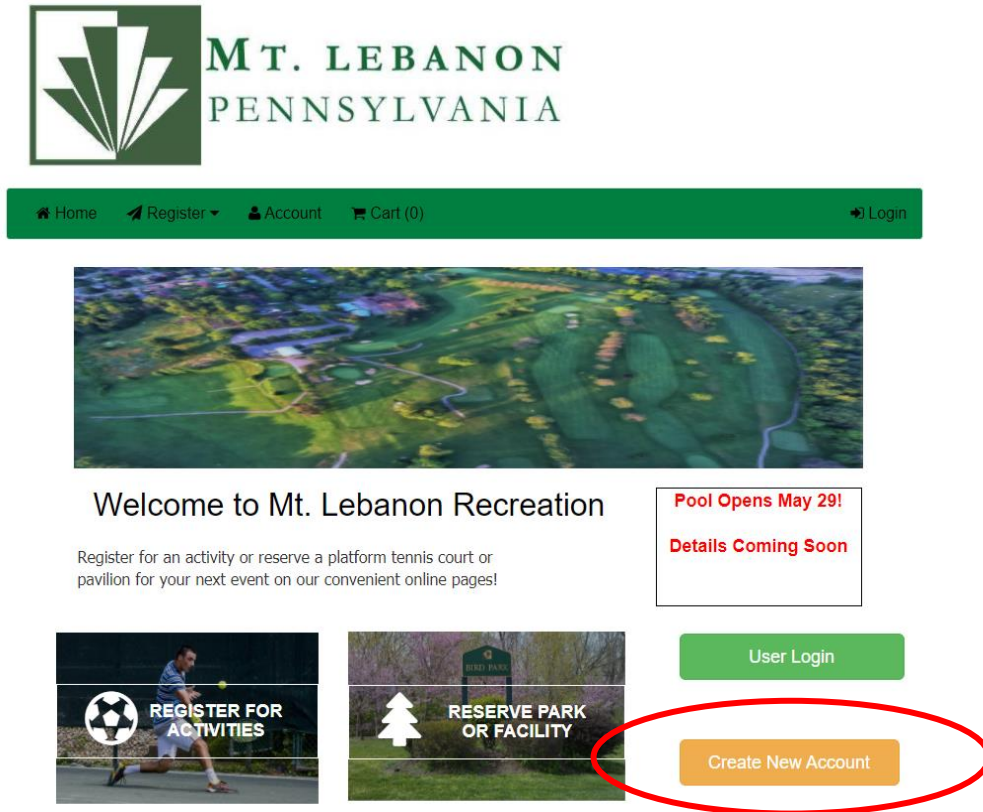


How to create an account, upload photos and documents and purchase a membership online

1. **Create an Account-** If you don't have an account, you will need to create one by clicking the orange "Create New Account" button and following the instructions. Add any family members and save your work.



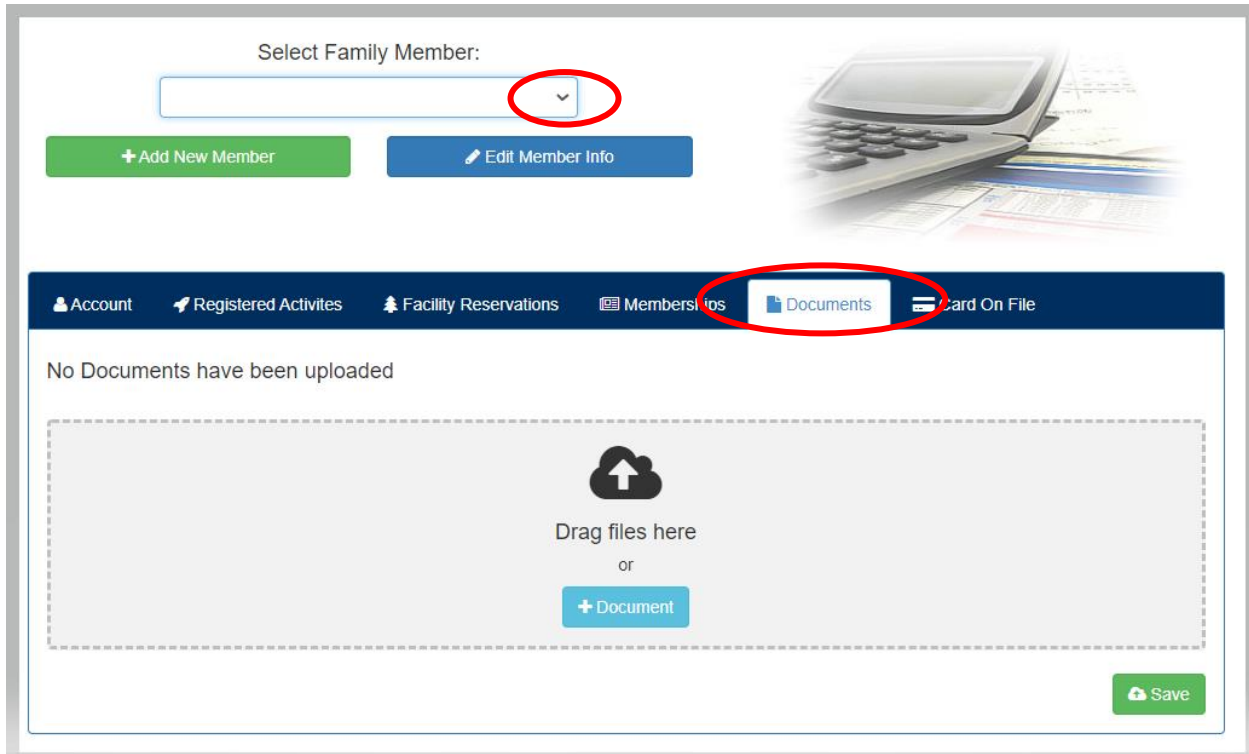
2. **Login-** Make sure you are logged into your account. You must be logged in to purchase memberships, register for activities or upload documents.



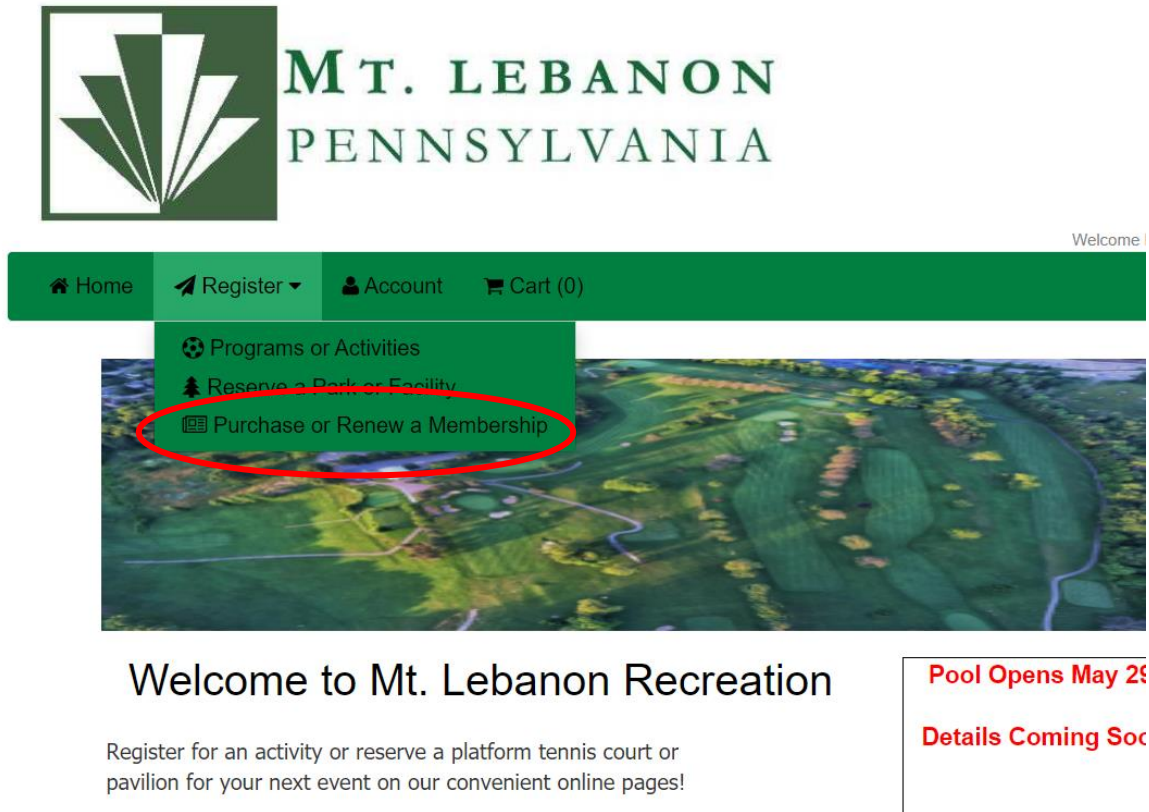
3. **Upload Documents-** Press the “Account” button to go to your account.



4. Select “Documents” and a family member. Add any necessary documentation under each person. (Photos will be added for each member during the actual purchase). Adults will need a driver’s license or state ID. You will need to select a document type, either ID or Document. **Please name files by first and last name of the person they are for, and the kind of document. For example, Jane Smith ID, or John Smith Document.** Save after each document. Continue until you have completed all family members needing a membership.

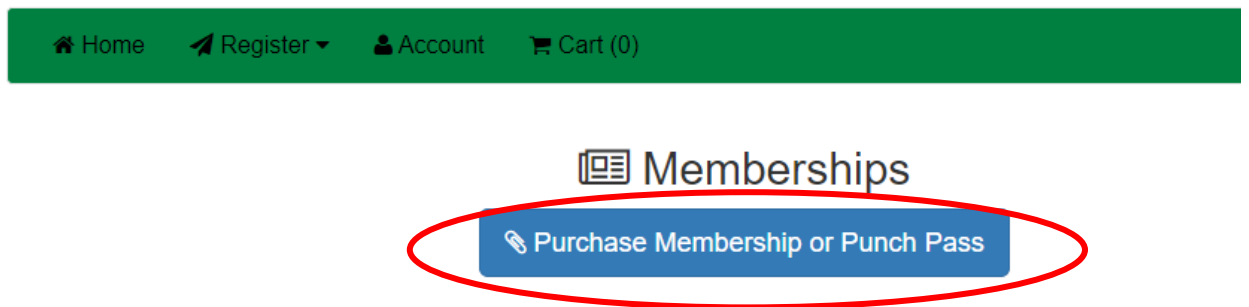


5. **Purchase Membership-** Click “Register” then “Purchase or Renew a Membership.”



The screenshot shows the Mt. Lebanon Pennsylvania website header. The logo on the left consists of a green square with white stylized leaves. To its right, the text "MT. LEBANON PENNSYLVANIA" is displayed in a green serif font. A green navigation bar contains links for Home, Register, Account, and Cart (0). A dropdown menu is open under "Register", with "Purchase or Renew a Membership" highlighted by a red circle. Below the navigation bar is a large aerial photograph of a golf course. The main content area features the heading "Welcome to Mt. Lebanon Recreation" and a sub-heading "Register for an activity or reserve a platform tennis court or pavilion for your next event on our convenient online pages!". A red-bordered box on the right contains the text "Pool Opens May 29" and "Details Coming Soon".

6. Click “Purchase Membership or Punch Pass.”




The screenshot shows the "Memberships" section of the website. A green navigation bar at the top contains links for Home, Register, Account, and Cart (0). Below the navigation bar, the heading "Memberships" is displayed in a large, bold, black font. Underneath the heading, a blue button with white text and a white cursor icon is labeled "Purchase Membership or Punch Pass". This button is circled in red.

7. Below click the caret to open the dropdown menu and select the type of membership you want to purchase.

Purchase A New Membership Or Punch P

Type: Membership Punch Pass

Name:

Pool Pass Family 3 

- Pool Pass Adult
- Pool Pass Resident Child (3-18YRS)
- Pool Pass Resident Senior (62+)
- Pool Pass Family 3
- Pool Pass Family 4

Resident: Yes (Edit in your account)

8. Make sure you have selected the family members that you want to be on the membership. Click the "Upload" button next to each one and add a photo. You can even select a family portrait and select the correct person's face. Please avoid photos with hats and sunglasses, and make sure the face is large enough to identify. Then click the green "Select this Membership" button.

Memberships

[Purchase Membership or Punch Pass](#)

Purchase A New Membership Or Punch Pass

Type: Membership Punch Pass

Name:





Pool Pass Family 3

Length:

Monthly

Resident: Yes (Edit in your account)

Membership Includes:

- Dad Smith 
- Mom Smith 
- Kid Smith 
- Kid Smith 2 

(Select Only 3)

[Add Family Member](#)

Details:

Begins: 05/29/2021
Ends: 09/06/2021


Resident Price: \$294.00
Non-Resident Price: \$469.00
Memberships/Season Passes are non-refundable and non-transferable. Please read all rules before purchasing. Initially, memberships are limited to one adult lap swim and one open swim per day. These restrictions are subject to change. Members who reserve a swim time and do not attend the session or cancel at least one hour prior to the reservation time will be charged an \$8 fee for each reservation. Memberships are not valid until all documentation has been provided and the membership is approved. Please upload documents prior to purchase.

[Select This Membership »](#)

9. **Select Purchaser of Membership-** This should be a parent/head of household.

Purchaser of Membership

Select Family Member

* Select A Family Member *  [Show Member Details](#)


10. Agree to terms and conditions, add to cart and checkout. You will receive your receipt via email. A staff member will contact you when your membership is approved.

IMPORTANT - LIABILITY WAIVER AGREEMENT

By registering for this program, activity or trip, individually and/or as the parent/guardian of any minor or minors, I understand that by engaging in recreational activities, programs or trips sponsored by the Municipality of Mt. Lebanon Recreation Department, I am utilizing recreational facilities owned, operated, maintained or utilized by Mt. Lebanon, Pennsylvania and the Municipality of Mt. Lebanon Recreation Department. I expressly acknowledge and accept that participation in said activities may create a risk of injury to persons or property (including exposure to communicable disease) and I hereby expressly assume such risk and release, remise, and forever discharge the Municipality of Mt. Lebanon Recreation Department and Mt. Lebanon, Pennsylvania, and its respective officers, agents and employees from any liability for any and all claims, suits or causes of action arising from injuries to my person or property (including exposure to communicable disease) and/or to any minor that I have registered or his/her person or property (including exposure to communicable disease) as a result of my/his/her participation in this recreational activity, program or trip. I also acknowledge and agree that I am granting to Mt. Lebanon the irrevocable right and license to use the image of myself or the minor or minors who are being registered, in any medium or context, for Mt. Lebanon's promotional purposes, without further authorization and without compensation.

I agree to comply with all reasonable rules and regulations, which are established and posted by Municipality of Mt. Lebanon Recreation Department from time to time at the Facilities or other designated places. I further agree that failure to follow these rules and regulations may result in loss of my privileges in this program, activity or trip. I also agree that the Municipality of Mt. Lebanon Recreation Department has the right to eject any person from the Facilities for any reason which it deems sufficient.

I have **READ** and **AGREE** to the above Terms & Conditions: YES NO

Accepted Waiver: 

Be sure to click **Add to Cart** ONCE when finished.

NOTE: Due to possible high internet traffic, please give this process time to complete. If your browser times out and you are forced to re-click on submit and you get a Participant Already Registered message, you are registered.

Add to Cart 