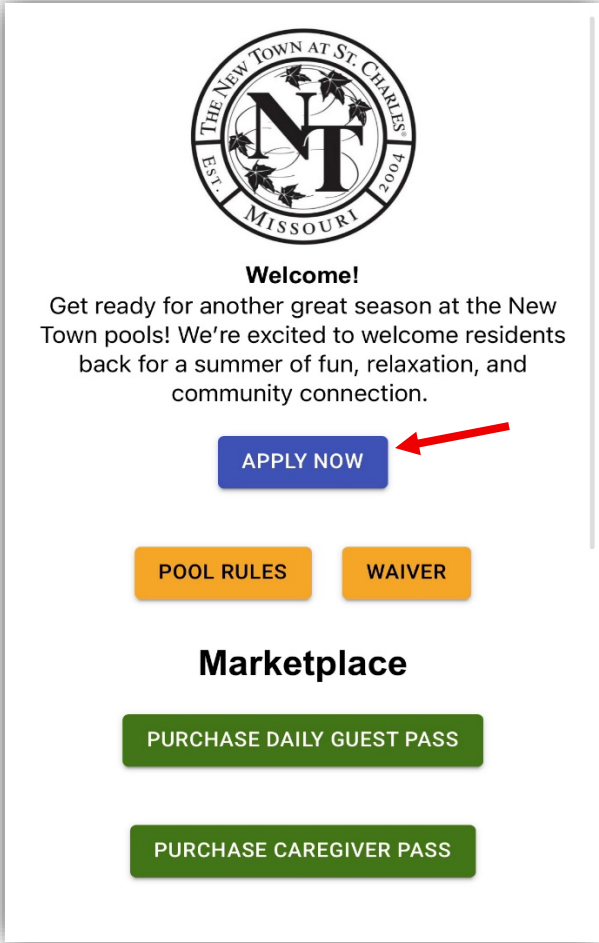


New Town Pool Application Step by Step Guide

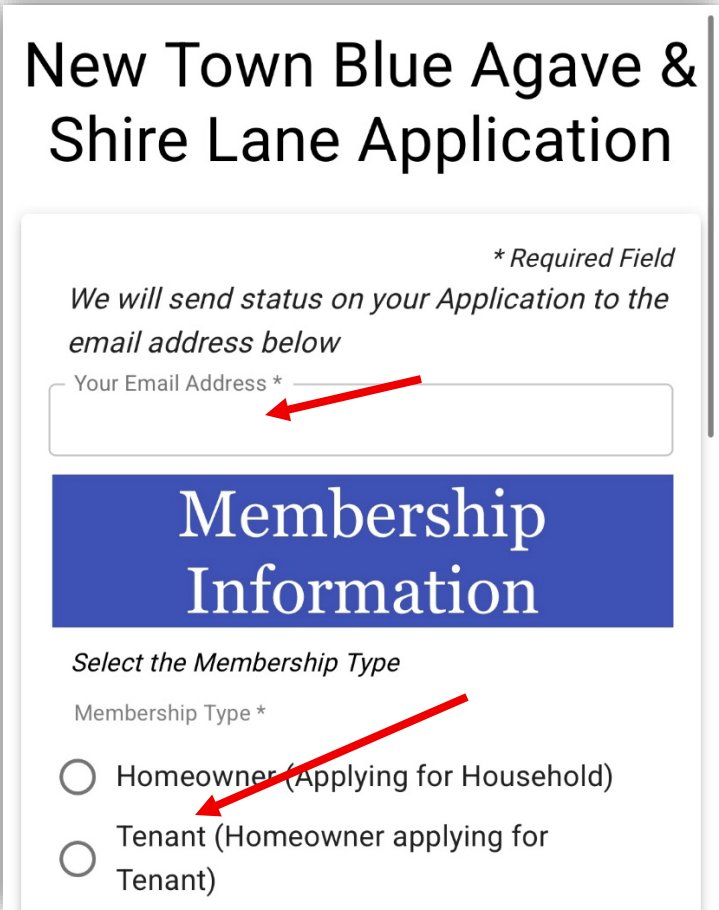
Mobile View for Tenant Applications Only

1. Select Apply Now



The image shows a mobile application screen for New Town Pools. At the top is the logo for 'THE NEW TOWN AT ST. CHARLES, MISSOURI' featuring a large 'NT' in the center. Below the logo is a 'Welcome!' message: 'Get ready for another great season at the New Town pools! We're excited to welcome residents back for a summer of fun, relaxation, and community connection.' A blue button labeled 'APPLY NOW' is highlighted with a red arrow. Below this are two orange buttons: 'POOL RULES' and 'WAIVER'. Underneath is a 'Marketplace' section with two green buttons: 'PURCHASE DAILY GUEST PASS' and 'PURCHASE CAREGIVER PASS'.

2. Enter Email Address and Select Tenant (Homeowner applying for Tenant)



The image shows a mobile application screen for 'New Town Blue Agave & Shire Lane Application'. The title is at the top. Below it is a text prompt: 'We will send status on your Application to the email address below' with a '* Required Field' label. A text input field labeled 'Your Email Address *' is shown with a red arrow pointing to it. Below the input field is a blue banner with the text 'Membership Information'. Underneath the banner is the instruction 'Select the Membership Type' followed by 'Membership Type *'. There are two radio button options: 'Homeowner (Applying for Household)' and 'Tenant (Homeowner applying for Tenant)'. A red arrow points to the 'Tenant' option.

- 3. Upload a Copy of the Lease Agreement
- 4. Enter your information as the **owner of the home.** (Full Name, Email, Phone & the address where you currently reside.)

- 5. Enter your property information where your **Tenants are residing.**
- 6. Enter your **Tenant's** Email, Phone & Emergency Contact.

Only those listed on the lease over the age of 18 will be granted a pool passes.

ADDITIONAL RENTER QUESTIONS

Renters are required to provide a copy of their lease.

Upload Copy of Lease *

Drag File Here

Browse

Download

Remove

Homeowner's Information

Homeowner Full Name *

Homeowner Email *

Homeowner Phone *

Homeowner's Address

Address *

City/Town *

State/Province *

Postal Code *

applications.accessgrantedsystems.net

Your Household

Mailing Address

Address *

City/Town *

State/Province *

Postal Code *

Email *

Primary Phone *

Alternate Phone

Enter the Emergency Contact for your household. Do not enter yourself.

Emergency Contact Name *

Emergency Contact Phone *

- 7. Click the plus sign next to patrons
- 8. Enter your Tenant's information under Patrons & all other tenants residing in the Property
- 9. Add a photo of each member under their patron

Patrons
(press the + to add members of your household)

PATRONS + Count: 1
Keep pressing + to add the number of patrons in your family

PATRON (1)
Enter the information for this patron

First Name (1) *
Last Name (1) *
Member Birthdate (1) *

Member Image (1) *

Drag Image File Here

Webcam
File Upload
From Clipboard
Edit/Crop
Clear

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- 10. A waiver for each application must be completed prior to Pool Passes being approved.
***Completed waivers will streamline the application process for future years to come.**

Please upload a copy of the signed waiver
upload the signed waiver (1) *

Drag File Here

Browse
Download
Remove

Download Waiver

11. Select your Pass Type

Pass Policy

Each patron is required to present a pass to enter the facility. All members will receive a new electronic pass.

Electronic passes are emailed to you after your application has been approved.

If you would like a **new pass** mailed to your home, you must select **New Pass** and pay the **\$1** pass fee and **\$5** mailing fee.

If you have a previous year's pool pass and wish to reuse the pass, you may elect to **Reactivate** the pass.

If you only need an electronic pass (**ePass**) emailed to you, you may select **ePass Only**.

What type of pass are you requesting?

Pass Request (1) *

- New Pass
- Reactivated Pass
- ePass Only

+ ADD ANOTHER PATRON

Patron Fees: \$0.00

12. Select an option for Caregiver Pass

Application Continued

Additional Questions

Would you like to add a Caregiver Pass to your household for \$100?

Caregiver Pass *

- Yes
- No

13. Checkmark each Acknowledgement

Terms & Conditions

- I certify that the information provided on this application is accurate. *
- NO LIFEGUARDS ON DUTY. Pool is "SWIM AT YOUR OWN RISK" – Parents or designated guardians assume all responsibility for safety. Pool staff members are NOT certified lifeguards and do not perform lifeguard activities. *
- I/We agree to abide by all the rules and regulations of The New Town at St. Charles General Assembly *
- I agree to Access Granted Systems, LLC Terms & Conditions *

[View Pool Rules](#)

[View Terms & Conditions](#)

14. Add Comments if Necessary

15. Select if it is your Second Application, if applicable

16. Click Submit

Is there anything else we need to know about your application?

Application Note

Check here if this is your 2nd submission this year.