

The New Sports Center Access Cards will replace your current owner card when signing into all 3 Sports Centers.

The 6 blue cards you received are your new Unaccompanied Guest Passes. Instead of having to pick up guest passes at the Resort Sports Center, you will now keep the passes in your residence. If you are with your guests, they do not need passes. <u>Use the Unaccompanied Guest Passes when you would like your guests to be able to use the facilities without you present.</u>

Starting January 3, 2023, you must go online to <u>eaglecrest.recdesk.com</u> to activate your Unaccompanied Guest Passes when you wish to use them. *Please note these passes are for friends and family only and NOT FOR RENTAL PROPERTIES. Rental properties must join The Express Pass Program.*

Unaccompanied Guest Passes may be activated for 1 week duration, 6 times a calendar year. (6 weeks)

Each submission online will activate <u>all 6 of your Unaccompanied Guest Passes for 1 week</u>. Please be sure of your start dates before submitting. They cannot be cancelled online.

- Login (DO NOT "CREATE AN ACCOUNT") using the email you provided on your application and the temporary password: Sports12345! How to change your password is on the back of this page! Please change your password! The same one has been provided to all members initially.
- Click the "Passes/Waiver" tab- There will be a list of Unaccompanied Guest Pass Submissions- Choose one and click- "Register Now" Please ignore any subcategories ie; Days, Dates, Grades etc. They are built into the program and cannot be
- 3. Member*- ONLY select your Guest Pass No family member will be accepted
- 4. Fee Type*- No fee

removed.

- 5. Select your start date*- The date you want your passes to become activated. They will automatically deactivate after one week. Please do not add any notes in the "Note" section!
 <u>All 6 of your blue cards activate AS A GROUP, weather you need one or all 6. Please do not do separate submissions for the same dates!</u>
- 6. Save- Accept Liability Waiver-continue.
- 7. SUCCESS!

Each <u>Unaccompanied Guest Pass Submission</u> can only be activated one (1) time. Only the <u>Guest Pass Member</u> is valid. <u>Please allow 3 days for processing of your submissions.</u>

In case of a lost guest pass, please notify us as soon as possible. Replacement fees apply.

Make sure it says you are successfully completed before logging out.

Signing online of the annual waiver negates having to sign in each time you visit the Sports Centers. Non-residents/guests will need to sign a waiver upon entering the Sports Centers. Please follow Instructions on the back of this sheet to sign your 2023 Liability Waiver.

2023 Online Waiver Instructions

- 1. Log in
- 2. Select-Passes/Waivers
- 3. Under Category Filter-click Waiver
- 4. Register Now
- 5. Select Member-Choose name
- 6. Fee type-0
- 7. Save
- 8. In your shopping cart- Go To Checkout
- 9. Read Waiver and click "I accept waiver"
- 10. "Sign in Waiver 2023" Select Complete Form
- 11. Click on "I have read and understand"
- 12.Scroll to bottom and sign in signature box using your mouse
- 13.Type name as it appears on your I.D.
- 14.Click "I have completed all forms"
- 15.Continue
- 16. Transaction successful!
 - Whew!! Thank you 😊

Changing your password

Log into your profile

On the top right of the page click the green Edit

The next page will give you two choices, Edit Profile or Username & Password Click on Username & password

Where it shows Password* Type in your NEW PASSWORD Confirm NEW PASSWORD and click submit! Password is changed!