



# Denville Recreation: Online Registration



**Denville Recreation programs are now available to register online!**

## **Steps to set up your FREE online registration account:**

- 1: Go to [www.CommunityPass.net](http://www.CommunityPass.net)**
  - 2: Click Login in the upper right**
  - 3: Click the orange “LOGIN” box that appears**
  - 4: Type “Denville, NJ” in the text box that ask you to “Enter Community or Organization” - Then click “Continue...”**
  - 5: Click the blue tab “Create and Account” on the left**
  - 6: Fill out the required information tabs. Leave the marketing option on the bottom checked on, as this will be the new way we send out email notification from the Recreation Department. Click “Create” when complete**
  - 7: The Privacy Policy will come up. After reading, click “Accept” and then click “Finish”**
- You have now set up your account!!**
- 8: To add more family members to your account, (once logged in), Click “View account”, this tab is located under the heading “Useful Links”**
  - 9: You can now add more Adults or Children to your household by clicking the grey tabs on the right, under the title “Individual Information”**

**Please keep all the “Email Preferences” checked on to receive. This will be the new way the Recreation Department will send out information and email notifications regarding any upcoming programs or events.**

**Once you have you account set up, please “Register” for the “Email Sign Up”. Registering for this will allow you to receive email updates, and notification from the Recreation Department.**

**If you have any questions or need help setting up your FREE CommunityPass account please feel free to email me at [Npanetta@denvillenj.org](mailto:Npanetta@denvillenj.org) or call the Recreation Department at 973-625-8300 x238**



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## **Registering for a program:**

To register for a program offered by the Denville Recreation Department please use the following steps

1. Log in to your CommunityPass family account
2. Click on the orange “Browse Activities” tab on the left
3. All programs available for registration will open in a pop-up box as a “season”
4. Click on the orange “Continue” tab that you want to register for
5. An “Account Verification Information” will come up. Make sure this information is correct and click the orange “Continue” tab at the bottom
6. “Verify Email Addresses” will be the next screen. If they are correct click the orange “Continue” tab at the bottom
7. Select all the participants you want to sign up for programming for the season you have selected in step 3 of this process
8. Select the programs for each individual, than click the orange “Continue” tab at the bottom
9. Fill out the required information. If you are registering multiple people there will be a “same as above” tab you can click; this will repeat the information you input from above individual. Click the orange “Continue” tab at the bottom
10. After viewing the legal statement, check off the box and type in your electronic signature. Click the orange “Continue” tab at the bottom
11. Confirm the Registration is correct, select a method of payment, and Click the orange “Continue” tab at the bottom
12. Fill out the required information then click “Process” on the bottom right
13. Confirm the payment amount
14. You will receive a receipt from CommunityPass containing information about the program you are now registered for

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