

# How to Register Children with Gunstock

**USE THE  
LINK!**

The link your coordinator provided allows you to purchase Outreach Products under your local group.

**ATTENTION:**  
**Your Products will be refunded if your child's registration is not approved by your local Coordinator**

**STOP!**

**Do Not Log in As Your Child**

**STOP!**

**SIGN IN  
WITH  
USERNAME**

If you already have an account, sign in using your USERNAME.

If you have forgotten your USERNAME or PASSWORD, please use the tools for retrieving them located at the bottom right of the Returning Customer Box.

If you do not have an existing account, please skip down to **Register As New Customer** to follow the instructions on how to create a new account.

The screenshot shows a login interface with the following elements:

- Header:** WELCOME, PLEASE SIGN IN!
- NEW CUSTOMER:** Includes a sub-header and a paragraph: "By creating an account on our website you will be able to shop faster, be up to date on an orders status, and keep track of the orders you have previously made." Below this is a maroon button labeled "REGISTER".
- RETURNING CUSTOMER:** Includes a sub-header, a "USERNAME:" label with a text input field, a "PASSWORD:" label with a text input field, and a checkbox labeled "Remember me?".
- Forgot Links:** A red circle highlights two links: "Forgot username?" and "Forgot password?".
- Log In Button:** A maroon button labeled "LOG IN" is located at the bottom right.

## SIGN IN OR REGISTER USING RFID CODE

If you have an RFID Card, use it to sign in or create your account.

Scroll to the bottom of the Sign in Page. Click on RFID Code.

Simply type in your RFID Code and click on the Search button.

Make sure all Fields are complete under "YOUR PERSONAL DETAILS" located just below the RFID Code box.

### ABOUT LOGIN / REGISTRATION

To improve your guest experience, we create new customer profiles and issue personalized cards with most ticket & pass purchases. If you have a card from a prior visit, please enter the RFID code to locate your account and to avoid making a duplicate profile. Thank you!



## REGISTER AS NEW CUSTOMER

To create an account, click on the New Customer Box on the left side of the Sign In page.

Complete all the fields under "YOUR PERSONAL DETAILS".

**\*Every child MUST be linked to a parent/guardian account, so you must create your own account.**

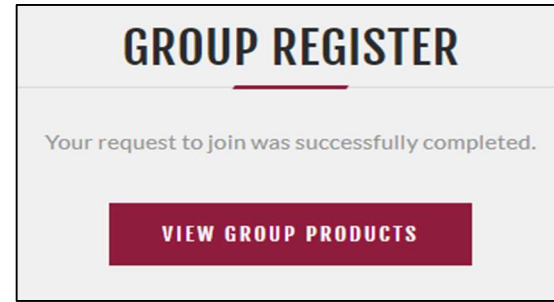
Do NOT use your child's information to create a new account! If your child does not have an account, it will automatically be created when you begin the purchase process for the Outreach Products.



# VIEW GROUP PRODUCTS

On the next screen, click the “VIEW GROUP PRODUCTS” Button.

Please be patient after clicking this button, as the next screen can take some time to load.



# SELECT A PASS

Each Outreach participant can choose between a Midweek pass or an unrestricted Prime pass. Click on the pass of your choice.

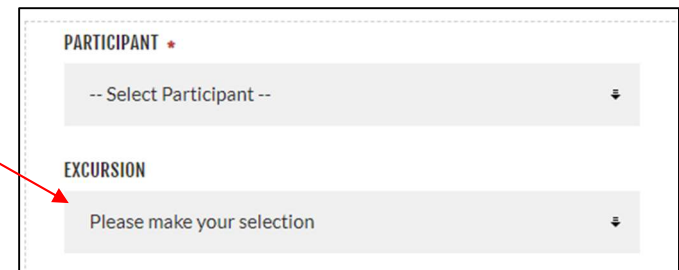
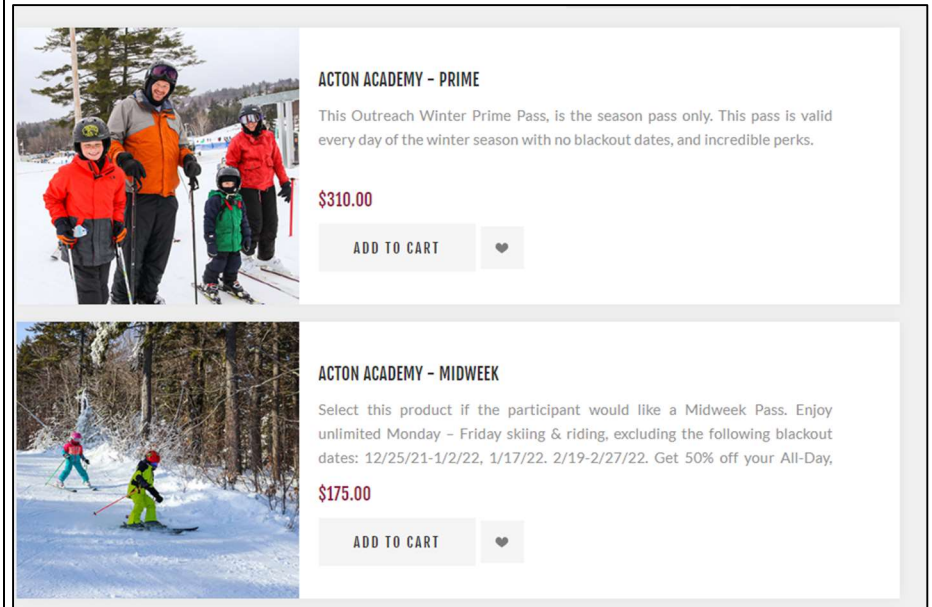
On the pass page, click on your child’s name in the “PARTY MEMBER” drop-down.

If your child’s name is not on the list, click “Add New Party Member...” (see instructions below on how to Add A New Party Member).

**\*Please be sure to click on your group name in the “OUTREACH GROUP SELECTION REQUIRED” drop-down.**

Complete All fields on the Pass Product Page.

Remember: your child’s Outreach pass can be used all season long!



# ADD NEW PARTY MEMBER

If your child has **never** visited Gunstock, click the “I Don’t Have a Pass” button and type in the required information to create a record for your child.

If your child has skied or snowboarded at Gunstock in the past few years, they already have a guest record.

- If you have a Gunstock RFID card with your child’s name on it, use the code on the card to look up your child.

Be sure to select the appropriate relationship in the drop-down selection (usually “Child”).

The screenshot shows the 'PARTY MEMBERS' interface. At the top, it says 'PARTY MEMBERS' with a close button. Below that, it says 'If they already have an RFID card, you can add a Party Member by searching for their RFID code.' There is an image of a blue Gunstock RFID card with the text 'gunstock', 'CHASE YOUR PATH!', 'YOUR NAME HERE', and 'XXXXXXXXXX'. Below the image, it says 'By using their RFID code, their purchase will be loaded onto their pass and they can enjoy direct to lift access.' There is a search bar with the placeholder text 'ENTER YOUR RFID CODE HERE TO FIND YOUR DETAILS' and 'RFID code'. Below the search bar, it says 'If the party member already has an RFID card, enter the RFID code above to search for their record in our system.' and 'If it is an older card with a WTP#, enter the full code including dashes (A123456B C7D 8EF)'. At the bottom, there are two buttons: 'I DON'T HAVE A PASS' and 'CANCEL'.

The screenshot shows the 'PARTY MEMBERS' interface. At the top, it says 'PARTY MEMBERS' with a close button. Below that, it says 'Add a Party Member by entering their personal details. If they already have a Gunstock RFID card, click on "I have a pass".' There are several input fields: 'FIRST NAME', 'LAST NAME', 'EMAIL', 'DATE OF BIRTH' (with sub-fields for Month, Day, and Year), and 'RELATIONSHIP' (a drop-down menu with the text 'Select Relationship'). At the bottom, there are three buttons: 'I HAVE A PASS', 'CANCEL', and 'CONTINUE'.

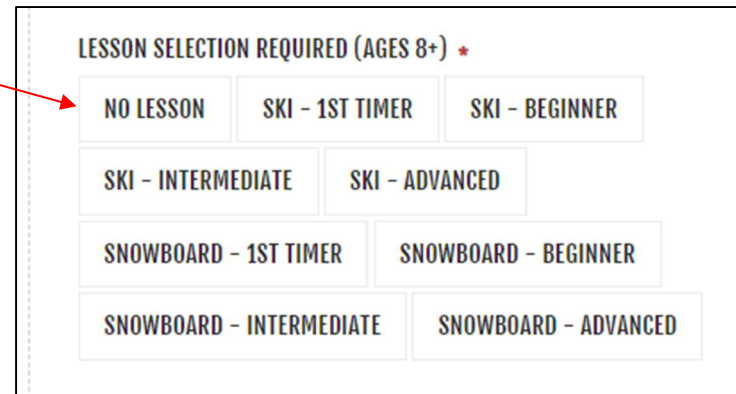
# ADD LESSON

You must Choose One even if your child is NOT signing up for lessons.

\*If your child will not be 8 years old by 12/31/22, you must choose No Lesson.

Please refer to the Ski & Ride Ability Chart included in the Outreach Program Student & Family Guide for help making a selection.

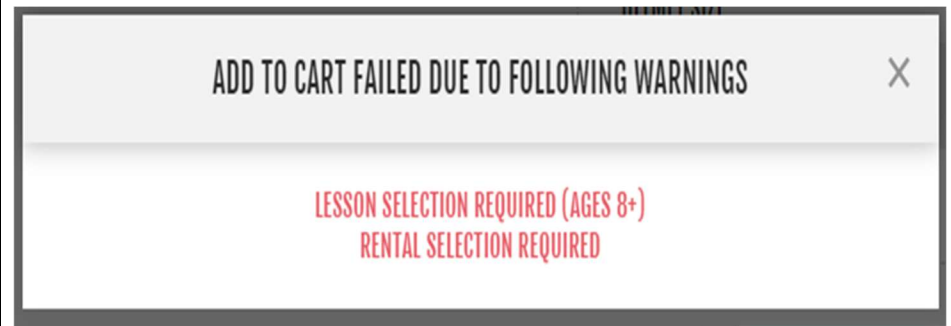
You will not be able to checkout without making a selection under lessons and rentals.



LESSON SELECTION REQUIRED (AGES 8+) \*

NO LESSON	SKI - 1ST TIMER	SKI - BEGINNER
SKI - INTERMEDIATE	SKI - ADVANCED	
SNOWBOARD - 1ST TIMER	SNOWBOARD - BEGINNER	
SNOWBOARD - INTERMEDIATE	SNOWBOARD - ADVANCED	

A red arrow points from the text "Choose One" in the first column to the "NO LESSON" button in the screenshot.



ADD TO CART FAILED DUE TO FOLLOWING WARNINGS

LESSON SELECTION REQUIRED (AGES 8+)  
RENTAL SELECTION REQUIRED

The screenshot shows a grey error banner with a close button (X) in the top right corner. The text inside the banner is centered and displayed in red.

# ADD RENTAL

You must Choose One even if your child is NOT signing up for rentals.

Complete all rental information fields if your child needs rentals.

RENTAL SELECTION REQUIRED

NO RENTAL | SKI RENTAL PACKAGE

SNOWBOARD RENTAL PACKAGE

SKIER OR SNOWBOARDER

Please make your selection

ABILITY

Please make your selection

SHOE SIZE

Please make your selection

HEIGHT

Please make your selection

WEIGHT

Please make your selection

1 | ADD TO CART

# CHECK OUT & SIGN WAIVERS

Once you completed the Outreach Product selections for each child, click the "CHECKOUT" button.

The system will then ask you to confirm your billing address.

The next step is Waivers. You will not be able to check out until you have signed the Outreach Waiver. Click Read and Sign.

You must type your name here and type "I agree" here

Then click Confirm and complete checkout.

CART | ADDRESS | WAIVERS | PAYMENT

## WAIVERS

OUTREACH 22/23

You must sign this

Email signed waivers when order is confirmed

Email pending waivers to participants when order is confirmed

READ AND SIGN | NEXT

PARTICIPANT: [REDACTED]

SIGNEE: [REDACTED]

ENTER NAME [REDACTED]

[REDACTED]

ENTER TEXT 'I AGREE' TO CONFIRM:

I AGREE

CLOSE | PRINT | CONFIRM