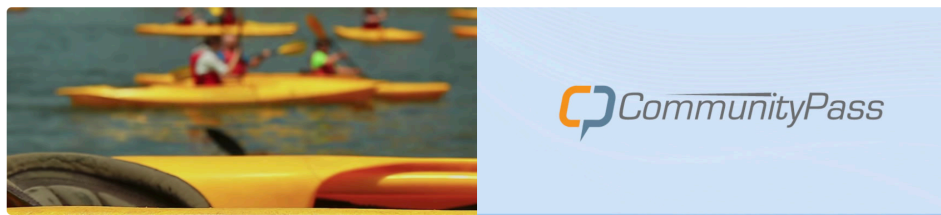




# INSTRUCTIONS TO CREATE A COMMUNITY PASS ACCOUNT & REGISTRATION PROCESS



**Welcome to CommunityPass.**

CommunityPass is your resource for registering to programs and activities within your community. To begin start by typing the name of the Community or Organization for which you wish to register.

Woodland Park Borough

Woodland Park Borough, NJ

Visit <https://register.capturepoint.com>. Type in and select Woodland Park Borough, NJ



**CommunityPass 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

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 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.

### Existing Users

Please Log In

Username\*

Password\*

[Forgot username or password](#)

[Need Help?](#)

If you are a new user, click “Create an Account”

Create an Account  
Please fill in the fields below to create your account.  
**PLEASE NOTE:** If you already have a CommunityPass account from another community, please use your existing username and password to log in.  
Having trouble creating an account? [Click here](#)

**Log In Information**

Username \*

  
Password\* Re-Enter Password\*   
(A minimum of 7 characters including at least one number and at least one letter)

**Account Information**

Address Line 1\* City\*

   
State\* Zip\*

NJ

On the sign-up page, fill in all necessary information. Once all information is inputted, click the “Create” button at the very bottom. Don’t forget to save your user name and password for future use.

You will then be directed back to the main log-in page where you must now sign in with user name and password.

**Privacy Policy**

Please read the privacy policy below and either choose accept or decline, and hit the continue. If you decline, you will not be able to continue.

PLEASE READ FIRST:

Capturepoint's Commitment to Data Security

Capturepoint has security measures in place to protect the loss, misuse, and alteration of the information under our control. While we make every effort to ensure the integrity and security of our network and systems, we cannot guarantee that our security measures will prevent third-party “hackers” from illegally obtaining this information. We will never sell your information to a third party.

How to Access or Modify Your Information

Capturepoint offers Users the opportunity to access or modify information provided during registration. To access or modify such information, login to your CommunityPass Family Account.

Questions About Capturepoint's Privacy Policy

If you have any additional questions about this Privacy Policy or the practices described herein, you may contact:

Capturepoint  
P.O. Box 628  
Ridgewood, NJ 07450

Revisions to This Policy

Capturepoint reserves the right to revise, amend, or modify this policy and our other policies and agreements at any time and in any manner. Any revision, amendment, or modification will be posted on our website: [www.capturepoint.com](http://www.capturepoint.com).

Accept  Decline


Once you enter your user name and password, you will be directed to read and agree or decline the Privacy Policy. Please note, if you decline the Privacy Policy, this may decline your access to the site.



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.

**Woodland Park Recreation** [Visit Website](#) **News & Announcements**

*Events, athletic programs, summer camp and other activities coordinated by the Woodland Park Recreation Department fall under the auspices guidance of the Borough of Woodland Park and the Recreation & Parks Advisory Board. The board is comprised of 5 members appointed by the Mayor with the advice and consent of the Borough Council. In addition to Advisory Board, the Department is comprised of the Recreation Director, Events Coordinator and additional support staff to ensure the highest quality services are provided to all residents of Woodland Park, especially our youth!*



[Browse Activities](#)

Once you accept the Privacy Policy, you will be able to enter your Community Pass account. Click on the “Browse Current Activities Button”

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.

**Select an Option**

Woodland Park Recreation

Please click continue next to the desired season to view the program catalog and register for activities

<b>Basketball (2024-2025)</b> Basketball (2024-2025)	<a href="#">Continue</a> Registration Open
<b>Winter Programs 2024</b> Programs run for the winter season	<a href="#">Continue</a> Registration Open
<b>WPCC</b> Woodland Park Competition Cheer	<a href="#">Continue</a> Registration Open

[Browse Activities](#)

Here you will find the season/program/event you are looking to register for and click the “Continue” button next to the respective season/program/event you want to register for.

**Verify Account**

Please select the individual that will be considered the Primary Contact for this account. This person will receive receipts and other contacts from the CommunityPass system. You can change this 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 link below.

1 Account >

2 Email

3 Participants

4 Programs

5 Donations

6 Confirm

7 Checkout

**Primary Contact**

Sample Rec Account [edit](#)

973/433332  
Family-Member

[Add New Adult](#)

**Emergency Contact Information**

Name

Phone 1 (w/ areacode) ext.

Phone 2 (w/ areacode) ext.

**Alternate Address Information**

Address Type

Secondary

Please fill in all necessary information and then click “Continue”

Please verify that we have your correct email address(es) as shown below. If your email address has changed, please update accordingly to ensure that receipts and important alerts and reminders are received. Note: At least one email address is required (primary email).

1 Account >

2 Email >

3 Participants

4 Programs

5 Donations

6 Confirm

7 Checkout

**Verify Email Addresses**

Primary Email

Alternate Email 1

Alternate Email 2

**Verify Email Preferences**

You are currently opted out from receiving general communications related emails from Bloomfield Recreation Department. As the primary contact for your account, you will always receive receipts and important alerts/reminders. However, by subscribing to general communications emails for this organization, you will receive additional information that you may consider useful and relevant. Click the box below to update your general communications email preferences:

Yes, I'd like to receive general communications-related emails from this organization (check box)

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

Please fill in all necessary information and then click “Continue”

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.

- 1 Account >
- 2 Email >
- 3 Participants >
- 4 Programs
- 5 Donations
- 6 Confirm
- 7 Checkout

**Select Participants**

Sample Rec Account (01/01/1997)

⊕ Add Adult
⊕ Add Child

Cancel
Back
Continue

**Click the name of the person you are trying to register and click "Continue". Please note you may add an adult or child by clicking on "Add Adult" or "Add Child". Then click the "Continue" button.**

[Clear All Filters](#)

**RESULTS** (Viewing 1-6 of 6)
Season: Winter Programs 2024

**Recess 101 (Ages 4-5)**  
 Thursdays 5:00pm - 5:45pm - 6 weeks - Boys and Girls Club - Starti...

- Taking turns
- Playing fairly
- Winning/Losing
- Communication
- Problem-solving

Read More ▶

+ View Details

JAN	FEB
9	13
Start Date	End Date

\$105.00

🛒 Add to Cart

**Recess 101 (Ages 6-7)**  
 Thursdays 6:00pm - 6:45pm - 6 weeks - Boys and Girls Club - Starti...

- Taking turns
- Playing fairly
- Winning/Losing
- Communication
- Problem-solving

Read More ▶

+ View Details

JAN	FEB
9	13
Start Date	End Date

\$105.00

🛒 Add to Cart

**Special friends Program (Special Needs - Grades K-4)**  
 Tuesday evenings, ALL at Boys/Girls Club

Read More ▶

+ View Details

JAN	FEB
9	13
Start Date	End Date

\$105.00

🛒 Add to Cart

**Community Pass will only show you the programs you are eligible for (children's programs/adult programs etc). Check the box next to the program you would like to register for. You may click on "details" to get information on the program. Please note you may check off one or more programs where necessary. Click the "Continue" button.**

Please fill out the following forms for each participant. When finished hit continue.

- 1 Account
- 2 Email
- 3 Participants
- 4 Programs
- 5 Forms
- Adult
- 6 Policies
- 7 Donations
- 8 Confirm
- 9 Checkout

### Sample Rec Account - Adult

Emergency contact name

Emergency contact phone

By registering for programs held by the Bloomfield Parks, Recreation & Cultural Affairs Department, I hereby authorize representatives of the Bloomfield Parks, Recreation & Cultural Affairs Department to use my child's image/likeness for marketing purposes on flyers, WBMATV, in the newspapers, social media sites and/or on the Bloomfield Parks, Recreation & Cultural Affairs website. I understand and agree that neither I nor my child, will be compensated in any way for the use of my child's name and/or Likeness by the town. If you do not consent to the photo release policy and want to "opt-out" please e-mail a written request to mscurman@bloomfieldwpnj.com.

Please fill in all necessary information and click the "Continue" button

Please read the following policies and agreements carefully. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

- 1 Account
- 2 Email
- 3 Participants
- 4 Programs
- 5 Forms
- 6 Policies
- 7 Donations
- 8 Confirm
- 9 Checkout

### Policies & Agreements

- I agree to the Code of Conduct ([View](#))
- I agree to the Legal Statement ([View](#))
- I agree to the Refund Policy ([View](#))

By entering my name, I assert that I have reviewed and agree to all of the policies and agreements I have selected above.


Check off all Policies and Agreements, then enter your full name. You may click view to view and read each policy. Click the "Continue" button

Please review your selections below, if you would like to remove a registration please select the "Remove" link next to the corresponding item. When your selected items are accurate please choose a payment type and hit continue.

- 1 Account >
- 2 Email >
- 3 Participants >
- 4 Programs >
- 5 Forms >
- 6 Policies >
- 7 Donations >
- 8 Confirm >**
- 9 Checkout

Registrations			
Individual	Program	Price	Action
Sample Rec Account	Valentine Celebration (Feb 16th)	10.00	<a href="#">Remove</a>
<b>Sub-Total</b>		<b>10.00</b>	

Amount Due	
Current Amount Due	<b>10.00</b>

Method of Payment	
<input type="radio"/> Credit Card	

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

**Click Credit Card to make a payment, enter all necessary information then press continue.**