



Online Registration Walkthrough

Youth Hockey House League

Log Into Community Pass

- <https://Register.communitypass.net/Englewood>



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?](#)

Registering for Hockey

- On your home page, select Register
- Then Select 2015 Mackay Ice Arena



City of Englewood

CommunityPass is a partnership of the local community organizations.
From here you can register for an activity, see your family's current registrations or edit your account information.

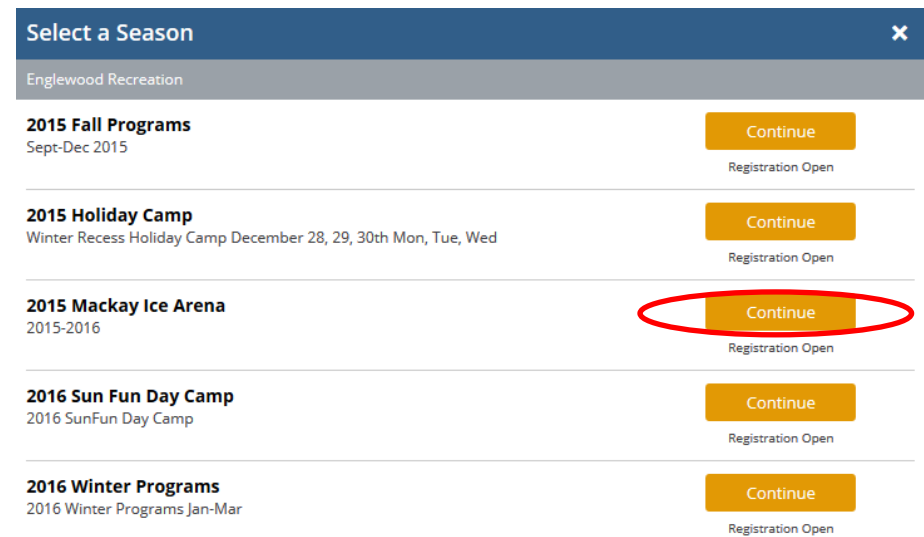
Englewood Recreation [Visit Website](#)

Our mission is to provide quality recreation opportunities to residents of the community through creative programs and safe, clean facilities in the most efficient way possible.

Register

Useful Links

-  **VIEW & PAY BALANCES**
-  **VIEW REGISTRATIONS**
-  **MESSAGE CENTER**
-  **VIEW ACCOUNT**



Select a Season ×

Englewood Recreation

2015 Fall Programs Sept-Dec 2015	Continue Registration Open
2015 Holiday Camp Winter Recess Holiday Camp December 28, 29, 30th Mon, Tue, Wed	Continue Registration Open
2015 Mackay Ice Arena 2015-2016	Continue Registration Open
2016 Sun Fun Day Camp 2016 SunFun Day Camp	Continue Registration Open
2016 Winter Programs 2016 Winter Programs Jan-Mar	Continue Registration Open

Verify Info and Select Child

- Verify your Account Information

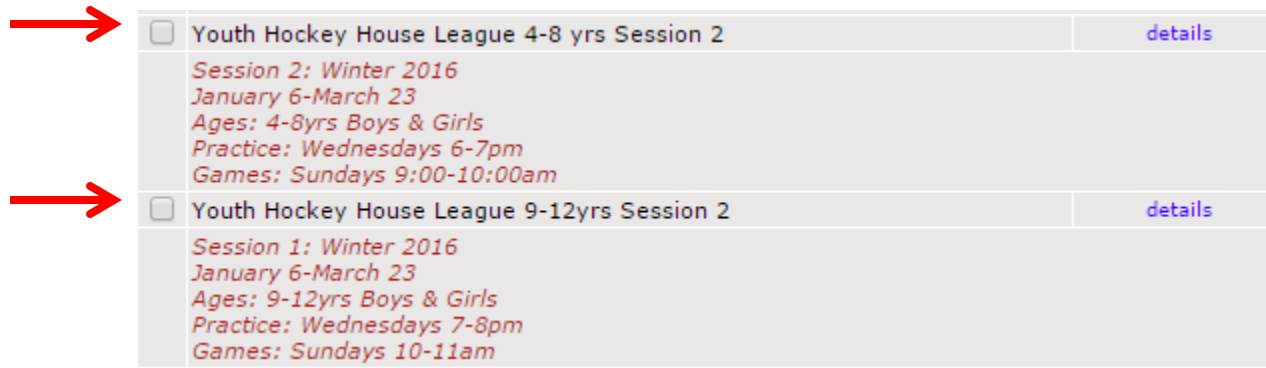
The screenshot shows a web page titled "Verify Account Information" with a "Help with this page" link in the top right. On the left is a navigation menu with links: "Cancel Registration", "Verify Account" (highlighted in orange), "Select Participants", "Select Programs", "Confirm Registration", and "Checkout". The main content area contains two paragraphs of instructions. The first paragraph asks the user to select an adult as the primary contact. The second paragraph asks the user to ensure their email is up to date. Below the text are two sections: "Primary Contact" with a radio button and an "Edit Info" button, and "Account Information" with input fields for "Last Name:", "Address:", "City:", "State:", "Zip:", and "Phone (w/ areacode):". At the bottom are "Cancel" and "Continue" buttons.

- Select the child(ren) you wish to register

The screenshot shows a web page titled "Englewood Recreation - Select Participants" with a "Help with this page" link in the top right. On the left is a navigation menu with links: "Cancel Registration", "Verify Account", "Select Participants" (highlighted in orange), "Select Programs", "Confirm Registration", and "Checkout". The main content area contains a paragraph of instructions asking the user to check boxes next to family members to register. Below the text is a table with one row: a checked checkbox, the text "Child's Name (Birthdate)", and a greyed-out input field. Below the table are "Add New Adult" and "Add New Child" buttons. At the bottom are "Cancel" and "Continue" buttons.

Division Selection and Policies

- Click the box of the division for which you are registering ***PLEASE MAKE NOTE OF THE CORRECT AGE DIVISION



<input type="checkbox"/>	Youth Hockey House League 4-8 yrs Session 2	details
<i>Session 2: Winter 2016 January 6-March 23 Ages: 4-8yrs Boys & Girls Practice: Wednesdays 6-7pm Games: Sundays 9:00-10:00am</i>		
<input type="checkbox"/>	Youth Hockey House League 9-12yrs Session 2	details
<i>Session 1: Winter 2016 January 6-March 23 Ages: 9-12yrs Boys & Girls Practice: Wednesdays 7-8pm Games: Sundays 10-11am</i>		

- You will then have to accept the Code of Conduct, Refund Policy, and Legal Disclaimer

Registration Confirmation

- Review the total
 - Englewood Residents are \$300
 - Non-Residents are \$600
- Select Credit Card Option

Englewood Recreation - Confirm Registration Help Log Out

Cancel Registration

Verify Account

Verify Email Information & Preferences

Select Participants

Select Programs

Registration Forms

Policies & Agreements

Confirm Registration

Checkout

Please check your transaction below, if you would like to remove a registration please select the appropriate "remove" checkboxes then hit the "recalculate" button at the bottom of the page. When your transaction is accurate please choose a payment type and hit continue.

Registrations

Name	Program	Price	Remove
	Youth Hockey House League 9-12yrs Session 2	300.00	<input type="checkbox"/>
Sub-Total		300.00	<input type="button" value="Remove"/>

Amount Due

Current Amount Due 300.00

Method of Payment

Credit Card (Visa,Mastercard,Discover)

Enter Credit Card Information

- Verify Billing Information
- Select card type

- Enter card number, expiration date, & CVV

***Please note, our system processes the transaction and then forgets all card information
You will receive a Receipt via email submitted on your account

Billing Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Billing Address:	<input type="text"/>
Billing City:	<input type="text"/>
Billing State:	<input type="text" value="NJ"/>
Billing Zipcode:	<input type="text"/>
Phone (w/ areacode):	<input type="text"/>

Credit Card Information	
Card Type:	<input type="text" value="Choose Credit Card"/>
Credit Card Number:	<input type="text"/>
Expiration Date:	<input type="text" value="Month"/> / <input type="text" value="Year"/>
CVV Code:	<input type="text"/>

Amount Due	
Total Due:	\$300.00

Notice Please click the "Complete Transaction" button only once to avoid duplicate payments. Transaction may take a few seconds to process. An order confirmation screen will appear when your order has completed processing. Thank you for your patience. This site is secured with SSL security technology.

YOU ARE REGISTERED!

