

How to create an account and setup your Free Community Pass

Go to www.papillion.org/papillionlanding

1. Click on Programs and Events **(Exhibit 1)**
2. Click on Online Registration
3. Click on Log in/Create Account **(Exhibit 2)**
4. If you have an account already, put in your username and password, then skip to step 9
5. If not, click on Create Your PPRD Account **(Exhibit 3)**
6. Fill out the Account Holder's information (Must be an adult)
7. Click Next Step to add other household members
8. After filling all household members, Click Save and Close
9. Click on the Family Community Pass or the Individual Community Pass **(Exhibit 4)**
10. Choose all of the names to that will be getting a Free Community Pass **(Exhibit 5)**
11. Click Add to Cart
12. Click Checkout
13. Read, sign and click Confirm Waiver Agreement
14. Click Review Transaction
15. Click Complete Transaction
16. Print or email yourself the receipt
17. At the top of the screen, you can view your account, by clicking Account **(Exhibit 6)**
18. Save time by taking or uploading a recent picture of each of your household members by clicking on the silhouettes **(Exhibit 7)**
19. At your first visit a Free Community Pass Card will be printed for each household member. This card will need to be brought into the facility each time you wish to use the Community Gym or other free areas of the facility*
20. Enjoy!!

*If you have a current, up-to-date membership to the Papillion Landing you do not need a Free Community Pass to use the free areas of the facility; i.e. Community Gym, Library, 55+ Club etc.

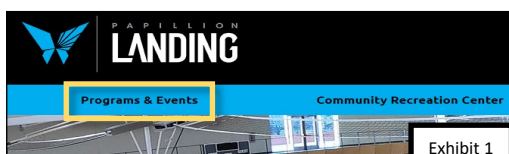


Exhibit 1

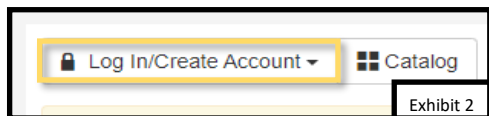


Exhibit 2

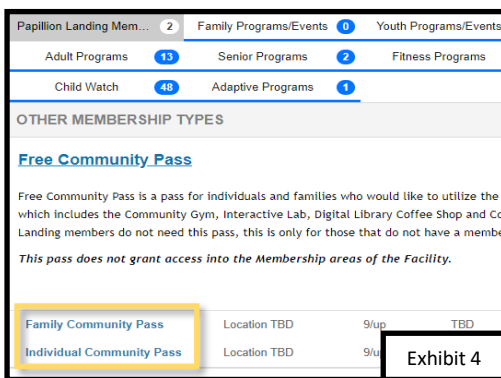


Exhibit 4

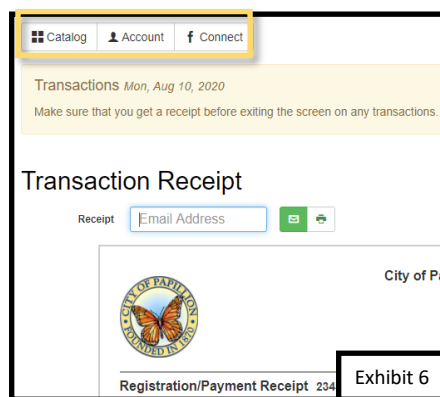


Exhibit 6

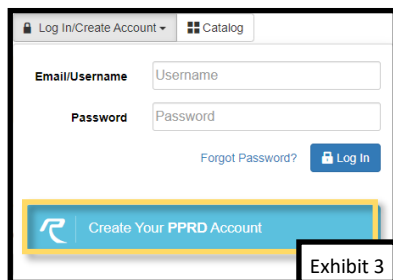


Exhibit 3

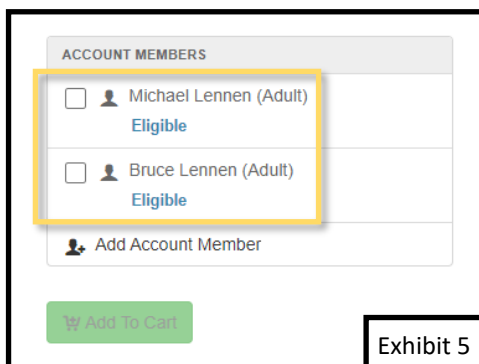


Exhibit 5

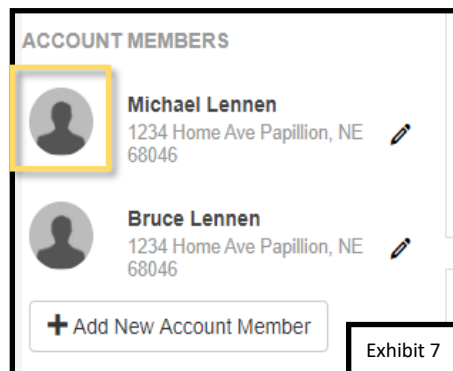


Exhibit 7