

## **A Reminder Regarding our Trip Registration Procedures**

### **In Person Trip Registration:**

- Registration starts at 9:00 a.m. (Satellite time)
- Doors open at 8:30 a.m., enter through the Front Door.
- Trip Registration takes place in the Senior Center, in the left room.
- You cannot save a space in line for another member.
- Carefully complete the front AND back of the trip registration form (see attachment).
- One form PER member.
- You can register for yourself and ONE additional member.
  - o If you are signing up for yourself and your spouse, then you cannot sign up for anyone else.
- Payments are made via personal check or EXACT cash.
  - o We do not make change, nor do we take credit cards in person.
- One check per household for total amount of registered trips.
  - o DO NOT fill in the check amount until you know the total amount due.
- Make checks payable to "Township of Monroe."
- If you are registering for another member - with a different address - as well as yourself, TWO SEPARATE CHECKS are required.

### **At Home via Community Pass:**

- Registration starts at 9:00 a.m., not a minute before, please use satellite time for universal time.
- If you have logged onto Community Pass prior to 9:00 a.m. you will need to REFRESH your browser. Otherwise, you will not see the trips when become "Public."
- You are only able to register for yourself and other members of your household on Community Pass.
- DO NOT ADD SOMEONE TO YOUR ACCOUNT. It will not work as it does not give the person Senior Center membership.
- If Community Pass is an issue for you, then you have the option of registering in-person as noted in the Focus.

### **Free Trips:**

- Starting at 9:00 a.m., on registration day, you can register for a FREE trip online, via Community Pass, In-Person, or by Calling: 609-443-0511.
  - o This applies to FREE trips only.