



BROADLANDS POOLS REGISTRATION

Pools Open Memorial Day Weekend to Labor Day!

If you've registered for your pool passes, you're all set. If not, please follow the instructions to set up virtual passes for your household. Registration is a one-time process, and your passes stay active unless your residency changes.



Scan to register

CREATE YOUR VIRTUAL POOL PASSES

STEP 1 – CREATE HOUSEHOLD ACCOUNT: Visit Cellbadge.com/Broadlands/register and enter your information under “**Initial Add Request**” as the primary resident to create a household account. Only provide your street number and name without suffixes (e.g., Ct, Court, etc.). Your request will be reviewed by HOA staff within 3 business days. You will receive a text/email confirmation, and your registration will remain pending until all 4 steps are completed.

STEP 2 – ACQUIRE PIN: After receiving confirmation from Step 1, return to the registration page and follow the instructions under “**Enter or Update Household Members**” to request a PIN to continue with Step 3.

STEP 3 – ADD HOUSEHOLD MEMBERS: Enter PIN to access the “**Household Members**” page. Add all household members ages 5 and older. You will receive a text/email confirmation within 3 business days. Your registration is still pending until you complete STEP 4 (pictures). After finishing, check the box to agree to the terms and click Complete Registration.

• **Select the appropriate “Relation” category when adding members:**

- **Owners** select either “Owner - Adult” or “Owner - Child” for household members. Don’t forget to add yourself!
- **Tenants** select either “Tenant - Adult” or “Tenant - Child” for household members. Must have AOS/Lease on file.
- **Apartment Renters** select “Apartment - Adult” or “Apartment – Child. Must pay first at broadlandshoa.org/pool.
- **Nannies** - select “Other – Live-in Nanny”
- **Long-Term guests**, select “Other-Longterm”. Must pay first at broadlandshoa.org/pool.

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

• **Acceptable photos and restrictions:**

- Adults should email copies of drivers' licenses as they are required to show proof of residency 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.
- Children aged 5 and older, email a current headshot or ID. If aged 4 and under, no photo is required.
- Photos NOT accepted - NO PHOTOS WITH HATS OR SUNGLASSES. NO GROUP PHOTOS. Lifeguards need to be able to identify members easily for speedy check-in.

• **How to submit photos:**

- Email photo(s) in either jpg or png format to pools@broadlandshoa.com.
- Subject line of the email should be written as: “**pool photos – household lastname**”.
- Save and attach each member photo as a separate file to your email using the naming convention: “**address.firstname**” (i.e., 42001Ridgeway.Susan).
- All member names must correspond with the registered names in your Cellbadge pool account to allow for proper import. Pictures will be processed within 3 business days.

READY TO GO TO THE POOL & FUTURE SEASONS:

- **Entering the pool:** After the staff uploads photos and confirms your registration is complete, your virtual pool passes are ready. Remember, there are no physical pool passes provided – just head to the pools and state your name and address to the lifeguard so they can verify that your virtual pool pass is valid in the pool system.
- **Register only once:** After your registration is complete, no additional actions are required for future pool seasons unless there are changes in the age or residency of household members.

ADDITIONAL INFORMATION

GUEST VISITS: 10 guest visits will be added to your household account each year at no charge. Additional guest 10-visit passes can be purchased through our website at broadlandshoa.org/pool. Visits do not roll over to the next season. Only two (2) guests per member are permitted or a maximum of six (6) per household at a time.

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

APARTMENTS: Tenants of The Arbors and Van Metre Apartments must **purchase a household pool membership before registering at broadlandshoa.org/pool**.

HOURS, RULES & CLOSINGS: Visit broadlandshoa.org/pool for information.

QUESTIONS? Email pools@broadlandshoa.com or call 703-729-9704 and press 4.