

DATE: _____

Member Confirmation Code (i.e. A123456789):

A									
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First: _____ Preferred: _____ Middle Initial: _____
(Nickname)

Last Name: _____

Street: _____ City, State Zip: _____
(include Apt #s)

Primary Phone: _____ Mobile: _____ Work: _____

Birthdate:

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 Gender: Male Female
Month Day Year

Individual E-MAIL: _____
(Required for system entry-noemailcp@fhprd.org if no computer or e-mail)

The undersigned, on his or her behalf [and if applicable, on behalf of the minor child(ren) herein identified and said child(ren)'s legal representatives], hereby releases and agrees to indemnify and hold harmless the Foothills Park & Recreation District and its representatives and agents from all claims or liability for damages and/or injuries incurred by me, and such minor child(ren), in connection with any District event or activity.

Signature: _____ Date: _____

 Below is to be completed by Foothills. Staff Name: _____

CommunityPass Family ID _____

Verification Process:

- Verify Renew Active eligibility (<https://partner.uhcrenewactive.com/home>) & print the confirmation code verification for the file (# will start with A & be 9 digits)
- Verify Enrollment Form contact info is legible, verify all with patron & ensure name matches member code info

CommunityPass (CP) Procedures:

Look up patron by individual last name, etc. to avoid creating duplicate.

- Sell patron Renew Active Membership: Choose Cards, select Renew Active, check participant name, enter date, continue, checkout, enter member confirmation code (i.e. A123456789), continue, uncheck send receipt, continue, create ID, take photo, save photo, done, scan ID card, close; edit individual: Select Discount Level insurance-based discounts, add gender & Save.
- Go back into Front Desk, scan ID card, go to catalog & register patron for Senior Adult Program Orientation (if they choose), check patron into PreReg Fitness Class (or class/gym admission if working out)
- Give patron their ID Card, Schedules & Senior Adult Programs Trifold

Specialist Review: _____