

Green Trails HOA – 2025 Pool Pass Information Sheet

Green Trails HOA has transitioned to an **electronic pool pass system** for the 2025 pool season.

All residents and non-residents must now apply for pool passes using the **PoolEntry app**.

HOW TO APPLY FOR YOUR POOL PASSES

Step 1: Download the PoolEntry App

- **Android Users:**
 - [Download from Google Play](#)
 - Or open the **Google Play Store** and search: “**PoolEntry pool pass**”
- **iPhone Users:**
 - [Download from the App Store](#) Or open the **App Store** and search: “**PoolEntry pool pass**”

Step 2: Submit Your Application

1. Open the **PoolEntry** app.
2. **Sign in** or **create an account**.
3. Tap “**Apply for Pool Passes**”.
4. Enter the appropriate **Community Code**.
 - **FOR RESIDENTS:** Use Community Code: **GR755V**
 - **FOR NON-RESIDENTS:** Use Community Code: **GTN225**
 - **Important Note for Non-Residents:** Your application will not be approved until we receive a check payment of \$400, made payable to Green Trails HOA, and it can be dropped off or mailed to: Green Trails HOA, 3020 Hamaker Ct, Suite 300, Fairfax, VA 22031
5. Enter your **contact information**.
6. Select the passes you need.
7. Provide the **name and date of birth** for each user.
8. **Submit your application**.

Applications are typically approved within 1–3 business days. You will receive a notification once your passes are approved.

HOW TO ACTIVATE YOUR SEASONAL POOL PASSES

Once your passes are approved, **you may be required to activate them**. To activate:

1. Open the **PoolEntry** app.
2. Tap the “**Activate**” button next to each approved pool pass.
3. Tap the **circular photo icon** to upload your picture.
4. Choose a photo from your gallery or take a new selfie.
5. Confirm your **first name, last name, and date of birth**.

6. Tap “**Activate**” to finalize.
7. Swipe left or right to activate all passes on your account.

Guest Passes


If you would like to purchase additional guest passes, they are available for **\$20 each**.

You may pay in one of the following ways:

- **Drop off or Mail a check payable to Green Trails HOA to:**

Green Trails HOA
3020 Hamaker Ct, Suite 300
Fairfax, VA 22031

- **If you are a homeowner**, you may request the charge be **posted to your HOA account** and then pay online through the homeowner portal.

 Be sure you are using the **latest version** of the PoolEntry app to avoid any technical issues.

For questions or assistance, please contact **Green Trails Management** at (703)752-8300.