



Electronic Pass Checking Service

## Beginners Guide

Learn how to set up your account and how to start checking passes today.

# WELCOME!

**Please use this guide to learn and navigate Easy Pool Pass, an electronic pass checking software.**

Easy Pool Pass was designed to simplify pool pass checking on commercial and community pool decks. Our goal was to create an easy system to handle that is 100% free to communities looking for new, digital ways to check passes. Swimming pool passes and the management of a physical pass is difficult, time consuming, and expensive. We felt that with a simple electronic system we could eliminate the headache and cost for our communities. Our pool pass software is easy to manage and easy for residents and members to sign in daily, while also providing data to track residents and guests attendance.

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# **SECTION 1**

## **MANAGEMENT**

## SIGNING UP FOR YOUR ACCOUNT

If you are trustee or property manager, and want to create your account, set up is easy. Just contact us!

We will create your account and send your designated account manager the account set up link.

We recommend the designated account manager be the person in charge of your resident accounts. This person will be responsible for uploading your resident data and managing visit allowance for households. It is very important to not share your community data.

## RESIDENT MANAGEMENT

Once your account is set up and you get signed in, you'll see your home page. From this home page, you can navigate to any section of Easy Pool Pass management. Your very first step should be to set up your resident accounts. This can be confusing and time consuming, so take your time. You can either import residents from a data sheet or you can individually add each resident. It is much easier to import your residents. This import document should be created using Excel or Google Sheets and converted to a .CSV file. You can do this by creating a document that looks similar to the example shown below.

### Listing by Individual

Name	Address	Phone Number	Adult or Child	Adult	Child	Guest Passes
Mom	123 Main St	314-555-1234	A	2	1	3
Dad	123 Main St	314-555-4567	A	2	1	3
Child	123 Main St		C	2	1	0

### Listing by Household

Family Name	Address	Phone Number		Adult	Child	Guest Passes
Jones Family	123 Main St.	314-555-1234		2	1	3

Residents can be categorized a few different ways; either listing each resident individually, or listing each household individually. There are benefits to each method. You need to decide which method is best for you.

#### Listing by Individual

This method gives each individual their own account. This does NOT mean that each individual has to check in. If you look at the example above, you will see the columns "Adult" and "Child." The number you add to this column states how many people are allowed to accompany this individual, INCLUDING themselves. In the above example, "Mom," "Dad," and "Child" are all in one household. So there are 2 adults and one child in this household. Mom and Dad can both bring each other into the pool (2 adults) and they can bring their child (1 child). If you look at the column titled "Guest Passes" you will see that the adults are allowed to bring 3 guests. This is 3 guests PER VISIT, not per season. Currently, we do not provide the ability to pre-pay for guest passes. This method is nice if you want to be able to list out all the individuals of the family and keep track of individuals.

#### Listing by Household

This method gives the ability to combine households into one account. This method is simpler for trustees to manage. Instead of switching each individual family member to active or inactive, you can switch the entire family at once. As you can see in the example above, the "Adult," "Child," and "Guest Passes" remain the same. This method is also simpler for residents because they all would use the same check in credentials.

## ACTIVATING ACCOUNTS

Once you have all of your resident accounts added, it's time to activate. Once an account is set to active, they are allowed access into your facility. As a community, you decide the regulations on allowing and denying residents access. The account manager is the only person that can access you accounts and change their activation setting.

With all of your resident accounts added, your resident manager page will look similar to the example shown below, (although, you list will be much longer). From here, you can quickly see that person's status and all their data you imported already. On the far right, you will see if their account is active or inactive. To change anything shown on this screen, you would click on the person icon next to the resident name.

### Resident Manager

[Resident Manager](#) [Add Resident](#) [Import List](#)

	Name	Address	Phone / Res ID	Type	# Adult	# Child	Status
	Adult Example	1234 Main St	6367349629	Adult	2	2	A
	Child Resident	1123 Main St	3144556350	Child	0	1	A

[Resident Manager](#) [Add Resident](#) [Import List](#)

Name

Address

Phone

[Change Number \(coming soon\)](#)

Status

WARNING - Setting To Delete Will Remove Resident From Account

Type

It is advised to set Adults to 0 and Children to 1 on Child Passes

Adults   

Max Adult Residents Allowed On This Pass

Children   

Max Resident Children Allowed On This Pass

To change the status of an account, look at the example above. Click on the drop down next to the title "Status" and chose between, "Active," "Inactive," or "Delete." Once you are happy with your changes, click "Update."

## GUEST PASSES AND FEES

Every subdivision handles guest passes differently. We give you the option to choose a method that will work best for you. You can choose to have free guest passes or you can charge a set amount for each guest. We currently do not have a method in place for residents to pre-pay for a set amount of guest passes. To set up a guest passes, look at the example below.

The screenshot shows the 'Guest Passes Manager' interface on the EasyPoolPass.com website. At the top, there is a navigation bar with 'EasyPoolPass.com' on the left and 'Admin' and 'Example Pool Facility' on the right. Below the navigation bar is a header section with the title 'Guest Passes Manager'. Underneath, there is a section titled 'Guest Pass Policy'. This section contains a form for configuring guest passes. It includes a 'Guest Passes (Per Adult Pass)' field with a value of '3', a 'Max. Guests Residents Allowed On This Pass' label, and a 'Guest Cost' dropdown menu set to '\$3.00'. A note below the form states: 'NOTE: EasyPoolPass will charge a \$.25 (+5%) / Guest Pass unless set to FREE. This amount will be automatically removed from your account.' An 'Update' button is located at the bottom of the form.

**NOTE: EasyPoolPass will charge a \$.25, plus additional 5%, per Guest Pass unless set to FREE.**

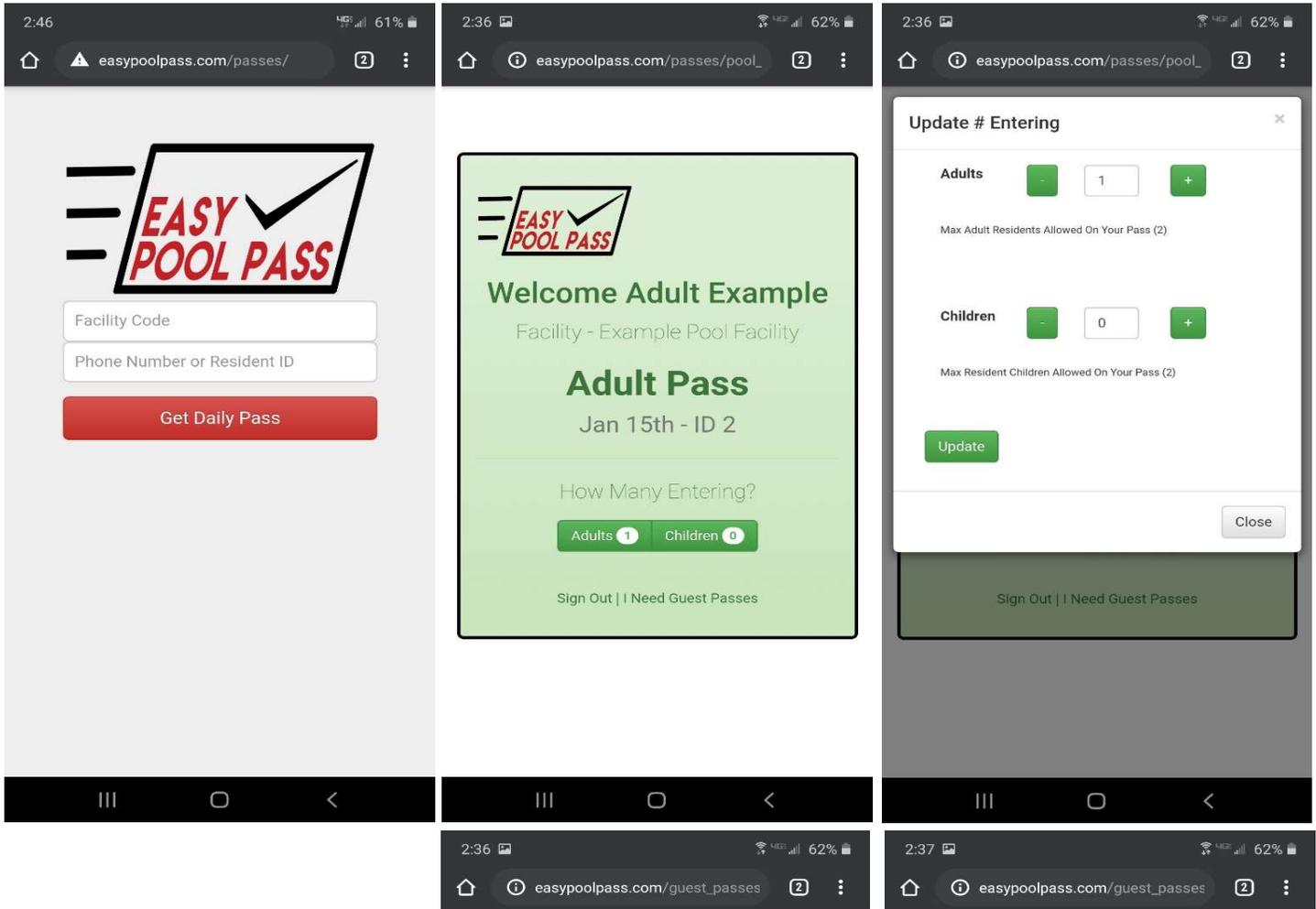
## COLLECTING GUEST PASS PAYMENT

We pay out guest fee collections in one lump sum in November. When it's time to set up your guest fee collection method, you will receive an email prompting you to select your deliver method. Right now we offer the following deliver methods: paper check, paypal, venmo, and cashapp.

**SECTION 2**  
**IMPLEMENTATION**

## RESIDENT ACCESS

Your residents will need to be notified about the change in pass checking prior to opening day so they know what to expect and how to check in. Here are some screenshot examples from a cell phone that display what the resident sees when they are ready to check in.



### To check in:

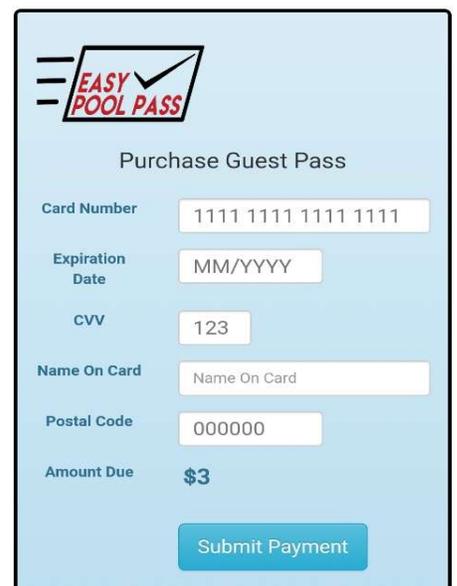
Residents must visit our website

[easypoolpass.com/passes](https://easypoolpass.com/passes)

Enter in their facility code

Enter in their phone number

After signing in, residents select how many people are entering. They can also click to purchase guest passes from this page. After they choose how many guest passes, they will be taken to a purchase page to submit payment.



## STATISTICS

From the home page, account managers can view their facility statistics. These statistics show who visited the pool, how many people visited the pool and at what times, and your peak hours. This data can help you tailor your hours to meet your facility. You can alter open hours based on times of no visits. You can alter how many staff you keep at your pool daily, based on peak times. What you do with your data is up to you!

EasyPoolPass.com Admin ▾ Example Pool Facility ▾

### Example Pool Facility - Your Facility Code Is EX123

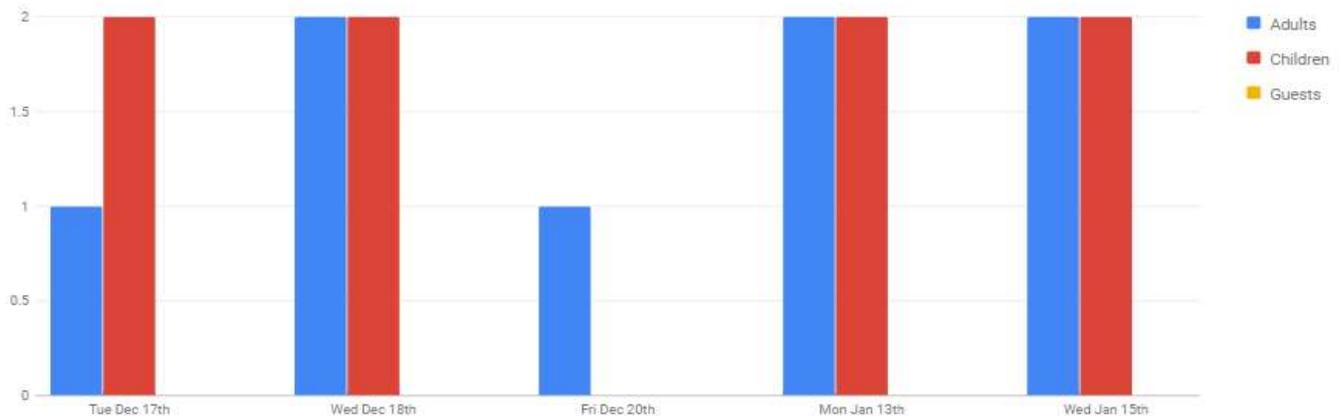
Today Last 7 Days Last 30 Days

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Last 30 Days Stats

Date	Adults	Child	Guest	\$ Collected
Jan 16th	8	8	0	\$

Pool Passes - Last 30 Days  
Adults, Children, Guests



## BUILD COMMUNITY AWARENESS

It's very important that trustees and management make sure that their community is aware of these changes ahead of opening day. Our software can generate a simple sign for facilities to print and use as needed.

EasyPoolPass.com Admin ▾ Example Pool Facility ▾

# Welcome To Example Pool Facility

Please Use Your Phone To Sign In  
All members wanting to use the pool must sign in before entering our facility.

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Go To  
**www.EasyPoolPass.com**  
and sign in with our Facility ID and your Phone Number or Resident ID

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Our Facility ID Is  
**EX123**

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Having Trouble Please Find A Staff Member To Assist You