

## ONLINE POOL PASS INSTRUCTIONS

We are excited that as of today you are able to purchase and renew your Pool passes ONLINE!! From a computer, simple go to [www.haysrec.org](http://www.haysrec.org), click on the computer screen in the top left corner and follow the steps below!

\*Anyone who has signed up for an activity, rented a facility or has had any kind of pass in the past 9 YEARS HAS AN ACCOUNT and therefore has online access as well!

### To purchase or renew pool passes Online:

- 1) **Login to your account.** If you don't know your login see below.
- 2) Once logged in click on **Pool Passes** under *Quick Links*
- 3) Click the **Shopping Cart** next to Season  
(everyone 3 & older must have a pass or pay admission!)
- 4) **Enter Pass Type should say Seasonal Pass**
- 5) **Select Family Member** from the Drop down
- 6) Click **Add to Cart**
- 7) Read the important message about issuing new cards and click **OK**
- 8) Click **OK** to Agree to the waiver
- 9a) If you have others to purchase or renew click **continue shopping**,  
And repeat steps 2-7 for each one.
- 9b) If you are done click **Proceed to Check Out** and complete the payment process.

### Don't Know Your Login Information??

From a computer, simple go to [www.haysrec.org](http://www.haysrec.org), click on the computer screen in the top left corner and follow the steps below to retrieve your login info:

Under Username & Password you have two options:

- 1) **Need an account** – if you are a new customer click here and make a new account and wait up to 72 hours for it to be approved. Once approved log in and purchase passes, sign up for activities, view account information, etc. (If you do this, and you already have an account, this new account you set up will be deleted and the info for your current account will be sent to you!)
- 2) **Forgot Your Password** – If you know you have an account but don't know the login info click here, put in your email address. If your email address matches the one in our system it will email you your username and a link to reset your password. FYI this link is only good for 20 minutes. If your email does not match, it will prompt you to call our office.

We hope you take advantage of using this convenient way to buy or renew pool passes and all your summer activities!

As a reminder NO phone registrations are accepted for passes OR activities due to the waiver form that must be agreed to or signed! Thanks!



4 easy  
ways to  
register!

