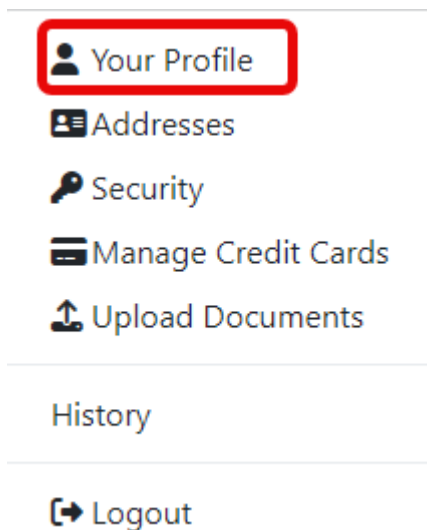


# Text2ParkMe Settings and Use

## User Setup

If not already registered, users must first register by Creating a profile on the User Portal. Users must Edit their Profile and add a cell phone number, associate a credit card as well as set up their reminder notification settings. To do this login to the User Portal and click **Your Profile**.



You must add a cell number to your profile in the first section labelled **Personal Information**.

You will find your **Text2ParkMe** settings in the **Users Settings** section.

User Settings

Personal Information

Staff Information

User Settings

Mail Permit to

Permanent Mailing Address

**What is Text2ParkMe?** Text2ParkMe is available at your campus in selected lots. The Text2ParkMe system allows you to pay for parking through the use of SMS (text) messaging. Register your cellular phone and credit card to make temporary parking as easy as possible.  
**NOTE:** Completing this section is not required if you will not use this service.

✓ Allow Text2ParkMe reminders

Parking Expiry Reminder

No reminder

You do not have a card on file for Text2ParkMe. If you wish to use this service, you must add one now.

Your credit cards for Text2ParkMe can be viewed and changed [here](#).

Save Changes

You can set reminders under **Parking Expiry Reminder** to let you know by SMS if your booking is about to expire. You can choose to be reminded in 5 minute intervals between 5 and 30 minutes or opt out of reminders by selecting **No reminder**.

✓ Allow Text2ParkMe reminders

No reminder

No reminder

5 minutes

10 minutes

15 minutes

20 minutes

25 minutes

30 minutes

changed [here](#).

If users have not already set a primary credit card, they will need to Register a Credit Card and ensure that the Text2ParkMe subscription is setup.

If users have not already registered their vehicle(s), they will need to Register the Vehicle(s) first. Users only need to update their profile and vehicles once before the initial use of **Text2ParkMe**.

# Using Text2ParkMe

Support for STOP, BLOCK, and CANCEL (SMS STOP filtering)

Operations Commander will handle the following English language text messages in accordance with industry standards:

- **STOP, STOPALL, UNSUBSCRIBE, CANCEL, END** and **QUIT** – will stop customers from receiving messages.
- **START, YES** and **UNSTOP** – will opt customers back in to the messages coming from your Text2ParkMe phone number.
- **HELP** and **INFO** – will return a message informing the customer that they can use the above commands to control the delivery of messages.

Using your registered cell phone, text **ParkMe** to the **Text2ParkMe** telephone number provided by your organization.

# Phone



S Stitsville Sports Physiotherapy

S Stoneway Creative

T

T T2p Demo

T The Centenial

T TomahawkUt2p  
Mobile 1 (613) 519-3232



T Tracey Mackenzie

W

W Wayne Young

W Whiskey Mike

W William Miller

Keypad

Recents

Contacts



Text **P** to start

1:15

100%

< TomahawkUt2p



1:14 p.m.

Texting with TomahawkUt2p (SMS/MMS)



P



P

Please

Popsoket



1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

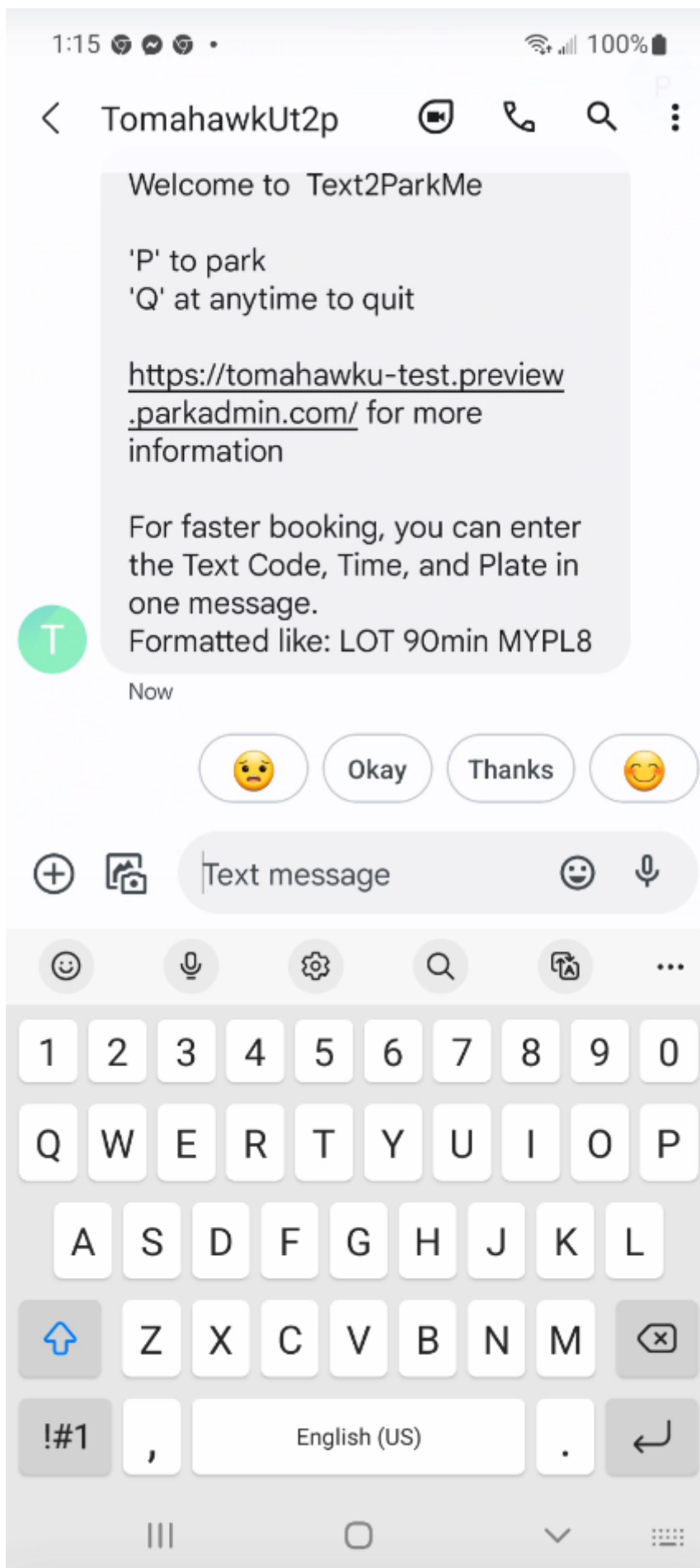
a s d f g h j k l

↑ z x c v b n m ↵

!#1 , English (US) . ↵

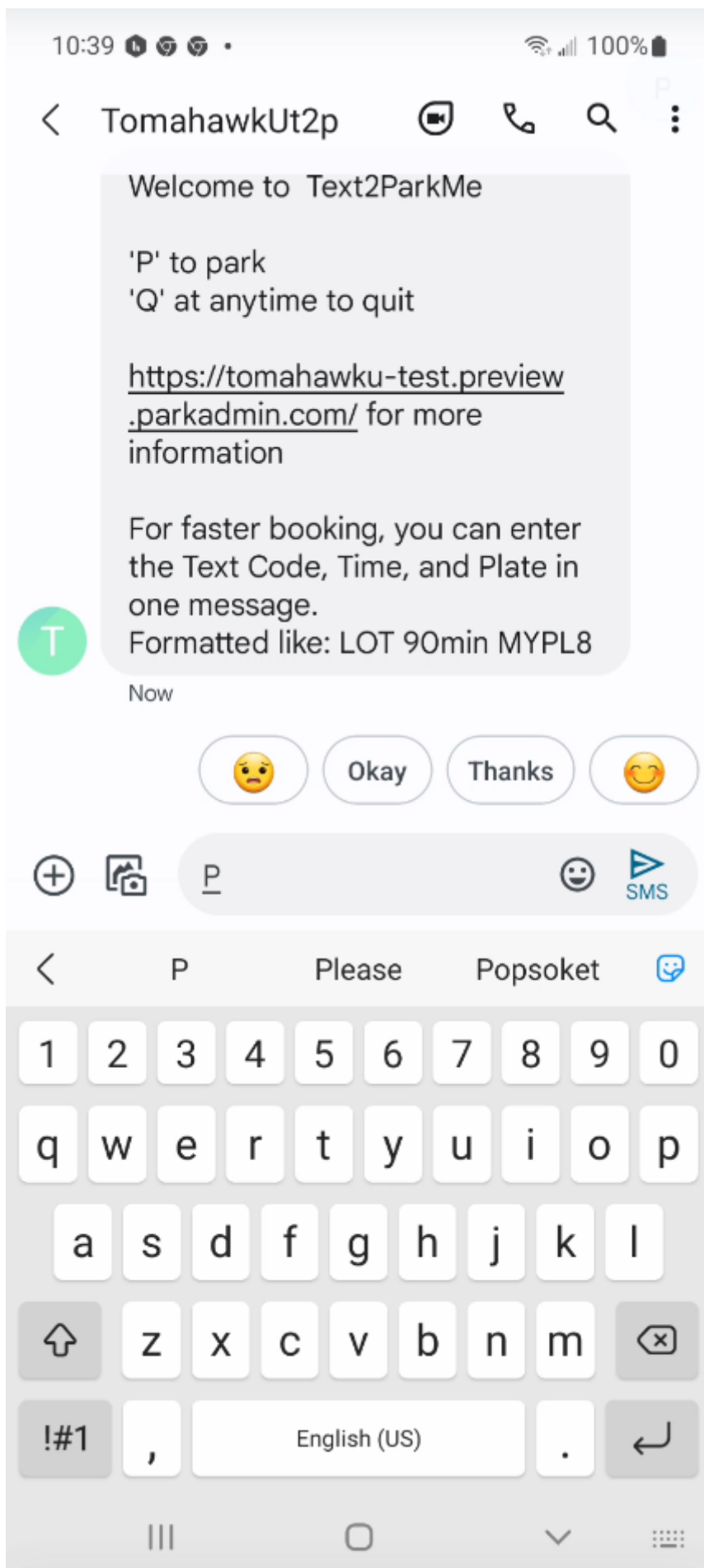


A welcome message will appear. Note that every time users send a text to the access number the system will reply with instructions to follow for the next step.



Text **P** to park or **Q** to quit.





Text the number that corresponds with the parking lot you wish to use.

1:15

100%



TomahawkUt2p



[.parkadmin.com/](http://parkadmin.com/) for more information

For faster booking, you can enter the Text Code, Time, and Plate in one message.

Formatted like: LOT 90min MYPL8

T

P

Enter the lot's Text Code or select from the list

1 - Main

2 - Res1

3 - GOP

T

Now



1



SMS



1

1st

10th



1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

!#1 , English (US) . ↵



Text the number of minutes that you want to purchase the temporary parking for. If the number of minutes was entered incorrectly you can text the number again.

1:16

100%

< TomahawkUt2p



T

2 - ResI  
3 - GOP

1

Main at \$0.10 /10 minutes  
min: 10 minutes  
max: 10 hours

T

Any of: '90' '1h30m' '1.50' books  
for 90 mins. Enter your time or 'L'  
to list options

Now

Okay

Cool

All right

Thanks



1h30m



1h30m

13th

1000th



1

2

3

4

5

6

7

8

9

0

q

w

e

r

t

y

u

i

o

p

a

s

d

f

g

h

j

k

l



z

x

c

v

b

n

m



!#1

,

English (US)

.



If the time entered is correct text **C** to continue or **L** to go back to the beginning to select a new lot.

1:16

100%

< TomahawkUt2p



T

Any of: '90' '1h30m' '1.50' books  
for 90 mins. Enter your time or 'L'  
to list options

1h30m

T

I understand that as 1 hour and 30  
minutes.

Enter a new value or 'C' to  
continue. 'L' will re-list lots

Now

Okay

All right 👍

Yes

Thanks



C



SMS



C

Can

Could



1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

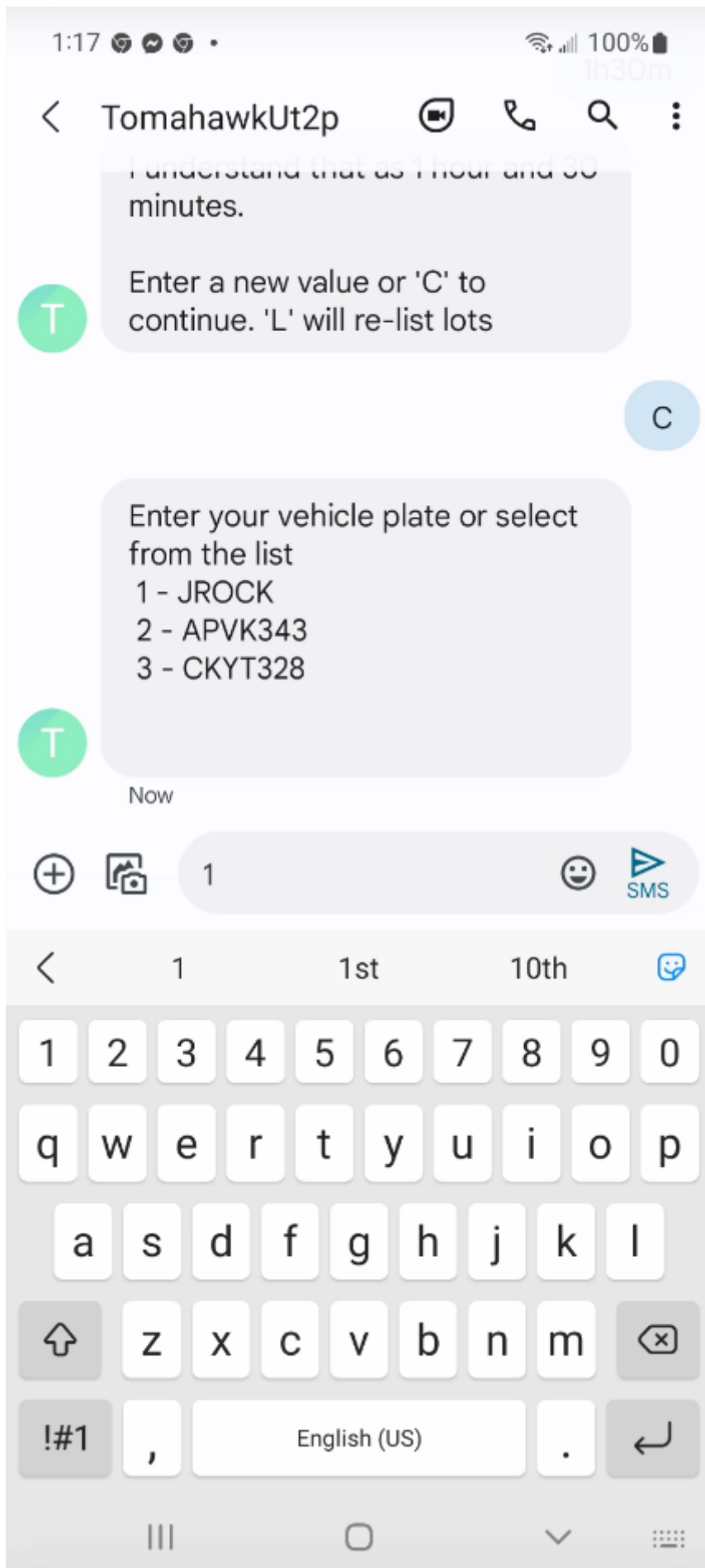
a s d f g h j k l

↑ z x c v b n m ↵

!#1 , English (US) . ↵



Text either the number that corresponds with the licence plate that will be parked at the organization or the plate number if the vehicle is not already registered.



Text **C** to confirm purchase or **L** to go back to the list of options.



1:17

100%

< TomahawkUt2p



1

Booking JROCK for 1 hour and  
30 minutes in Main lot at cost of  
\$1.02 after tax  
Parking will expire 2022-06-17  
2:47 PM.

'C' to confirm charges  
'L' to list options

Now

Create event



Okay



C



SMS



C

Can

Could



1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

!#1 , English (US) . ↵



The final screen appears with a confirmation of your booking and will display an expiry date and time.

1:18

100%

< TomahawkUt2p

\$1.02 after tax  
Parking will expire 2022-06-17  
2:47 PM.

T

'C' to confirm charges  
'L' to list options

C

T

Your booking has been processed.  
Parking will expire 2022-06-17  
2:48 PM.

Now

Create event



Text message



1 2 3 4 5 6 7 8 9 0

Q W E R T Y U I O P

A S D F G H J K L



Z X C V B N M



!#1

,

English (US)

.



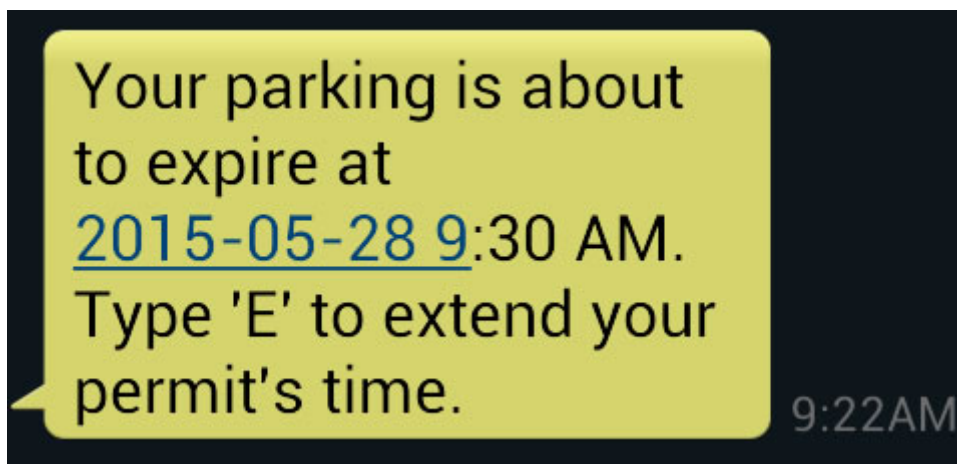
Users will receive confirmation that parking has been purchased via text and email the user listed in their profile. You can find a sample screenshot of what the receipt looks like below.

### Sample Email Receipt

Text2ParkMe  
Thank You For Using Text2ParkMe  
Permit Number: 458  
Amount Paid: \$2.59  
Starts: 2015-05-28 09:00:46.000  
Expires: 2015-05-28 09:30:46.000  
Please keep this receipt for your records.  
Thank You For using Text2ParkMe

Users will receive a text reminder from **Text2ParkMe** five minutes prior to the expiration of their booking if they have setup the reminder service above. From this reminder message users can further extend your parking permit if needed. If no more time is required users do not need to respond to the reminder.

To extend your temporary parking permit, text **E** and follow the instructions above to add more time.



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Revision #4

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Updated 11 September 2024 13:40:49