



## Purchasing a MTM Pass Online

### Visit [www.paolipeaks.com](http://www.paolipeaks.com)

Navigate to the MTM area of the website by clicking on the MTM link in the news feed or by selecting the Group Planning tab and selecting MTM / School Programs

1. The MTM area will provide information & pricing for all of the passes available. Choose the pass you would like to purchase and click on "Buy Now".
2. You will be taken to the club login page. Enter your club name EXACTLY as provided. Club names are not case sensitive and include no punctuation.
3. Enter the member password EXACTLY as provided. Passwords are case sensitive.
4. Your club page will appear. You may see a logo for your club or school on the page as well as notes and information from Paoli Peaks. Click on [view club items](#). At the next screen, click on **Master the Mountain** to see passes available for purchase.
5. Choose the pass you would like to purchase and click on the **BUY NOW** button. You will be asked to select the quantity of passes and to assign a guest. If you are not currently logged in as an individual, you will be asked to log in. If you do not have an individual user name, you will be asked to create one.
6. After you have created a personal user name and have logged in, you return to the **assign guest screen**. Your name will now appear in a drop down menu. If you are purchasing for someone else or for multiple persons, you will have the option to add a guest.
7. When the guest is assigned, you will automatically be taken to your **shopping cart screen**. You will be able to choose to shop for additional passes or to check out. If you choose to continue shopping you will be returned to step 4. You will not need to log in again.
8. **Follow the on-screen information for checkout.** Be sure to read the pass information and release agreement completely before checking the "I agree" box.
9. **Record or print your confirmation number.** You should also receive a confirmation letter by mail.
10. **If you need assistance**—please call the Paoli Peaks office at (812)723-4696 during regular office hours.