



## How to Purchase Pool Passes for 2023 Season

On your computer or your phone visit: <https://swimmingpoolpasses.net/city-of-watervliet/>

Be sure to read the question-and-answer section and then click on the “Apply online” tab to bring up the application.

Enter in your email information, indicate whether you are a Watervliet/Green Island resident or a non-resident and choose the number of passes you would like to purchase.

Under the “Your Household” section you will provide your address and be sure to include the apartment or floor number that you reside in. Add your phone number and email address again to confirm and then your emergency contact information.

On the “Patrons” tab this is where you provide the name and date of birth of each member you are purchasing passes for. This is also the section where you **must** add a photo of each passholder. You can add the folder right from your phone or computer, whichever you are making your purchases from. The system allows you to crop the photo, but the members face must be clear for identification purposes at check-in.

The “Application Continued” tab is where you indicate whether you own or rent your property in Watervliet/Green Island or if you reside in Watervliet Housing or if you live outside of these areas. If you rent a property in the city, you are required to provide the name and phone number of your landlord in this section. For those who do not reside in the city you will check the box indicating you do not reside in Watervliet.

Under “Terms and Conditions” you need to certify that the information you provided is accurate and agree to the Terms and Conditions.

And the last section is the “Payment” tab. Here you will see the total amount due and click on the “Continue to Payment” tab where you will enter in your payment information and submit your application.

Once you hit the submit button, if all the required information has been included you will receive a notice with a green check mark and a note indicating “Application Submitted”.

You will then receive an email from [applications@accessgrantedsystems.com](mailto:applications@accessgrantedsystems.com) advising you that your application has been submitted. City of Watervliet staff will review your application and contact you if any additional information is needed.

Once your application is approved you will receive an email from [passes@accessgrantedsystems.com](mailto:passes@accessgrantedsystems.com) which will have an attachment with your passes included.

If you have questions as to how to view your passes or how to store them, please visit: <https://tinyurl.com/mry3tcz5>