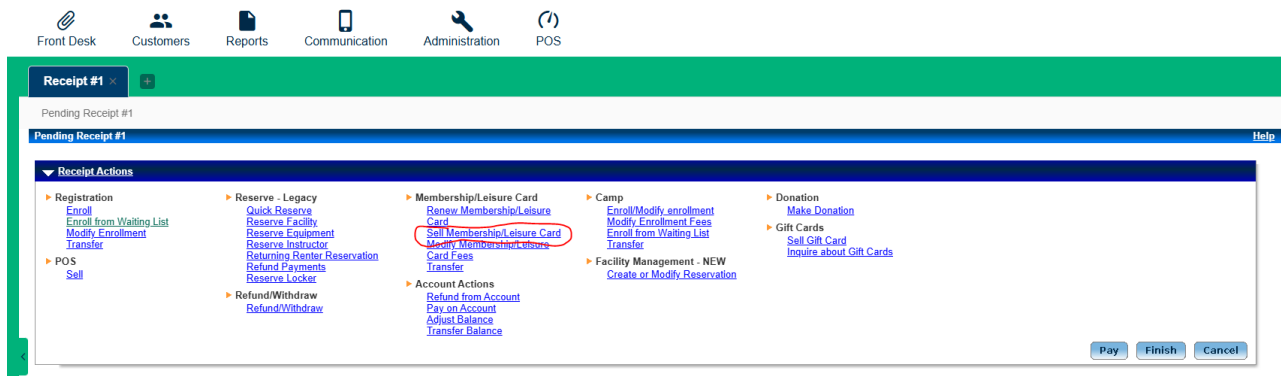


# How to add a Leisure Card to an account

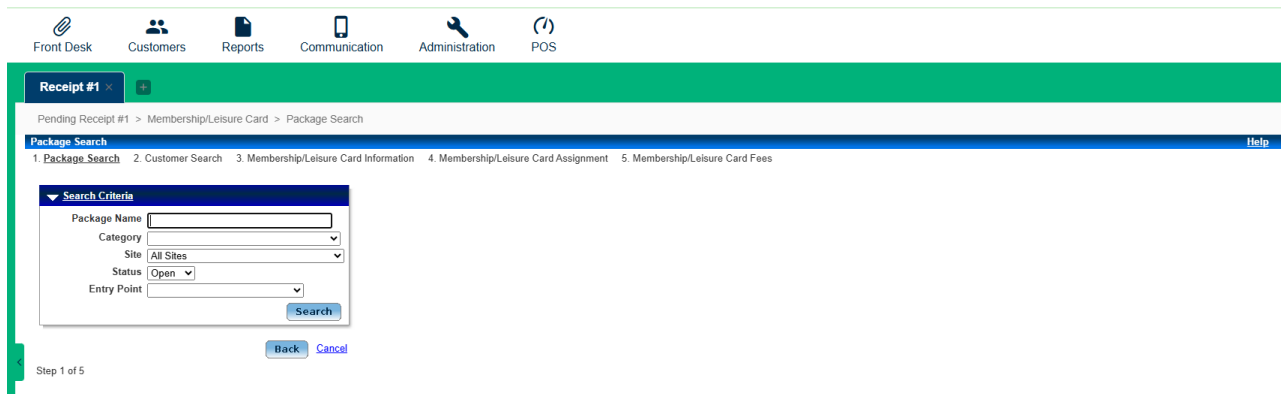
07/01/2025 9:45 am EDT

On the Front Desk tab, under Membership/Leisure Card:

Click on Sell Membership/Leisure Card



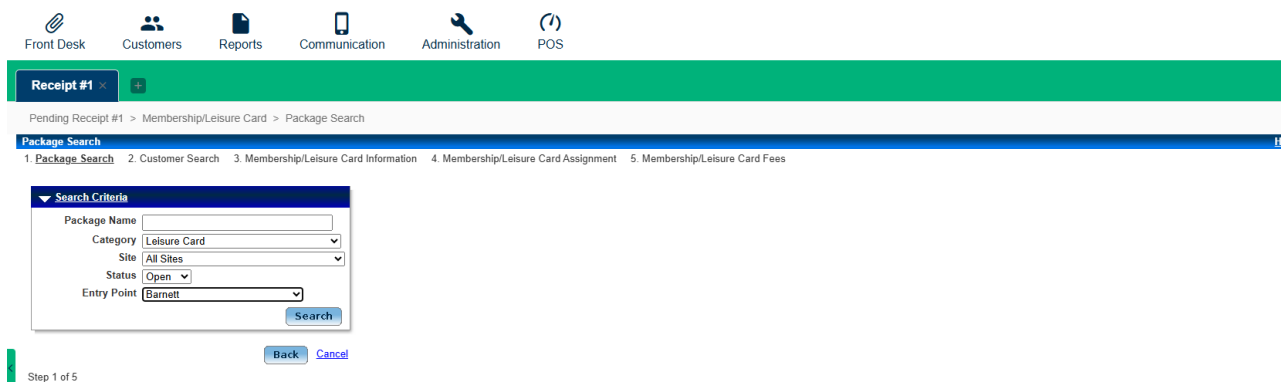
After clicking this, it will take you to the following page:



Under "Category" click "Leisure Card"

After this click "Entry Point" will soon be "CRPD Customer Service Desk"

For now, just ask them which center or pool they will be visiting and make that the "Entry Point."



Click Search, which will take you to:

□

Click the hyperlink:

Columbus Recreation and Parks Leisure Card

Search or add customer obtaining the Leisure Card:

The screenshot shows the Columbus Recreation and Parks website interface. At the top, there is a navigation bar with icons for Front Desk, Customers, Reports, Communication, Administration, and POS. Below this is a green sidebar menu with options like Front Desk Menu, Favorites, Camp, Campaign, Facility Management - NEW, Financial, Membership/Leisure Card, Population, Receipts, Refund, Registrations, Reserve - Legacy, Help Center, and Active Support. The main content area is titled "Receipt #1" and shows a breadcrumb trail: "Pending Receipt #1 > Membership/Leisure Card > Find Customer". Below this is a "Customer Search" section with a progress indicator: "1. Package Search 2. Customer Search 3. Membership/Leisure Card Information 4. Membership/Leisure Card Assignment 5. Membership/Leisure Card Fees". The "Customer Search" form includes fields for First Name, Last Name, Family ID, Family Name, Customer Type (set to General), Address, Country, City, State, Zip Code, Email Address, Phone, Retired status (set to Exclude Retired), Customer Source (set to All sources), Entered On or After date, and Silver Sneakers. There are also checkboxes for "Sounds Like" and "ARC: Level 1-4" skills. A "Search" button is located at the bottom right of the form. Below the form are fields for Scan Card, Customer ID, Pass Number, and Silver Sneakers, each with a "Submit" button. At the very bottom, there are "Back" and "Cancel" links.

After the customer is found or added on the next page click submit:

The screenshot shows the Columbus Recreation and Parks website interface, specifically the "Membership/Leisure Card Information" page. The breadcrumb trail is: "Pending Receipt #1 > Membership/Leisure Card > Membership/Leisure Card Information". The progress indicator shows: "1. Package Search 2. Customer Search 3. Membership/Leisure Card Information 4. Membership/Leisure Card Assignment 5. Membership/Leisure Card Fees". The main content area displays "Primary Customer: Benjamin Davis" and "Package: Columbus Recreation and Parks Leisure Card Find a different package". Below this are fields for "Max Uses: 0", "Max Passes: 5", and "Standard Fee:". There are two sections: "Dates" and "Automatic Renewal". The "Dates" section includes "Effective Date" (Jul 1, 2025), "Time Periods" (1), "Period: Number of days from sale", and "Expiration Date" (Jun 30, 2028). The "Automatic Renewal" section has a dropdown menu set to "Do not automatically renew". At the bottom, there are "Submit", "Back", and "Cancel" buttons. The page number "Step 3 of 5" is visible at the bottom left.

Same with the next page, click submit:

Receipt #1 +

Pending Receipt #1 > Membership/Leisure Card > Membership/Leisure Card Assignment

**Membership/Leisure Card Assignment**

1. [Package Search](#) 2. [Customer Search](#) 3. [Membership/Leisure Card Information](#) 4. [Membership/Leisure Card Assignment](#) 5. [Membership/Leisure Card Fees](#)

Package: Columbus Recreation and Parks Leisure Card [Find a different package](#)  
 Max Passes: 3  
 Min Age: 3, Max Age: 0  
 Gender: Mixed

**Assign Members** Add New Member

#	Primary	Member	Information	
1	<input checked="" type="radio"/>	Benjamin Davis	1111 E. Broad St Columbus, OH 43209 Male, age 15 years 3 months	<a href="#">Remove</a>

[Submit](#) [Back](#) [Cancel](#)

Step 4 of 5

Same with the next page, click submit:

Receipt #1 +

Pending Receipt #1 > Membership/Leisure Card > Membership/Leisure Card Fees

Primary Customer: [Benjamin Davis](#) [Reassign members](#)  
 1111  
 E. Broad St.  
 Columbus, OH 43209  
 Resident: Yes  
 Age: 15 years 3 months

**Coupons**

Enter coupon code  [Apply](#)

Valid coupons entered  [Remove](#)

**Fees**

Include?	Charge Name	Estimate	Actual
	Time Periods		1
	Sub-Total		0.00
	Tax		0.00
	<b>Total</b>		<b>0.00</b>

[Staff Notes](#)

[Customer Notes](#)

[Submit](#) [Back](#) [Cancel](#)

Step 5 of 5

On the next screen click finish:

THE CITY OF COLUMBUS RECREATION AND PARKS

Front Desk Customers Reports Communication Administration POS

Receipt #1

Pending Receipt #1 (for Benjamin Davis)

Pending Receipt #1 (for Benjamin Davis) Help

Receipt Actions

- Registration
  - Enroll
  - Enroll from Waiting List
  - Modify Enrollment
  - Transfer
- Reserve - Legacy
  - Quick Reserve
  - Reserve Facility
  - Reserve Equipment
  - Reserve Instructor
  - Returning Renter Reservation
  - Refund Payments
  - Reserve Locker
- Refund/Withdraw
  - Refund/Withdraw
- Membership/Leisure Card
  - Renew Membership/Leisure Card
  - Renew Membership/Leisure Card
  - Sell Membership/Leisure Card
  - Modify Membership/Leisure Card Fees
  - Transfer
- Account Actions
  - Refund from Account
  - Pay on Account
  - Adjust Balance
  - Transfer Balance
- Camp
  - Enroll/Modify enrollment
  - Modify Enrollment Fees
  - Enroll from Waiting List
  - Transfer
- Facility Management - NEW
  - Create or Modify Reservation
- Donation
  - Make Donation
- Gift Cards
  - Sell Gift Card
  - Inquire about Gift Cards

Pay Finish Cancel

Transactions

Action	Description	Customer	Fee	Amount
Membership/Leisure Card Sale (Remove)	Columbus Recreation and Parks Leisure Card Max Passes: 5	Benjamin Davis	\$0.00	\$0.00
Totals			\$0.00	\$0.00

On the next screen, click the "Pass #":

THE CITY OF COLUMBUS RECREATION AND PARKS

Front Desk Customers Reports Communication Administration POS

Receipt #3066984.043

Front Desk Home > Receipt #3066984.043

Permits, Events, and Rental Services  
1111 E. Broad Street  
Columbus, OH 43205  
Phone: (614) 645-3337  
FAX: (614) 645-0881  
Email: columbusrecreationandparks@columbus.gov

Print Send Email New Receipt

Non-Monetary Receipt #3066984.043  
Jul 1, 2025 9:31 AM

THE CITY OF COLUMBUS RECREATION AND PARKS

BENJAMIN DAVIS  
1111  
E. BROAD ST.  
COLUMBUS, OH 43209

Prepared By: Thomas Davis  
Customer ID: 557589

Transactions

Customer	Description	Item	Charge Description	Unit	Qty	Fee	Charge
Benjamin Davis 1111 E. Broad St. Columbus, OH 43209 Best Number phone: (614) 506-0881 Email: ThomasDavis1@yahoo.com ID: 557589	Columbus Recreation and Parks Leisure Card Action: Membership/Leisure Card Sale Expires: Jun 30, 2028 5 Passes Sold Pass # 000362605; Benjamin Davis						

Your membership card is required for all visits to the Organization. Reproduction of lost membership cards will result in a duplication fee. Your membership entitles you and/or your family use of the facility(s) and confirms you and all family members are compliant and in agreement with all rules and regulations established within the facility.

On the next screen, update the "Pass Number" to the card number on the Leisure Card and click "Print Pass."

THE CITY OF COLUMBUS RECREATION AND PARKS

Front Desk Customers Reports Communication Administration POS

Front Desk Front Desk

Front Desk Home > Receipt #3066984.043 > Membership/Leisure Card Pass Production

Membership/Leisure Card Pass Production

No picture on file

Upload

Take Picture

Customer Benjamin Davis  
1111  
E. Broad St.  
Columbus, OH, United States 43209  
Phone: (614) 506-0881  
Age: 15 years 3 months

Find Pass

Pass Number

Last Printed --

Layout Name Columbus Recreation and Parks Dept. Membership

Print Pass

After clicking "Print Pass," the number has been updated to the card number entered and you can exit the tab.

---