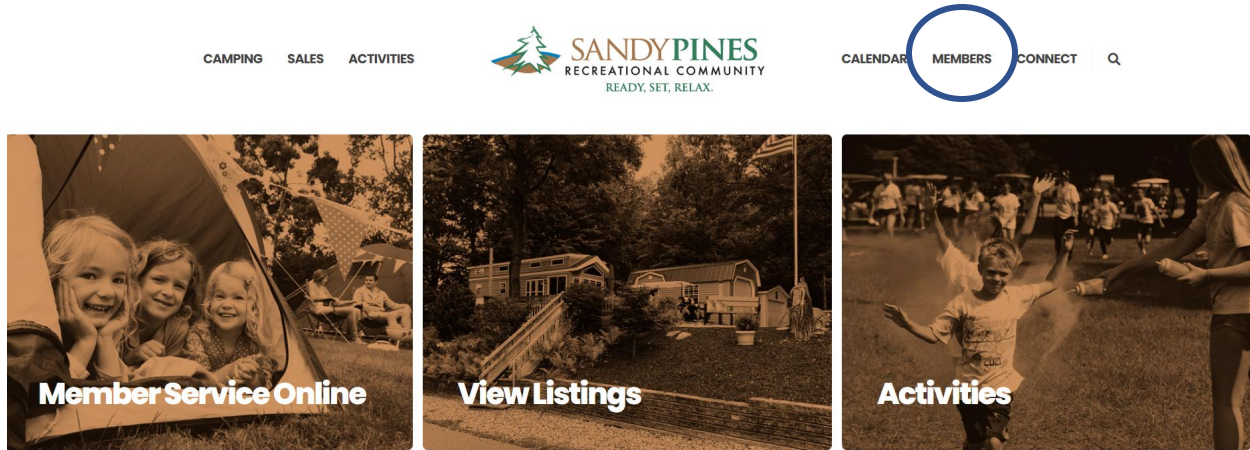


# Guest Pass Portal Process

Guest Passes are now available on your Member Portal just in time for the start of our Memorial Day Holiday! Please see instructions below!

1. Go to sandypines.com
2. Click On Members



3. Click on Member Web Access



4. Sign Into your Member Portal



 Sign in

[Redeem invitation](#)

Sign in with your Sandy Pines Portal Account

\* Username

\* Password

Remember me?

Sign in

[Forgot your password?](#)

5. Click on GUESTS



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[Links](#)

**My Info**

You can make changes to the fields below.  
Please click 'Save Changes' when completed.

6. Click on NEW GUEST



## Guests

Create a new Guest Request



New Guest

7. Your site, membership information and Requesting Contact will automatically appear  
Click on the magnifying glass in the GUEST grey area

Please Note: Guest Pass fees are not refundable once submitted.

Membership Account

Requesting Contact (Host)

Guest \*

8. You can search a name if they have previously been entered as a guest in the past  
OR you can CLICK NEW  
Lookup records

Filter by related Membership Account

Search

Choose one record and click Select to continue

New

Select

Cancel

Remove value

9. Click NEW for a new Guest Pass Request  
Enter Guest Name, YOUR EMAIL address and click Submit

Create a new record

Membership Account \*

First Name \*

Last Name \*

Email

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Submit

- 10. Select Your Guest highlighted in Grey
- 11. Enter Arrival and Departure Date; Click Submit

Guest \*

 ✕ 🔍

Arrival Date \*

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Departure Date \*

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Visit Type \*

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Submit

- 12. You will receive the following Prompt; Click Submit

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Guest Pass fees are not refundable once submitted

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Ok Cancel

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- 13. Your guest has been successfully entered
- 14. You will receive an email reminder for the day(s) of the visit and your guest's name
- 15. The Guest Pass will be available at the Main Gate