

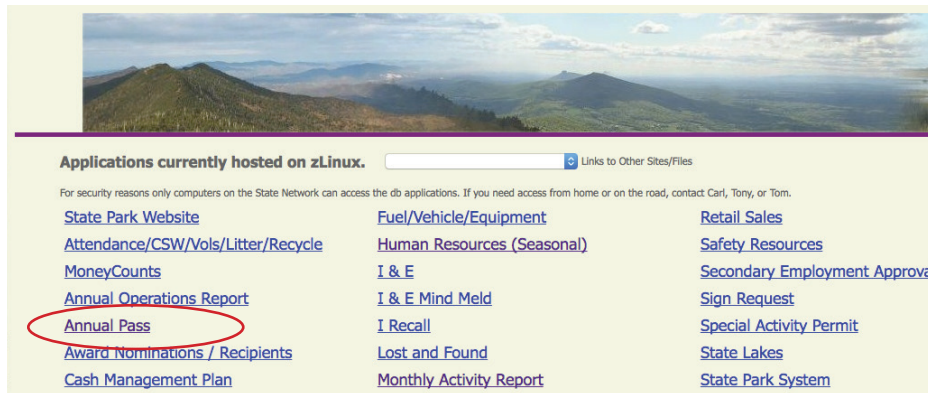
ENTERING SOLD PASSES INTO DATABASE

1. Make sure you have the following information:

- Pass type - annual, seasonal, 4wd
- Pass number
- Customer name
- Customer email address

****If the customer asks:** this information will be used to alert park patrons of upcoming annual passes, and important park events.

2. Select the "Annual Pass" database in the list of databases.



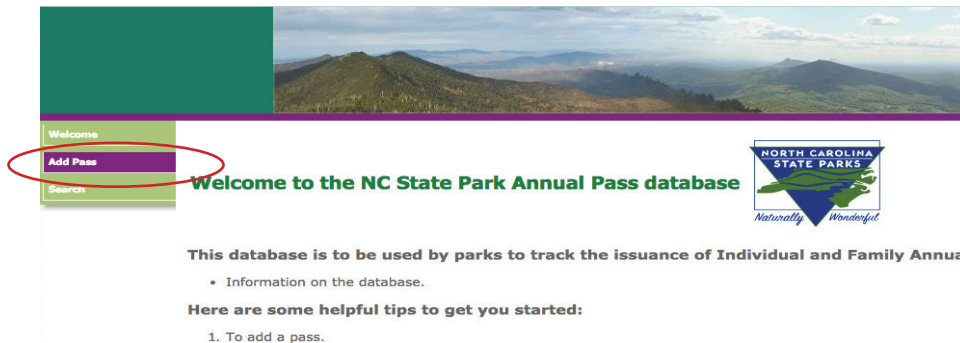
****Please note:**

If you are denied access to this database, contact **Database Support** and request access to the "Annual Pass" database.

Database Support

database.support@ncparks.gov

3. Select "add pass" on the side panel



4. Enter requested information, hit submit.

A screenshot of the "Information associated with this Pass" form. The form is divided into two main sections. The left section contains input fields for "TYPE PASS", "SUB TYPE PASS", "PASS NUMBER", "ISSUING PARK", "YEAR", "DATE ISSUED", "NAME", "EMAIL", and "COMMENTS". The right section displays three visual representations of the pass types: "Annual Pass", "Seasonal Parking Pass", and "4WD Beach Annual Pass". Each pass type has a corresponding image showing the pass design for the year 2021. The "Annual Pass" and "Seasonal Parking Pass" are orange, while the "4WD Beach Annual Pass" is blue and white. A red arrow points from the "Pass number" label to the "PASS NUMBER" field.

Pass number