

## How to set up an account on Community Pass and purchase beach badges/lockers

Go to <http://www.communitypass.net>

In the upper *right* hand corner- click the blue link **Login**, a prompt will pop up, click **Login** again.

Enter Community Name- *Spring Lake Borough, NJ*, it will automatically pop up, once the **Continue...** button is active, click **continue...**

On this screen you can either, **Create an Account** or **Login to an Existing Account**

Once you have created your account OR logged in to your existing account- you can register for your beach locker, beach box, and beach badges by clicking the **Register Now** link.

Find **Beach Badges, Lockers, and Pool** and click **Continue**

Follow the prompts, by selecting your name as the primary contact, checking that all of your information is up-to-date

Click **Continue**, on this page please verify your email address, and verify your email preferences, click **Continue**

On this page you only need to select the primary adult on your account, you do NOT need to select all family members! Click **Continue**

On this page you have the options to purchase:

<b>Seasonal Beach Badge</b> (ages 12+)	\$105.00
<b>Senior Citizen Beach Badge</b> (ages 65+)	\$75.00
<b>North End Full Locker</b> (includes 5 adult pool/beach badges)	\$1,400.00 (non-residents- \$1,575.00)
<b>North End Half Locker</b> (includes 5 adult pool/beach badges)	\$1,150.00 (non-residents- \$1,325.00)
<b>South End Deluxe Shower Locker</b> (includes 5 adult pool/beach badges)	\$1,400.00
<b>South End Shower Locker</b> (includes 5 adult pool/beach badges)	\$1,260.00
<b>South End Full Locker</b> (includes 5 adult pool/beach badges)	\$1,150.00 (non-residents- \$1,325.00)
<b>Beach Boxes</b> (includes 5 adult pool/beach badges)	\$1,260.00 (non-residents- \$1,435.00)
<b>Additional badges purchased concurrently with a locker/beach box (maximum of 3 additional)</b>	
<b>Additional Adult Pool/Beach</b> Ages 12+	\$230.00
<b>Additional Child Pool Badge</b> Ages 6-11	\$135.00
<b>Resident Pool/Beach Badge</b> (maximum of 3 per residence)	\$230.00
<b>Resident Senior Pool Badge</b>	\$80.00

*Locker and beach boxes are subject to availability*

**\*\*Non residents- You will need a Spring Lake Resident Sponsor in order to purchase any beach lockers or beach boxes. You will need their name, telephone number, email address, and Spring Lake address in order to make your purchase.**

Once you have made your beach badge, locker, box selections, at the bottom, click **Continue**

Next you will have to agree to the Refund Policy and supply your electronic signature, click **Continue**

Next enter your payment information, we accept VISA or MasterCard for credit cards or you can supply your checking account information for an e-check, click **Continue**

Once your payment information is entered you can click **Complete Transaction**

You will receive an email receipt. Once your order has been fulfilled, you will receive an email regarding pick up information.

\*If you are having someone other than yourself pick up beach badges, please add them to your account as an adult by following the steps below:

**How to add an adult on Community Pass:**

-Log onto Community Pass

-At homepage click "**VIEW ACCOUNT**"

-Along the header, **Individual Information**, you will see **Add Adult** and **Add Child**

-Click **Add Adult**

-Enter the adults information who will be picking up your beach badges.

-On the bottom, click **Add Adult**, to finish.