



**TOWN OF GLASTONBURY**  
**Parks and Recreation Department**  
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## **HOW TO ACCESS YOUR DIGITAL POOL PASS**

Pool passes are sold online through MyRec and in the Parks and Recreation office. Purchasing a pool pass online will automatically generate a digital pool pass that will be sent to your email and can be viewed inside your MyRec account at any point.

**If you would like a physical key fob, please visit the Parks and Recreation office during regular business hours (Monday – Friday from 8:00 a.m. – 4:30 p.m.) to obtain your physical key fob.**

### **HOW TO ACCESS YOUR DIGITAL POOL PASS:**

1. Log into your MyRec Account at <https://glastonburyct.myrec.com>
2. Click on "Memberships" underneath the icons.
3. Under "View Active Memberships" you will see the pool pass assigned to each member of the household.
4. Click on "View Membership Cards" and you can see your pass. For a household membership, scroll down to see each member's pass.
5. Show the pass to the pool staff member to be scanned.

**NOTE:** You can screenshot the pass in your MyRec account and save to your photos for easier access. This works for iPhone and Android users.

**NOTE:** At the top of the page there are two buttons allowing the option to download your pass as a PNG or a PDF. **These options are not recommended!**

**NOTE:** Key fobs can be used from year to year, please do not discard at the end of the season!