParkPlus – Online Activation Instructions

This will show you how to create Online Activations using your ParkPlus account. You must have a ParkPlus account to use Online Activations.

1. Log in to your ParkPlus account at <https://m-cpa.parkplus.ca/login.html> . You can click “Remember Username” and “Auto Sign In/Stay Signed In” if you would like your login information to be saved. Otherwise, your account will log you out after 30 minutes or when the internet connection is lost. For quickest speed, please use Google Chrome as your browser.

https://m-cpa.parkplus.ca/login.html

ParkPlus - Account Manag...



ParkPlus Login

Username:

Password:

NOTE: Your ParkPlus account is different from your Park Online account. For more information please contact ParkPlus at Phone: 403-537-PARK (403-537-7275 or toll free: 1-888-544-4011)
Email: parkplusadmin@calgaryparking.com.

Remember Username Auto Sign In/Stay Signed In

2. Once you are logged in, then click “More Options” on the grey bar on the top right, then click the “Online Activation” button.

The screenshot shows a mobile browser window with the URL <https://m-cpa.parkplus.ca/moreoptions.html>. The top navigation bar is dark green and contains the following items from left to right: a circular logo, user information (Welcome cpaadmin, Account balance: \$1989.5, No Active Session), and a menu of options: Start/End Session, Add Account Funds, Account Information, Account Activity, More Options, and Sign Out. The 'More Options' menu item is highlighted in a lighter shade. Below the navigation bar, the page title is 'More Options'. A list of six green buttons is displayed, each with white text: Online Activation, Find Parking, ParkAid/Security, Contact Us, Change Password, and Update Profile. A red arrow points from the left towards the 'Online Activation' button. Another red arrow points from the right towards the 'More Options' menu item in the top navigation bar. At the bottom of the page, there is a footer with the text 'ParkPlus | Facebook | Twitter | Youtube' on the left and 'Powered by PARKPLUS SYSTEM' in the center, with 'PARKPLUS' in a larger, bold font. On the far right of the footer, it says 'Privacy Policy and Terms of Use | Copyright: 2007-2010 Calgary Parking Authority'.

- The Online Activation page will show a calendar. For days that you have created parking sessions, you will see a dot under the date. When you click on that date, then you will see the names of the parking sessions that you had created and the option to add a new event to that date.



Welcome cpaadmin
Account balance: \$1989.5
No Active Session

[Start/End Session](#)
[Add Account Funds](#)
[Account Information](#)
[Account Activity](#)
[More Options](#)
[Sign Out](#)

Online Activation

◀
March 2016
▶

Su	Mo	Tu	We	Th	Fr	Sa
28	29	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	2

Events on: March 1, 2016

Event Name

9:30:00 AM to 11:00:00 AM

▶

[Add New Event - March 1, 2016](#)

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POWERED BY


- To create a parking session, click on the desired calendar date to select a date, then click “Add a New Event.” A pop-up box will appear and prompt you for the event name and length of parking session required. For example, at CPA when we create online activations we would put the name as the meeting name or client name and who set up that OA such as “Board Meeting – Shannon”. The only restriction in the name field is that brackets are not accepted.

5. Once you have entered the name and selected the time in both the “From” and “To” fields, click “Next.” If you are starting a session that will continue overnight ensure to select the correct date in the “To” field.

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Parking event on March 1, 2016

Event Duration:

Name

From: March 1, 2016 9:00:00 AM To: March 1, 2016 11:00:00 AM

Recurring

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6. Enter the license plate and four-digit zone number. Click “Add Vehicle” to add the vehicle to your session. You can add multiple vehicles if needed by clicking “Add Vehicle” and then adding another plate and zone and clicking “Add Vehicle” again. Once you have added all vehicles click “Save Event.” It is very important to click “Save Event”, as if you only press “Add Vehicle” but don’t save the event, your information will not be saved and the parking session will not occur.

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Parking event on March 24, 2016

Event Vehicles:

License Plate: Zone:

Notification Method: Email Notification Details:

Add Vehicle

Added Vehicles
No Vehicles Entered

Event Start Date: 24/03/2016 9:00:00 AM
Event End Date: 24/03/2016 11:00:00 AM
Estimated Event Cost: \$0.00

* Please ensure the account has sufficient funds for the entire parking event at the time of set up. Failure to do so may result in a parking infraction notice (parking ticket).

Save Event Close

Additional Information:

- Once an event has started, no plate/zone changes can be made; however, you can stop the session early to receive credit back for the unused time.
- When creating a recurring event, the minimum value for “Repeats Every Week” is 1. For example, if you want to start a session for Thursday through Sunday of that week you would select the session to repeat every 1 week with an end date of Monday.



Parking event on April 28, 2016

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Event Recurrence:

Repeats: Weekly 	Repeats Every Week(s): 1 
Repeats On: <input checked="" type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat	Ends: Until  yyyy-mm-dd 2016-05-02

* Only next 10 subsequent requests will be shown on Calendar
** Saving will affect only current and future Online Activation Requests

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- You will see the “No Active Session” note on the top left corner of the account if no one on the account has started a session on the Start/End Session page, or has called or texted to start a session. It will say “set-up required” if no cell-phone number has been selected on the Start/End Session page. **Any Online Activations that you may have running at this time will only show on the Online Activation page.** Any charges for the Online Activation will show once the session has ended on the Account Activity report.

