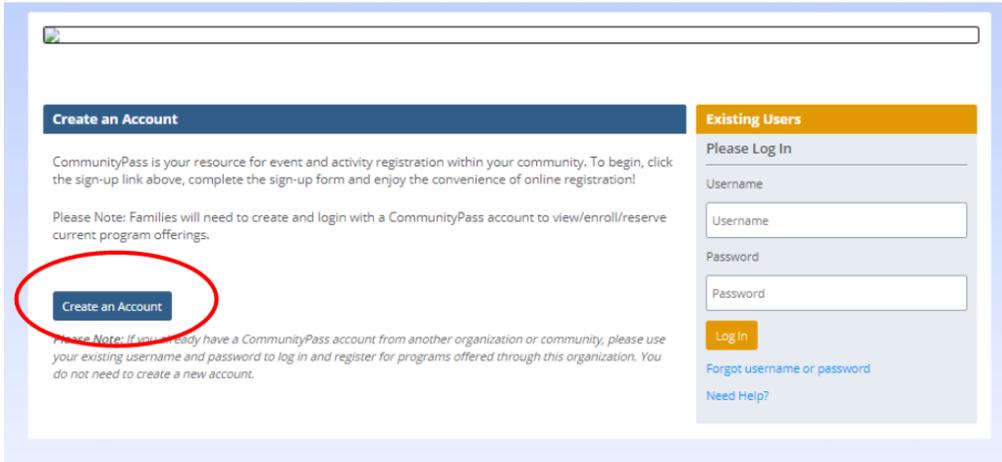


NEW FAMILIES: COMMUNITY PASS ACCOUNT INSTRUCTIONS

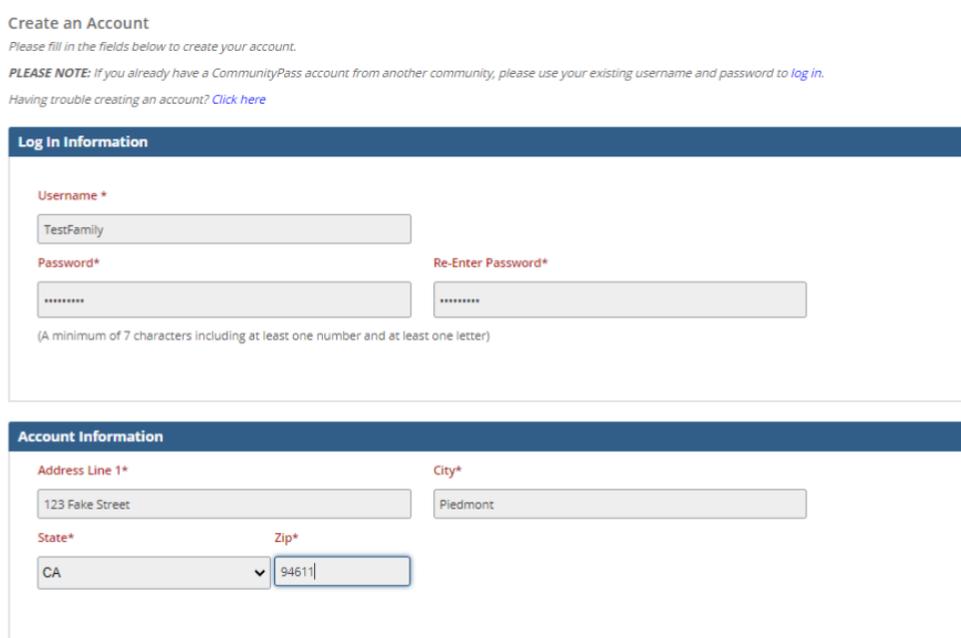
Website: <https://register.communitypass.net/CityofTroutdale>

- From the City of Troutdale Community Pass login homepage, click on the "Create an Account" button.



The screenshot shows the login homepage with two main sections: "Create an Account" and "Existing Users". The "Create an Account" section includes a "Create an Account" button, which is circled in red. The "Existing Users" section includes a "Please Log In" form with fields for "Username" and "Password", and a "Log In" button. There are also links for "Forgot username or password" and "Need Help?".

- On the next page complete the "Account Creation" fields and click on the "Create" button at the bottom of the page.



The screenshot shows the "Create an Account" page. It has a header "Create an Account" and a sub-header "Please fill in the fields below to create your account." Below that is a "PLEASE NOTE" section. The main form is divided into two sections: "Log In Information" and "Account Information".

Log In Information

- Username *: TestFamily
- Password*: [masked]
- Re-Enter Password*: [masked]
- (A minimum of 7 characters including at least one number and at least one letter)

Account Information

- Address Line 1*: 123 Fake Street
- City*: Piedmont
- State*: CA
- Zip*: 94611

- On the next page you will see the Community Pass Privacy Statement. After reading, click "Accept". Then click "Finish".

Primary Contact

First Name*
Homer

Last Name*
Simpson

Phone #*
(510) 500-0000

Work Phone
ext.

Email*
test@gmail.com

Alternate Email

Birthdate
ex: 01/01/1999

Mobile Phone

Mobile Provider
--Please Select--

Receive alerts via text messaging. By checking this box, I understand that standard text messaging rates may apply.

Email Preferences

The organization(s) below would like to email you general information about their programs and offerings. To opt-out please click the [General Info](#) buttons until they turn red.

As the primary contact for your family, you can not unsubscribe from receiving [receipts](#) and other important [alerts](#). These buttons cannot be unchecked.

[Privacy Policy](#) Receipts Alerts General Info

Cancel **Create**

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.

Capturepoint Privacy Policy

Your privacy is very important to us. We want to make your experience using CommunityPass, Capturepoint's flagship product, as enjoyable and rewarding as possible.

Capturepoint created this Privacy Policy to demonstrate our firm commitment to privacy and security. This Privacy Policy describes how Capturepoint collects information from users of Capturepoint services (the "Services"), how we use the information we collect and the choices you have concerning the collection and use of such information. Please read this Privacy Policy carefully.

Philosophy

The primary objective of CommunityPass is to make it easier for residents, parents and children to participate in community activities and more affordable for organizations within the Community to operate. To that end, following are the founding principles of CommunityPass.

1. To provide a trusted and central location for parents and residents to register themselves and their children for events and activities within their Community.
2. To enable organizations within a community to accept credit card payments at the lowest possible processing cost.
3. To reduce the amount of administration required to process and manage registration data.
4. To enable collaboration and sharing of data across disparate organizations within a community without requiring ongoing coordination or financial commitments between organizations.

Terminology

Accept Decline

Cancel **Finish**

Please save your login and password for future use. Only one account per family is permitted.

NEXT: On the Homepage of your account, under "Useful Links":

- **Add Family Members:** Add all family members who participate in PRD activities.
 - Click on **View Account** button
 - On Individual Information Header, Click **Add Adult** or **Add Child** button
 - Follow prompts and click yellow **Add Adult** or **Add Child** button when finished

New! Current Grade Field: For school age children, please select their grade during the 2021/2022 school year (it will automatically roll over each year). For members who are infant/toddler, preschool, or post high school please select the most applicable option and follow prompts.

CommunityPass is your registration tool for City of Troutdale Recreation programs.

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

City of Troutdale [Visit Website](#)



[Click Here to Register](#)

Registration Closed

Useful Links

[VIEW & PAY BALANCES](#) [VIEW REGISTRATIONS](#) [MESSAGE CENTER](#) **[VIEW ACCOUNT](#)**

My Account

- Account Information
- View/Pay Balances
- View Registrations
- Family Merge
- Payment Methods

View Account

Below you can view the information related to your account. If you would like to update the profile information for any of the account individuals, including email addresses and phone numbers, please click "Edit" next to the individual in the list below.

Individual Information Add Adult Add Child

Action	Name	Type	Status
Edit	Homer Simpson (Testing)	Adult	Active
Edit	Grandpa Simpson	Adult	Active
Edit	Marge Simpson	Adult	Active
Edit	Lee Simpson	Adult	Active
Edit	Bart Simpson	Child	Active
Edit	Lisa Simpson	Child	Active
Edit	Snowball II Simpson	Child	Active
Edit	Maggie Simpson	Child	Active

My Account

- Account Information
- View/Pay Balances
- View Registrations
- Family Merge
- Payment Methods

Add New Child

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.

First Name:

Last Name:

Relation:

*Birthdate:

*Gender: Male Female

*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.

Current Grade:

for School Year 2021-2022

Pick Up Authorization

Select all of the adults who may pick up this child:

- Grandpa Simpson
- Lee Simpson
- Marge Simpson
- Homer Simpson (Testing)

Cancel Add Child

● **Add Payment Information:**

- Click on "View and Pay Balances"
- Select "Payment Methods" from the left side bar
- Click "Add Credit Card" or "Add Bank Account" (for e-checking)
- All users are strongly encouraged to have a method of payment added to their account prior to program enrollment or reservations (**required** for Preschool and Schoolmates programs).

Community Pass is your registration tool for Troutdale Recreation programs. From here you can register for an activity, see your family's current registrations or edit your account information.

City of Troutdale Recreation Department

[Visit Website](#)

[Click Here to Register/Reserve](#)

Useful Links



VIEW & PAY BALANCES



VIEW REGISTRATIONS



MESSAGE CENTER



VIEW ACCOUNT

My Account

[Account Information](#)

[View/Pay Balances](#)

[View Registrations](#)

[Family Merge](#)

[Payment Methods](#)

Payment Methods

[+ Add Credit Card](#)

[+ Add Bank Account](#)

You currently have no saved payment methods, please select one of the options above to add a new payment method.

My Account

[Account Information](#)

[View/Pay Balances](#)

[View Registrations](#)

[Family Merge](#)

[Payment Methods](#)

Payment Methods - Add Card

If you wish to store a card for use in future transactions with the selected Organization, please enter the information below.

ORGANIZATION

Credit Card information must be added separately for each Organization. Only Organizations that participate in stored payment methods will display.

City of Troutdale Recreatio

CREDIT CARD INFORMATION

First Name:

Marge

Last Name:

Simpson

Billing Zip Code*:

94611

Card Type*:

Visa

Credit Card Number*:

1234567890000

Expiration Date*:

01

25

CVV Code:

123

Cancel

Save Card