

Swim Club Reservation Directions

Step 1: Log into your community pass account marlboro-nj.gov/signup

The screenshot shows the website header with 'Home' and 'Facilities' tabs, and a clock showing 2:25:41 PM EDT. Below the header is a banner for 'Welcome to the Township of Marlboro'. A notice states: 'If you are using a Credit Card to make a partial payment on a program you already registered for and have a balance due, you must either stop at the Recreation Office or call us at (732) 617-0100. If you are paying off the full balance, you may do this online.' The page is divided into two main sections: 'Create an Account' and 'Existing Users'. The 'Create an Account' section explains that CommunityPass is the resource for event and activity registration and that registration is currently being accepted. It provides instructions for first-time users and those with existing accounts from other agencies. The 'Existing Users' section contains a 'Please Log In' form with fields for 'Username' and 'Password', both of which have red 'X' marks indicating errors. There is a 'Log In' button and links for 'Forgot username or password' and 'Need Help?'. At the bottom, there is a link to 'Click on Links below for information:'.

Step 2: Once logged in click Browse Activities

The screenshot shows the website after login. At the top, there is a 'Switch to a Different Community' dropdown menu. Below this is a 'Marlboro Recreation' section with a 'Visit Website' link. The text describes various activities and facilities provided by the Recreation Department, including swim club memberships, summer camps, tennis, basketball, soccer, and more. It also mentions programming for seniors. A photograph of the Recreation Office building is shown. Below the text is a 'Browse Activities' button, which is circled in red. To the right is a 'News & Announcements' section with a notice: 'You can only pay online with a credit card. We accept Visa/MC.' and 'If you're paying by check, you must pay at the Recreation Office, M-F 8:00am-4:30pm.' At the bottom of the news section is a link for '2019 -2020 Fall / Winter Program and Activity Brochure'.

Step 3: Select Marlboro Swim Club 2020

Select a Season ✕

Marlboro Recreation

Please click continue next to the desired season to view the program catalog and register for activities

FALL SOCCER 2020
FALL SOCCER 2020 Continue
Registration Open

Field Reservations 2020
Field Reservations Continue
Registration Open

Marlboro Swim Club 2020
WELCOME TO THE 2020 POOL SEASON. REGISTER NOW Continue
Registration Open

MOSA Summer League
MOSA Summer League Continue
Registration Open

Summer 2020 YOUTH Programs and Events
Summer 2020 YOUTH Programs and Special Events Continue
Registration Open

Step 4: Double check the account information make sure it's up to date and correct.

- Click continue > make sure your email is correct > click continue.

Step 5: Select ALL participants/ members that will be going on the day of the reservation

- Select the day that is listed > after select everyone that will be going hit continue at the bottom

Select Programs

Grandma Guiliano - Adult

Replacement ID Card [details](#)

Test Day Reservation [details](#)

Step 6: All members signing up for a day at the Swim club MUST sign off on the following

- Release of liability and assumption of risk agreement
- Self- health screening

Please read the following policies and agreements carefully. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

The screenshot displays a registration interface. On the left is a vertical sidebar with seven steps: 1 Account, 2 Email, 3 Participants, 4 Programs, 5 Policies (highlighted in blue), 6 Confirm, and 7 Checkout. The main content area is titled 'Policies & Agreements'. It contains two items, each with a red 'X' over a checkbox: 'I agree to the RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT (View)' and 'I agree to the Self-health Screening (View)'. Below these is a text input field with the prompt 'By entering my name, I assert that I have reviewed and agree to all of the policies and agreements I have selected above.' The field contains a red 'X', indicating a required field. At the bottom are three buttons: 'Cancel', 'Back', and 'Continue'.

Once signed off and agreed to please click continue

Step 7: Amount will be \$0.00 > click continue > it will bring you to the final page click finish.

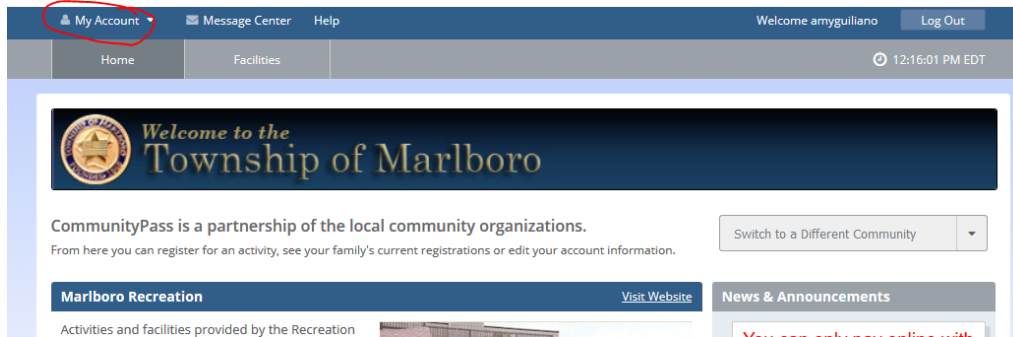
- The front gate will have a print out of names for the reservation for that day, if you would like you can also pull up the receipt on your phone or print a copy.

Guest Info

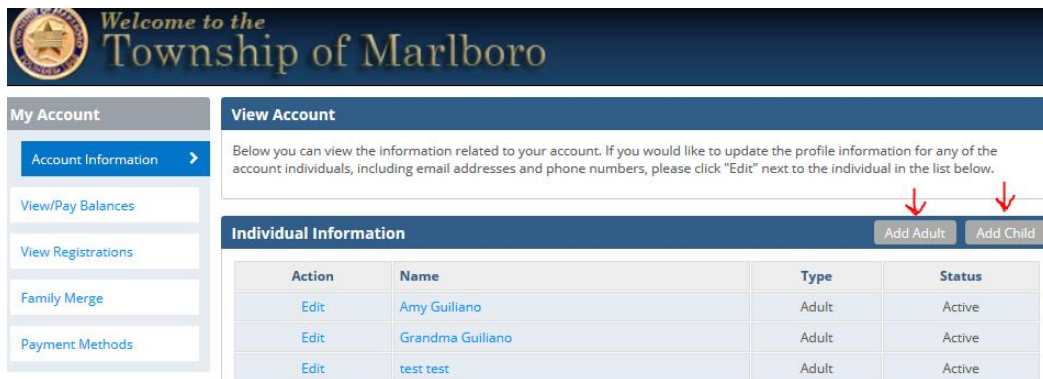
Reminder Guests are allowed in the club Monday- Friday, 2 guest per membership. The guest needs to be added to the members community pass account in order for them to be placed on the reservation the day before.

Directions on How to add a member onto your account

Step 1: Once log into your account click My account located at the top of the page.



Step 2: If adding and Adult click: Add Adult / If adding a child click Add Child



Step 3: Add their info and press ADD > person will be added to account

To add a new child, please fill in fields below. If the child you are adding is not a family member but resides with choose "Non-Family Member" in the "Relation" field. Required fields are in red.

First Name:

Last Name:

Relation:

***Birthdate:**

***Gender:** Male Female

Current Grade:

for School Year 2020-2021

When you arrive at the front gate the day of your reservation you will scan your own card wait for the gate attendant to confirm once they do so you may continue into the club. Guest please hand in the correct amount of tickets from the booklet.

Adults= 4

Child= 2

Senior= 2

If you need assistance making a reservation you may call or email the day before.

9am-4:30pm

732-536-1029

908-770-1786

swimclub@marlboro-nj.gov