

May 2024

Residents:

The 2024 Pool season is upon us, and it is time to get registered for the pool. You must register electronically and be in the **CellBadge** system to be allowed into the pool. If you are not in the CellBadge system and you try to gain access to the pool, you may be turned away by the lifeguards and instructed to register with CellBadge. Please see below important instructions on how to register for the pool and other pool information as we look forward to a fantastic 2024 Pool Season.

- If you are a homeowner and you have **ALREADY REGISTERED** for CellBadge for the pool last year (2023) **and** all information is the same **YOU DO NOT** need to register again as your information is transferring to 2024.

**Applicability:**

- 1) If you are a NEW homeowner OR a homeowner that did not register for the pool in 2023, you will need to follow the instructions below to register for the pool.
- 2) All tenants will have to register annually using the instructions below. Tenants need to have a current Lease on file or an Addendum to Lease Agreement.

**HOW TO REGISTER FOR THE POOL WITH CELLBADGE:**

Thank you for your interest in using the Washingtonian Woods pool. Below, you will find the instructions on how to register for the pool. Please keep in mind that you need to be a homeowner or tenant, but both resident and tenant cannot register for the pool, either one or the other. Please follow the steps below accordingly.

- 1) Go to [wwoods.cellbadge.com/Register](http://wwoods.cellbadge.com/Register)
- 2) See the Green Box to the left of the page and enter in your information and click REQUEST ACCESS



- 3) Once you request access, PMP will receive notification. PMP will then verify you are a homeowner or tenant, and that the HOA fees are current and not delinquent on the account. If all checks out, then you will get an email and text message with the next steps to complete your registration.
- 4) Once you receive the e-mail or text go to [wwoods.cellbadge.com/Register](http://wwoods.cellbadge.com/Register) and look for the blue box on the right of the screen to request a PIN#. Enter the e-mail and cell number that you used to request access and click REQUEST PIN. You will be redirected to the PIN# screen, your PIN# will be sent by e-mail and text. Once you receive your PIN#, enter the PIN# into the box and you will be re-directed to the registration page.

## Enter or Update Household Members

For security purposes, you need to enter your email or mobile number to request a single use PIN. This PIN will be sent to you via email and text and you will be automatically directed to the page to enter the PIN. Once you enter the PIN, you will be at the page to enter all your household members. Don't forget to add yourself. You can also update or make changes here as well. Once you log in, the PIN number is no longer valid and if you exit from the page, you will need to go back and request another PIN to log in again.

- 5) On the registration page, please add only members of your household who live in your home. Only residents are allowed to register. No friends, relatives, etc.
- 6) Once you have registered make sure your e-mail and phone numbers are correct. You will need to make sure you read the rules and regulations along with guidelines. Once you read the rules and regulations you will need to check the box and then click COMPLETE REGISTRATION. Look for this statement at the bottom of the registration page that states "By checking this box, you agree to the facility rules. Click here to review facility rules."
- 7) Once you click COMPLETE REGISTRATION, PMP will receive another e-mail and will review to make sure the correct residents were registered. Please be mindful, that there cannot be duplicate registrations, and all homeowners must be in good standing and current with HOA Assessments for them or their tenants to have access to the pool.
- 8) Once PMP approves the registration you will receive an email and text message confirming your acceptance.
- 9) Congratulations and enjoy the pool!

### THE FIRST TIME YOU COME TO THE POOL & THEREAFTER

The first day you come to the pool you will need to have your picture taken by the lifeguard if it was not entered online. The lifeguards will be using a tablet that will have access to all residents who have registered for the pool. If your name does not appear as registered, you will not be allowed access to the pool and you will be provided with this letter to register on Cellbadge. It is required to have your picture taken. Therefore, you will not be allowed pool access if you refuse to have your picture taken.