



CLUB LEADER: How to Buy Online Instructions

1. For the current site visit **ADP AREA**. When the new site goes live it will be listed under **SEASONAL CLUBS** as **CLUB LEADER ACCESS**. Enter the Username and Password that you have registered at Guest Services. Click on Start New Purchase.
2. All club products are located in the **Seasonal Club Passes** under **Choose a category** in the shopping cart. Then select Super Flex or Season Freedom under **Choose an attribute**.
3. Select the pass(es) you want to purchase under **Choose a Product** using the button **ADD TO CART** (there is a product description below). Select the **NEXT** button once you are done choosing all desired products (**you must select any add-ons that you may wish at this time**).
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 (**Please Select**) 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. W33-Bishop Hartley). Once you have assigned passholder information to each pass and selected GROUP CODES for each passholder, select the **NEXT** button.
7. In the box provided enter the **promotional code** you were given by Snow Trails Management and click Submit. This will reduce the price to the appropriate price at the time of purchase.
8. 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 under Total.
9. Select "Pay by Credit Card". The screen will expand. Enter the credit card information as it accurately pertains to the card that you are using. Be patient as this may take 10 – 15 seconds.

Note: Since you as a leader are making purchases on your members' behalf, you need to send Club Enrollment forms to Snow Trails.