



## **HOW TO RENEW NAT ANNUAL AND MONTHLY PASSES** **ONLINE**

Please note that the Parks and Rec Department must have the same email address on file that is used with the Parks and Rec Department's Online services.

If you have not established a Parks and Rec Online Account please use the web link below to establish an account.

<https://pronline.cityofcf.com/web/wbWSC/webtrac.wsc/SPLASH.html>

The directions below assume that a Parks and Recreation Online account has already been created.

1. Log into the P&R Online System  
<https://pronline.cityofcf.com/web/wbWSC/webtrac.wsc/SPLASH.html>
2. On the main Parks and Recreation page, click on the **Natatorium Pass Renewal** icon within the **Memberships** area.
3. The next screen will display all memberships that are available to be renewed. Check the **Renew** box on the pass that is being renewed. Then click **Renew** to continue.
4. Read the Pass Waiver that appears and select **Agree** to continue.
5. The **Shopping Cart** menu will appear next, review the items in the cart, and click **Proceed To Checkout** if you are ready to checkout.
6. On the next screen select the **Credit Card Type**: double check the billing information, and then click **Continue** to proceed to the payment screen.
7. On the payment screen enter your credit card information, and then click **Submit Payment** to finalize the transaction.
8. On the next screen a receipt will be available to view or print.