

# Town of St. Marys ActiveNet

## Adding passes to your account



Follow this guide to learn how to add passes (e.g. swimming, skating etc.) to your account.

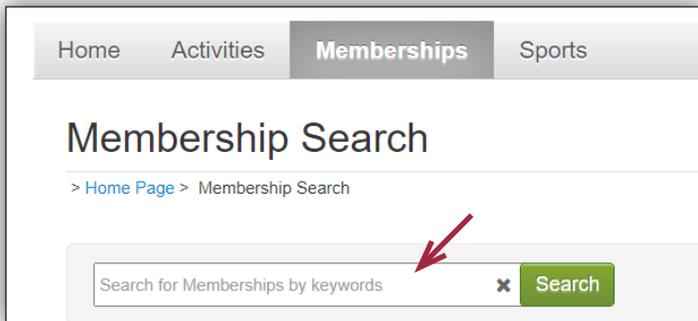
### Step 1

Click on “Memberships”.



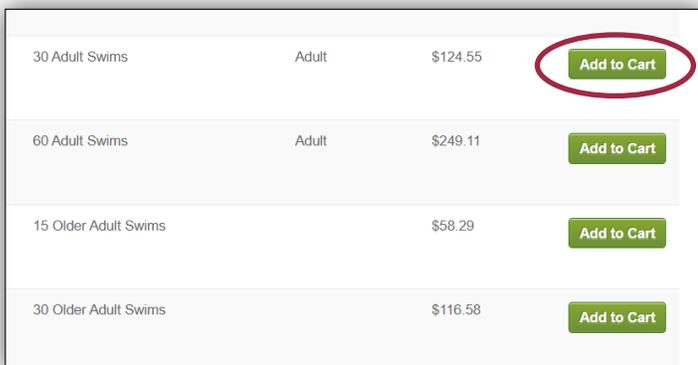
### Step 2

Type the name of the pass you want (e.g. swimming) in the search field and click the search button. Alternatively you can scroll through the list below.



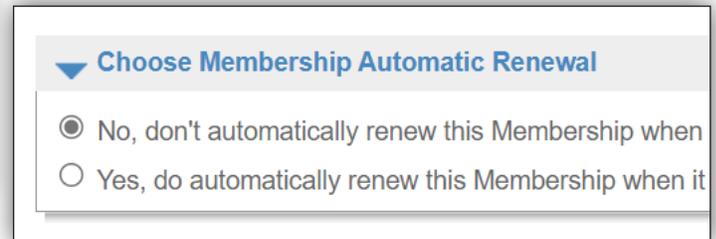
### Step 3

Click “Add to Cart” on the passes you wish to purchase.



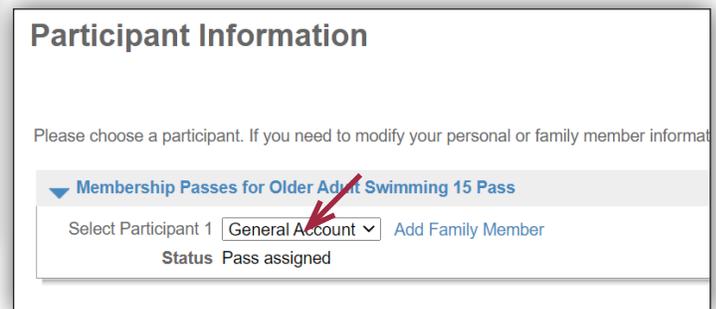
### Step 4

Select whether or not you want to automatically renew your passes when they run out.



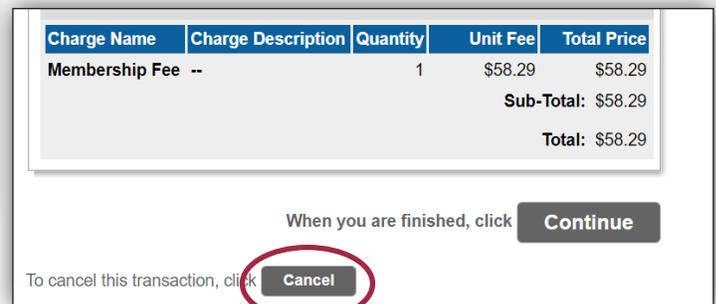
### Step 5

Next to “Select Participant 1”, select which family member you are purchasing the pass for. Click “Continue”.



### Step 6

Check to make sure you have selected the correct membership. If you have selected the wrong one, simply press “Cancel” on the bottom of the screen.



# Adding passes to your ActiveNet account (continued)

## Step 7

After reading the waiver, check the box and enter your initials to accept it. Click “Check Out”.

### Waiver

Please read the following waivers and agreements carefully. They include a waiver of legal rights, and deprive you of the ability to sue certain parties. You acknowledge that you have both read and understood all text presented in this checkout process.

I have read and agree to [Membership Waiver \[Membership Sales/Referrals\]](#) and [Swimming 15 Pass](#), Required

Please enter your initials below

### Order Summary

in total.

Subtotal \$58.29

Taxes \$7.58

---

**Due Now \$65.87**

[Check Out](#)

## Step 8

Enter details for your preferred method of payment. Once finished, click “Pay”.

### Payment Information

**Payment Method**

ACT\* Town of St Marys or Active Network will show up on your credit card statement for this payment.

We accept the following card types:

Name on card \*

### Order Summary

Subtotal \$58.29

Taxes \$7.58

---

**Due Now \$65.87**

[Apply](#)

[Pay](#)

## Step 9

Check your receipt.

**Your receipt #3006054.001 has been completed!**

You will receive a confirmation email shortly. [View printable receipt](#)

### Receipt Summary

	<b>Older Adult Swimming 15 Pass</b>	<b>\$65.87</b>
General Account	MEMBERSHIP	
	Number of uses: 15	
	Valid until: Jun 11, 2049	