

How Group Leaders may obtain login credentials to purchase ADP products online

1. Email Bob Glorioso (bob@snowtrails.com) and request your name be added to the online Agent system. We will check your request against your ADP application. In the SUBJECT of the email write: **ADP: Agent Login Request**
2. Supply the following information:
 - a. Your first, last and group name.
 - b. Username (alpha numeric one word) (e.g. puppy12) you would like to use.
 - c. Password (alpha numeric one word) (e.g. my13dog) you would like to use.
 - d. Email address (if different than the one you are sending this request from.) Invoices, username/password and other communications will go to this primary email address utilized by our eCommerce and Guest Management system. It can be changed at a later date by contacting Bob Glorioso.

NOTES:

- You will be assigned a unique GROUP CODE that must be selected when prompted in the eCommerce area.
- Your username and password WILL NOT be case sensitive. Therefore **PUPPY12** is the same as **puppy12** or **Puppy12**
- Allow Bob and/or Snow Trails approx. 48hrs to assign these credentials. They will be sent to the email in part 2d. above.
- Online purchasing cannot commence until you have received your username & password.
- These credentials are only needed for purchasing online. Documents, forms and waivers can be downloaded from the ADP MENU at www.snowtrails.com. This is different for 2007-2008. Since this area is available to the public no prices are posted here. Price lists can be requested from Bob Glorioso.

IMPORTANT: DO NOT give these credentials to group members. This is ONLY for Group Leaders. Individuals in your group can purchase online w/o any required credentials.