



# BROADLANDS POOLS REGISTRATION

Pool season is Saturday, Memorial Day weekend to Labor Day

## POOL PASS REGISTRATION OFFERED YEAR-ROUND!

Please follow instructions below to set up electronic virtual passes for all household members.

Once fully registered with photos submitted, **DO-NOT** re-register in future seasons!

Your electronic virtual passes will be active until your residency status changes.

**STEP 1 – CREATE HOUSEHOLD ACCOUNT:** Go to [Cellbadge.com/Broadlands/register](https://cellbadge.com/Broadlands/register) and under **Initial Add Request**, enter the information as a primary resident to create your master household account. Please enter street number and name only, no suffix (i.e., Ct, Court, Ter, Terrace, etc.). Your add request will be forwarded to HOA staff who will validate your residency and account status. Please allow up to 3 business days for the initial approval to be processed. Once validated, you will receive a text/email indicating that your registration has been added but will remain pending until all 4 steps have been completed.

**STEP 2 – ACQUIRE PIN:** After you have received a text/email that your registration has been added, please return to the same registration page, and follow the instructions under **Enter or Update Household Members**. Enter your credentials to get your unique PIN via text/email to continue the process.

**STEP 3 – ADD HOUSEHOLD MEMBERS:** Enter PIN to access the **Household Members** page to add all household members, ages 5 and older. Be sure to select the appropriate “**Relation**” category when adding members:

- **Owners** select “Owner-xxx” for ALL household members regardless of age.
- **Tenants** select “Tenant-xxx” for ALL household members if owner does not live on property.
- **Apartment Renters** select “Apartment-xxx” for all household members.
- **Nannies/Long-Term guests**, select “Other-xxx” as applicable. **Non-residents must pay first at [broadlandshoa.org/pool](https://broadlandshoa.org/pool)**

Once finished, check the box to verify you have agreed to the facility terms and click **Complete Registration**. Upon approval (within 3 business days), you will receive a text/email indicating that *your Broadlands HOA registration has been accepted*, however, you must complete STEP 4 (pictures) to gain access to the pools.

**STEP 4 – PICTURES:** Email pictures of all household members aged 5 & up (adults must provide proof of residency):

- Email an **\*acceptable** photo (jpg or png format) of each member in your household to [pools@broadlandshoa.com](mailto:pools@broadlandshoa.com). Copies of driver’s license should be used for 18+ members. Recent copies of headshots may be used for children under 18.
- Subject line of email must be written as: “**pool photos – registered lastname**” (i.e. pool photos – Smith)
- Save and attach each photo separately to your email using naming convention: “**address.firstname**” (i.e. 42001Ridgeway.Susan).
- All member names must correspond with registered names in your Cellbadge pool account to allow for proper import. Pictures will be processed within 3 business days.

### **\*What are acceptable photos and adult requirements?**

- Adults 18 and over are required to show proof of residency with a **copy of a driver’s license** showing the picture, address, name and date of birth. For security reasons, all other information can be crossed off. If the ID does not reflect the registered address, then settlement papers, utility bills or a change of address card may be emailed.
- For children aged 5 and older, please email a current headshot or ID. Children aged 4 and under do not require photos.

## ADDITIONAL INFORMATION

**ACCESSING THE POOL:** After photos are added and you received a confirmation email, access to our pools is simple since no physical pass is required – just check-in with the lifeguard by providing your name or address and they will be able to access your “**virtual ID card**” in the system to allow entrance. **Once registered, no further action is needed in future pool seasons.**

**GUEST VISITS:** 10 guest visits will be added to your household account each year at no charge. Additional guest visits can be purchased through our website at [broadlandshoa.org/pool](https://broadlandshoa.org/pool). Visits do not roll over to the next season.

**TENANTS:** You must have a current **Absentee Owner Statement (AOS) and lease** on file with the HOA before registering. Please see information on our website under [broadlandshoa.org/tenant-information](https://broadlandshoa.org/tenant-information).

**APARTMENTS:** Tenants of The Arbors and Van Metre Apartments must **purchase** a household pool membership first at [broadlandshoa.org/pool-information](https://broadlandshoa.org/pool-information).

**HOURS, RULES & CLOSINGS:** Please visit [broadlandshoa.org/pool](https://broadlandshoa.org/pool) for information.

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Questions? Email [pools@broadlandshoa.com](mailto:pools@broadlandshoa.com) or call 703-729-9704, press 5

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