

GROUP LEADER: How to Buy Online Instructions

1. Go to ADP Area and select Agent Access.
Enter Username and Password. Click on Start New Purchase.
2. All group products are located in the GROUP/CLUB MEMBERSHIP category in the shopping cart. The *Super Flex Pass* and *Season Freedom Pass* are the two primary products for Group/Club Members.
3. Select the pass(es) you want to purchase using the button ADD TO CART. Select the NEXT button once you are done choosing all desired products.
4. Select the ASSIGN button to enter data for each passholder. **If your member has been a passholder at Snow Trails in the recent past, please find their record by entering their First/Last Name and either birth date, previous pass number, or possibly email address. If they go by their middle name you may want to try that in the First Name field if the record was not found. If they are a new member to Snow Trails or you are unable to find the guest record, please select the NEW GUEST button.**
5. Check all the personal data in the fields. Add or change data as needed to reflect new addresses, phone, etc. All fields marked with a red asterisk are required. When done, select the NEXT button.
6. Select the GROUP CODE from the drop down menu for each product requiring it. **If you have not received your GROUP CODE from Snow Trails please stop now! Do not guess as there are many groups with similar names. A wrong entry will result in your pass being deleted from the system.** You must enter by code value (e.g. T34). Once you have assigned passholder information to each pass and selected GROUP CODES for each passholder, select the NEXT button.
7. SUMMARY OF YOUR PURCHASE: Check that all the products are correct with the correct GROUP CODES and passholders assigned to them. Note the correct prices as outlined in the price guide from your Group Leader are now reflected in the Net Price.
8. Review the screen and read carefully. Select the person paying for the transaction from the check button options. Your choices include one of the passholders or you may enter an additional person.
10. Review and accept the TERMS AND CONDITIONS. Select the NEXT button to proceed.
11. Express Assumption of Risks and Forum Selection Agreement: You must read and accept (at the bottom of the page) our Liability Waiver. Please mark if you are over or under 18 years of age. If you (the purchaser) are under 18, you must download a waiver from the link, print it, have your legal guardian sign it, and return it to Snow Trails. Most purchases are made by adults or parents of minors for whom they can accept liability.
12. BUY: The name field may be pre-populated with guest record data which you can change. This name should reflect your name exactly as it is written on your credit card. Enter card number and expiration date and then select the NEXT button. The order will process and you will be presented with a confirmation page. You may select the PRINTER FRIENDLY receipt button to see what your receipt (emailed to the buyer) will look like. It contains a link to the Liability Waiver you electronically signed.