



# 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.

<b>Create an Account</b>	<b>Existing Users</b>
<p>Welcome New Users!</p> <p>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!</p> <p><i>Please Note: If you already have a CommunityPass 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.</i></p> <p><a href="#">Create an Account</a></p>	<p><b>Please Log In</b></p> <p>Username</p> <input type="text"/> <p>Password</p> <input type="password"/> <p><a href="#">Log In</a></p> <p><a href="#">Forgot username or password</a></p> <p><a href="#">Need Help?</a></p>

# Registering for Hockey

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

The screenshot shows the homepage of the City of Englewood CommunityPass website. At the top, a dark banner features the text "City of Englewood" in a large, gold-colored serif font. Below this, a white section contains the text "CommunityPass is a partnership of the local community organizations." and "From here you can register for an activity, see your family's current registrations or edit your account information." A blue header bar is labeled "Englewood Recreation" on the left and "Visit Website" on the right. A large, gold-colored "City of Englewood" logo is centered on the page. At the bottom, a blue "Useful Links" bar contains four items: "VIEW & PAY BALANCES" (with a hand holding a coin icon), "VIEW REGISTRATIONS" (with a building icon), "MESSAGE CENTER" (with an envelope icon), and "VIEW ACCOUNT" (with a profile icon). A red oval highlights the "Register" button in the blue header bar.

The screenshot shows a dropdown menu titled "Select a Season" with a blue header bar. The menu lists several options: "2015 Fall Programs" (Sept-Dec 2015), "2015 Holiday Camp" (Winter Recess Holiday Camp December 28, 29, 30th Mon, Tue, Wed), "2015 Mackay Ice Arena" (2015-2016), "2016 Sun Fun Day Camp" (2016 SunFun Day Camp), and "2016 Winter Programs" (2016 Winter Programs Jan-Mar). Each option has a "Continue" button in a yellow box and a "Registration Open" label. The "2015 Mackay Ice Arena" option is circled with a red oval.

# Verify Info and Select Child

- Verify your Account Information

**Verify Account Information** [Help with this page](#)

Cancel Registration  
**Verify Account** [Select Participants](#) [Select Programs](#) [Confirm Registration](#) [Checkout](#)

Please select the adult in your family that will be considered the responsible parent or guardian, this person will receive receipts and other contacts from the communitypass system. You can change the Primary Contact designation by clicking the radio button next to the appropriate individual.

Please ensure that your email address(es) are up to date. Your email can be updated by clicking the Edit Info button below.

Primary Contact

[Edit Info](#)

[Add New Responsible Parent/Guardian](#)

Account Information

Last Name:  
Address:  
City:  
State:  
Zip:  
Phone (w/ areacode):

[Cancel](#) [Continue](#)

- Select the child(ren) you wish to register

**Englewood Recreation - Select Participants** [Help with this page](#)

Cancel Registration  
**Select Participants** [Verify Account](#) [Select Programs](#) [Confirm Registration](#) [Checkout](#)

Please check the box next to all of the family members below that you would like to register for this activity. If the family member that you wish to register does not appear in the list please click the "Add Child" or "Add Adult" button below. When finished please hit the "Continue" button.

Child's Name (Birthdate)

[Add New Adult](#) [Add New Child](#)

[Cancel](#) [Continue](#)

# 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	<a href="#">details</a>
	<i>Session 2: Winter 2016 January 6-March 23 Ages: 4-8yrs Boys &amp; Girls Practice: Wednesdays 6-7pm Games: Sundays 9:00-10:00am</i>	
<input type="checkbox"/>	Youth Hockey House League 9-12yrs Session 2	<a href="#">details</a>
	<i>Session 1: Winter 2016 January 6-March 23 Ages: 9-12yrs Boys &amp; 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
John Doe	Youth Hockey House League 9-12yrs Session 2	300.00	<input type="checkbox"/>
<b>Sub-Total</b>		<b>300.00</b>	<b>Remove</b>

**Amount Due**

Current Amount Due	300.00
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**Method of Payment**

Credit Card (Visa,Mastercard,Discover)

[Cancel](#) [Back](#) [Continue](#)



# 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"/> NJ
Billing Zipcode:	<input type="text"/>
Phone (w/ areacode):	<input type="text"/>

**Credit Card Information**

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

**Amount Due**

Total Due:	\$300.00
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**\*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!

