



INSTRUCTIONS HOW TO COMPLETE Seasonal Zone Pass Form

Step 1: Entering Customer Information in the Excel or PDF form:

Type in or use the drop down boxes to enter your customer information.

- Blue boxes – Information input
- Gray boxes – Select option from drop down box

Excel Pass Order Form Customer Info

Please submit your order, in excel format, to passorders@rfta.com
 Light Blue Boxes - Information input
 Gray Boxes - Select from Drop down



SEASONAL ZONE PASS ORDER FORM

Pass Effective Date	May 1	Today's Date		Chamber Pass Count	# Ordered
Company Name		Season	Spring/Summer/Fall 2026	Aspen Village Chamber	-
Mailing Address		Contact Person		Basalt Chamber	-
City		Phone		Carbondale Chamber	-
State		Fax		Glenwood Chamber	-
Zip		E-mail		New Castle Chamber	-
Chamber Member?		City of Chamber Member		Summary Chamber Pass Total	-
				Non-Chamber Pass Count	# Ordered
				Aspen Village Non-Chamber	-
				Basalt Non-Chamber	-
				Carbondale Non-Chamber	-
				Glenwood Non-Chamber	-
				New Castle Non-Chamber	-
				Summary Non-Chamber Pass Total	-

Gray boxes – Select option from drop down box

- Click on the Gray box next to the “Pass Effective Date” and choose the preferred date option: **May 1, June 1, July 1, August 1, September 1 (this will affect pricing).**
- Click on Gray box next to the “Chamber Member?” and choose from drop down option. “Yes” –Chamber Member and “No” – Not a Chamber Member.

Blue boxes – Information input (Click on the Blue boxes and enter Customer information data)

- **Company Name:** Enter Business name or Customer name.
- **Mailing Address:** Enter Street or P.O. Box information.
- **City of Chamber Member:** Enter the town/city you are a current Chamber of Commerce member of.

Step 2: Providing Zone Pass Information:

In this section, provide the information needed to provide each employee’s zone pass. In the excel form each employee will have his/her own row.

Excel Pass Order Form Zone Pass Info

Description	Unit Price	Qty	Mobile App - Provide Email Address	Comments
	-			
	-			
	-			
	-			