

Member Information / Update:

Step 1: On this screen you will update all primary member's information. Remember to click save at the bottom after updating the information.

Step 2: Click on each additional member and update each member's information from this page. Remember to click save at the bottom after each member's changes are complete.

Step 3: Hover over photo and click insert photo. Select **individual full-face photo** that you would have saved on your computer. You must click save after inserting a photo.

The screenshot shows the 'Edit Primary Member' interface. At the top, there is a navigation bar with 'Parks & Rec', 'Admin', 'Programs', and 'Rentals'. Below this is a light blue banner with the text 'Add Additional Members' and 'To add additional members, click the green Add New Member button below.' There are two buttons: 'Back to Home' and 'Reset Password'.

A 'My Members' dropdown menu is open on the left, showing a list of members: John Doe (Primary), Jane Doe, Joe Doe, Bill Doe, and Sue Doe. A red bracket labeled '2' is positioned to the left of this menu. Below the list is a green 'Add New Member' button.

In the center, there is a large circular placeholder for a profile picture, containing the number '3'. A red circle highlights this area.

The main form is titled 'Primary Member Info' and contains several fields: First, Middle, and Last name; Email and Alt Email; Phone and Alt Phone; Date of Birth; Resident Status (Res, Non-Res); Gender (Female); Grade (None Specified); and a large text area for Notes. A red bracket labeled '1' is on the right side of the form.

Below the main info section are 'Home Address' and 'Mailing Address' sections, each with fields for Street 1, Street 2, City, State, and Zip. A 'Use Home' button is next to the mailing address section.

At the bottom of the form is a large blue 'Save' button. A red arrow points to this button from the left.

The footer contains the address '190 Norwood Ave, Deal, NJ 07723' and the copyright notice '© 2021 - Business Automation Services, Inc.'

Manage Account:

Step 4: Click on Account Button

Step 5: Select Manage Rentals to move to the next screen

Parks & Rec Admin ▾ Programs ▾ Rentals ▾

Overview
Members
Emergency Contacts
Manage Rentals
Sign Out

Edit Primary Member

Add Additional Members
To add additional members, click the green Add New Member button below.

Back to Home Reset Password

My Members ▾

- John Doe Primary
- Jane Doe
- Joe Doe
- Bill Doe
- Sue Doe

Add New Member

Primary Member Info

First	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Alt Email	
<input type="text"/>	<input type="text"/>	
Phone	Alt Phone	
<input type="text"/>	<input type="text"/>	
Date of Birth	Resident Status	Gender
<input type="text"/>	Res Non-Res	Female ▾
Grade		
-- None Specified -- ▾		
Notes	<input type="text"/>	

Home Address

Street 1	Street 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address



Street 1	Street 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Use Home

Save

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Step 6: Click on Renew Unit

Parks & Rec Admin Programs Rentals  

Manage Rentals

John Doe

Phone Number: Address: Email:

Select the desired reservation: (Deal Casino Beach Club) -- Deluxe Bathhouse/G/42 -- Exp: 12/15/2021 Show Expired

Rental Information

Use the Update Rental button to make additional payments, purchase add-ons or add members. [Update Rental](#)

Rental Name	Unit Type	Unit Group	Unit #	Expiration Date			
Deal Casino Beach Club	Deluxe Bathhouse		<input type="text" value="12/15/2021"/>		Transfer	Cancel	Renew Unit

Payments/Fees

Remaining Balance Due: \$440.00 Minimum Payment Amount: \$3.68 Final Payment Due: 4/30/2022 [View Fee Breakout](#)

Date of Payment	Payment Method	Payment Amount	
11/30/2020	Check	\$500.00	Print Receipt
4/13/2021	Check	\$1,950.00	Print Receipt

Associated Members

Name	Address	City	Gender	Member Type
Jane Doe				
Joe Doe				
Bill Doe				
Sue Doe				

Guest Passes

Peak Guest Passes Remaining: 4 Off-Peak Guest Passes Remaining: 1 [Buy Guest Pass](#)

Check-In History

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Step 7: Select 2 the primary member and secondary member so they are green. This will make them the base unit members.

Step 8: Click drop down and select each additional add on member from list, check mark will show the selected members in that section.

Step 9: Verify that the 2 base unit members are green (primary and secondary).

* All names that are grayed out are selected add-on members and will be added to the invoice to be paid. All names that are bold are un-selected add-on members and will not be added to the invoice. Go back to step 8 to add any additional members.

Click the [blue continue](#) button at the bottom of the page to move to payments summary page

The screenshot displays a web application interface for 'Deal Casino Beach Club - Rent Unit'. At the top, there is a navigation bar with 'Parks & Rec', 'Admin', 'Programs', and 'Rentals'. Below this, the page title 'Deal Casino Beach Club - Rent Unit' is shown, along with a 'Go Back' button. A summary box indicates 'Deluxe Bathhouse' with a 'Base Fee Amount' of '\$2,500.00' and 'Total Members' of '5'. The 'Member Selection' section, titled 'Choose up to 2 Members Included in Base Fee', shows five member options: 'John Doe' (green), 'Joe Doe' (grayed out), 'Jane Doe' (green), 'Bill Doe' (grayed out), and 'Sue Doe' (grayed out). A red bracket labeled '9' encompasses this section, and a red arrow labeled '7' points to the 'John Doe' and 'Jane Doe' members. Below this is the 'Add-On Members' section, titled 'Add up to 13 additional members', with the instruction 'Select the members you wish to add from the member types below.' It contains three dropdown menus: 'Additional Child (4 and under)', 'Additional Child (5 - 20 years old)', and 'Additional Adult (21 + Years Old)'. A red bracket labeled '8' encompasses these dropdowns, and three red arrows labeled '8' point to each of them. Further down are sections for 'Add-On Purchases' and 'Guest Pass Books'. At the bottom, there are two buttons: a blue 'Continue' button and a red 'Cancel' button. A red arrow points to the 'Continue' button.

Payment: (amounts listed are for educational purposes only)

Step 10: Verify Primary and Secondary members are listed in Base Unit

Step 11: Verify all additional members are listed that you would like to pay for.

Step 12: Payment options: Select amount due (minimum balance, remaining balance, other). If other is selected, type in amount next to option.

Click [Blue Complete Processing](#) Button and move to the payments screen.

Once you click this you will be prompted to enter credit card or e-check information and submit payment.

Rental Unit Payment Summary Deal Casino Beach Club

Back to Home

Open Date: 5/28/2022 9:00:00 AM	Close Date: 9/11/2022 11:00:00 PM
Unit Type: Deluxe Bathhouse	Unit Group:
Unit Number:	
Base Fee: \$2,500.00	

10 { Members

John Doe	(Included In Base Fee)
Jane Doe	(Included In Base Fee)

Total Base Unit Charges \$2,500.00

Payment Due Date: 4/30/2022 12:00:00 PM
Final Payment Date: 4/30/2022 12:00:00 PM

11 { Add-On Members

Additional Child (4 and under)	\$0.00
Additional Adult (21 + Years Old)	
Bill Doe	\$375.00
Sue Doe	

Add-On Fee Total \$390.00

Total \$2,890.00

Credit from Previous Payments (\$2,450.00)

Total Due \$440.00

Payment Options: -- Select -- \$ 0

Complete Processing Cancel

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Transfer requests:

If you wish to request a transfer (change your location). All member information must be updated and payment in full for the base unit must be made. (Step 1 -12 above)

Step 1: Click the account button located at the top of page and click **Manage Rentals** as in previous step (step 5 above).

Step 2: Click Transfer. This will bring you to the transfer page, enter the location you wish to move to and send. This will generate an email to Borough Hall requesting your transfer and will be received in date and time order. If we are able to accommodate the move we will notify you through an email or phone call once all deposits are made and units become available. If your transfer is not possible you will remain in your current unit.

The screenshot shows the 'Manage Rentals' page for a user named John Doe. The page includes a navigation bar at the top with 'Parks & Rec', 'Admin', 'Programs', and 'Rentals'. A red arrow labeled '1' points to the account icon in the top right corner. Below the navigation bar, the user's name 'John Doe' is displayed, along with fields for 'Phone Number', 'Address', and 'Email'. A dropdown menu shows the selected reservation: '(Deal Casino Beach Club) - Deluxe Bathhouse/G/42 - Exp: 12/15/2021'. There is a 'Show Expired' checkbox. The 'Rental Information' section contains a table with columns: Rental Name, Unit Type, Unit Group, Unit #, Expiration Date, Transfer, and Cancel. A red arrow labeled '2' points to the 'Transfer' button. Below this is the 'Payments/Fees' section, showing a table with columns: Date of Payment, Payment Method, Payment Amount, and Print Receipt. It lists two payments: one on 11/30/2020 for \$500.00 and another on 4/13/2021 for \$1,950.00. There is a 'View Fee Breakout' button. The 'Associated Members' section lists Jane Doe, Joe Doe, Bill Doe, and Sue Doe. The 'Guest Passes' section shows 'Peak Guest Passes Remaining: 4' and 'Off-Peak Guest Passes Remaining: 1', with a 'Buy Guest Pass' button. The 'Check-In History' section is currently empty. At the bottom, there is a footer with the address '190 Norwood Ave, Deal, NJ 07723' and the copyright notice '© 2021 - Business Automation Services, Inc.'