

# Pomerelle Website Directions

This is a very detailed step-by-step guide. The process is quicker and simpler than it looks.

## Important info before you start:

- 1. Parents will need to make their own account FIRST to purchase passes for their children even though YOU are not the one going.**
- 2. If your child already has an RFID card & account please create another account that will be used specifically for ski club. If you don't create a separate account their existing card will be deactivated. (this is for those who go skiing outside of ski club)**
  - To make a separate account you will put this info in the following fields:
  - **First Name:** East Minico Middle School     **Last Name:** First & Last Name

## How to create your parent account

Create your account at <https://estore.pomerelle.com/register>

You need to create your PARENT account first so you can link your children to your account as well as sign their waivers. You can then create an account for each child and assign their passes to them during the checkout process. Everyone must have a signed waiver and upload a current selfie (no hats or glasses) to your account in order to access the lift.

If the student does not already have an RFID card they will need to purchase one. They NEED to have it with them to participate in the program. The card is their “ticket” to access the lift.

Step by step instructions:

- Go to [pomerelle.com/school-groups](https://pomerelle.com/school-groups)
- Read info and then click purchase and then purchase again
- Go to your school category and select view product

- Select your school
- Add RFID card
- Add rentals if needed
- Add to Cart
- Enter permission code (not all schools will have this, most will). Your ski club supervisor will give these out.
- Click on continue shopping to add additional passes to your cart
- Click on sign up (if you haven't made an account) or login in the top right hand corner
- Enter your (parents) info, then click register/continue
- Click on Checkout at the bottom of the page

## Checkout

Step 1/6 - Assign guests to products:

**Tip - You can use the same parent email & phone number for all children accounts (if you have one at East and one at Minico for example)**

- Click on assign guest
- Go to create new guest (dropdown menu toward the bottom of the form), fill in info, click create guest, click complete
- Repeat #8-9 until all of your family members are added & assigned
- Click continue

Step 2/6 - Agreement

- Click on start process
- Agree to sections 1-5
- Check confirm, click agree and submit, then continue

Step 3/6 - Billing Information

- Create new address
- Fill in billing info

Step 4/6 - Credit card info

- Add credit card info and then click add credit card button

Step 5/6 - Review Order

- Confirm that your items and the order total is correct
- Confirm that products are not transferable
- Click Pay Now

### Step 6/6 - Confirmation

- Thank you for your purchase
- Upload pass photos if you haven't done so already.

#### Assign Guest

> Have some guests already saved in our records?

> Can't find that guest you're looking for?

Example

▼ Create a new guest

First Name\*

Last Name\*

Email\*

Phone Number\*

Date of Birth\*

Eg (MM/DD/YYYY)

#### Rental Information

Select a discipline\*   
2- Intermediate  
3 - Advanced

Weight (Lbs)\*

Height (Feet)\*

Height (Inches)\*

Shoe Size\*

**Create Guest**

Complete