



# Englewood Parks and Recreation

Community Pass Account Creation  
Walkthrough

# Go To Community Pass

- <https://Register.communitypass.net/Englewood>
- Select “Create an Account”

The logo for the City of Englewood, featuring the text "City of Englewood" in a stylized, orange, serif font against a dark brown background.

Community Pass is a partnership of the local community organizations.

From here you can register for an activity, see your account's current registrations or edit your account information.

## Create an Account

### Welcome New Users!

CommunityPass is your resource for event and activity registration within your Community. To begin, click the sign-up link above, complete the sign-up form and enjoy the convenience of online registration!

*Please Note: If you already have a Community-Pass account from another organization or community, please use your existing username and password to log in and register for programs offered through this organization. You do not need to create a new account.*

Create an Account

## Existing Users

### Please Log In

Username

Password

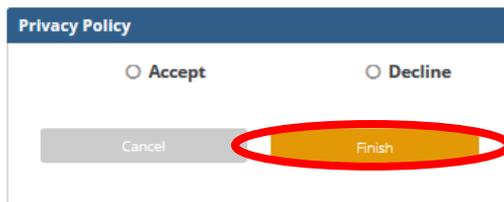
Log In

[Forgot username or password](#)

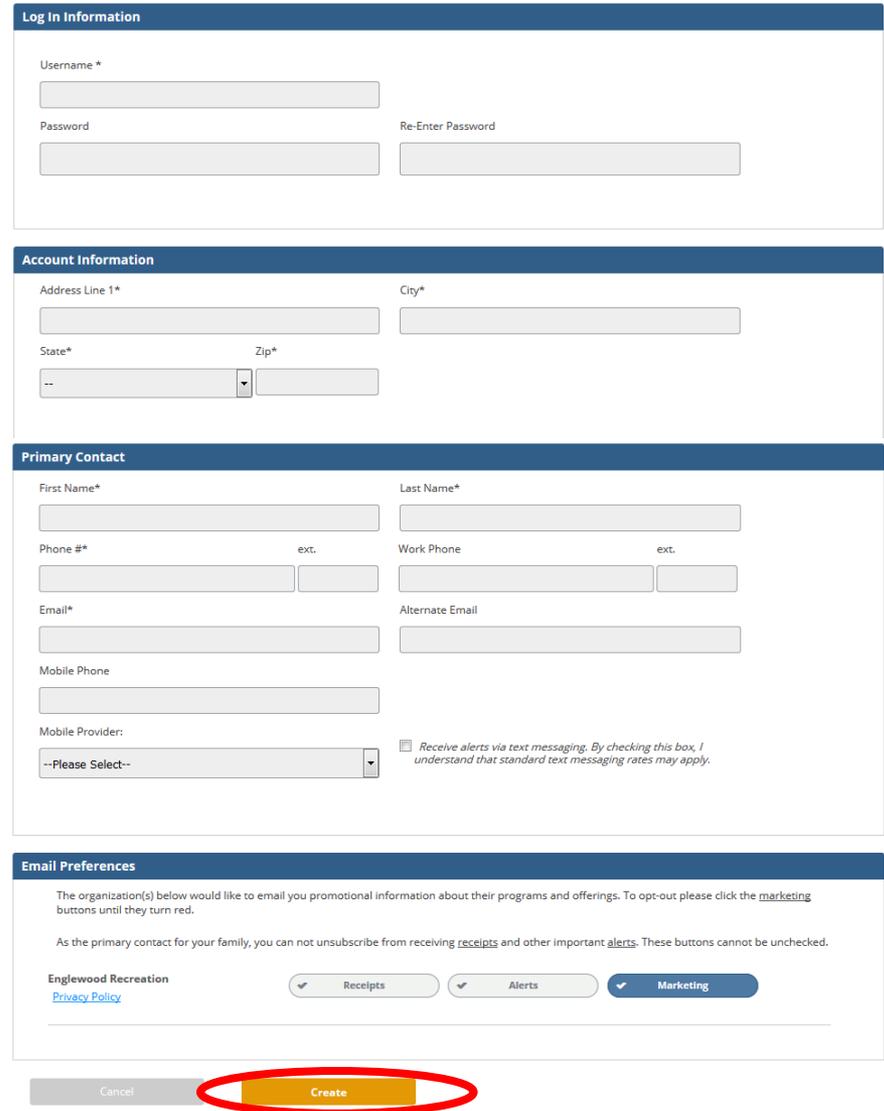
[Need Help?](#)

# Creating an Account

- Enter Required Information: Username, Password, Name, Address, Phone, Email 
- Click Create
- Accept Privacy Policy
- Click Finish 



The Privacy Policy dialog box has a blue header with the text "Privacy Policy". Below the header, there are two radio buttons: "Accept" and "Decline". At the bottom of the dialog, there are two buttons: "Cancel" and "Finish". The "Finish" button is highlighted with a red oval.



The account creation form is divided into several sections, each with a blue header:

- Log In Information:** Contains fields for "Username \*", "Password", and "Re-Enter Password".
- Account Information:** Contains fields for "Address Line 1\*", "City\*", "State\*" (a dropdown menu), and "Zip\*".
- Primary Contact:** Contains fields for "First Name\*", "Last Name\*", "Phone #\*", "ext.", "Work Phone", "ext.", "Email\*", "Alternate Email", "Mobile Phone", and "Mobile Provider:" (a dropdown menu). There is also a checkbox for "Receive alerts via text messaging. By checking this box, I understand that standard text messaging rates may apply."
- Email Preferences:** Contains text explaining that the organization(s) below would like to email promotional information. It includes a link to the "Privacy Policy" and three buttons: "Receipts", "Alerts", and "Marketing". The "Marketing" button is checked.

At the bottom of the form, there are two buttons: "Cancel" and "Create". The "Create" button is highlighted with a red oval.

# Adding Family Members

- Click View Account
- When your information page comes up, click “Add Another Adult” or “Add Another Child”



The screenshot shows the 'Individual Information' page. At the top is a header with 'Individual Information' and two buttons: 'Add Another Adult' and 'Add Another Child'. Both buttons are circled in red. A red arrow points from the second bullet point in the list to these buttons. Below the header is a table with columns for Action, Name, Type, and Status. The table contains one row with 'Edit' in the Action column, a text input field in the Name column, 'Adult' in the Type column, and 'Active' in the Status column. Below the table is a 'Log In Information' section with an 'Edit' button. It contains two rows: 'User Name:' followed by a text input field, and 'Password:' followed by a text input field with seven asterisks.

Action	Name	Type	Status
<a href="#">Edit</a>	<input type="text"/>	Adult	Active

User Name:

Password:

# Adding A Child

- Enter name, relation, birthdate, and gender
- Click “Add Child”

**Add Child** Help Log Out

To add a new child, please fill in fields below. If the child you are adding is not a family member but resides with the family, please choose "Non-Family Member" in the "Relation" field. Required fields are in red.

Enter data carefully because information cannot be edited after it is submitted.

**Child Information**

First Name:

Last Name:

Relation:

\*Birthdate:

\*Gender: M  F

\*Birthdates cannot be changed once entered. To correct an incorrect birthdate, contact your organization. [Click here](#) for customer service information.

\*Genders cannot be changed once entered. To correct an incorrect gender, contact your organization. [Click here](#) for customer service information.

# Residency Verification

Englewood Residents must submit proof of residency & have it verified by Recreation Staff or the system will prompt you to pay “out-of town fees.”

**Fax (201-871-6554) or Email  
([recreation@cityofenglewood.org](mailto:recreation@cityofenglewood.org))**

**-Copy of Driver’s License**

**AND**

**-Copy of current utility bill, or mortgage, or lease**

If you require further assistance, please contact us at  
[recreation@cityofenglewood.org](mailto:recreation@cityofenglewood.org)

**YOU HAVE CREATED A PROFILE!**

