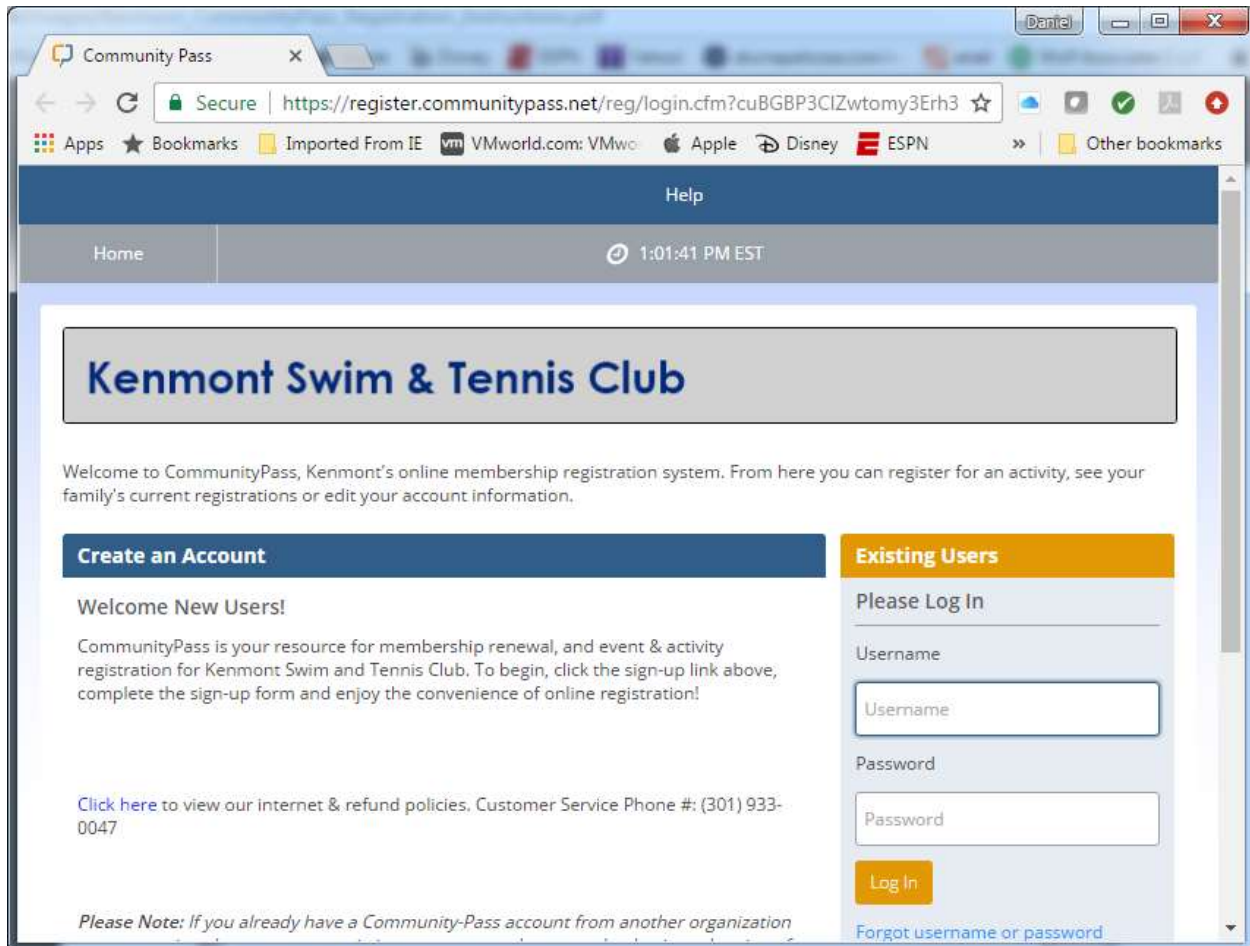


Kenmont CommunityPass Registration Instructions

1. Browse to <https://register.communitypass.net/kenmontpool>. You should see the main login page.
2. Enter your username and password (the same one you used last year). Please do not create a new account.



The screenshot shows a web browser window with the URL <https://register.communitypass.net/reg/login.cfm?cuBGBP3CIZwtomy3Erh3>. The page title is "Kenmont Swim & Tennis Club". The main content area is divided into two sections: "Create an Account" and "Existing Users".

Create an Account

Welcome New Users!

CommunityPass is your resource for membership renewal, and event & activity registration for Kenmont Swim and Tennis Club. To begin, click the sign-up link above, complete the sign-up form and enjoy the convenience of online registration!

[Click here](#) to view our internet & refund policies. Customer Service Phone #: (301) 933-0047

Please Note: If you already have a Community-Pass account from another organization

Existing Users

Please Log In

Username

Password

[Log In](#)

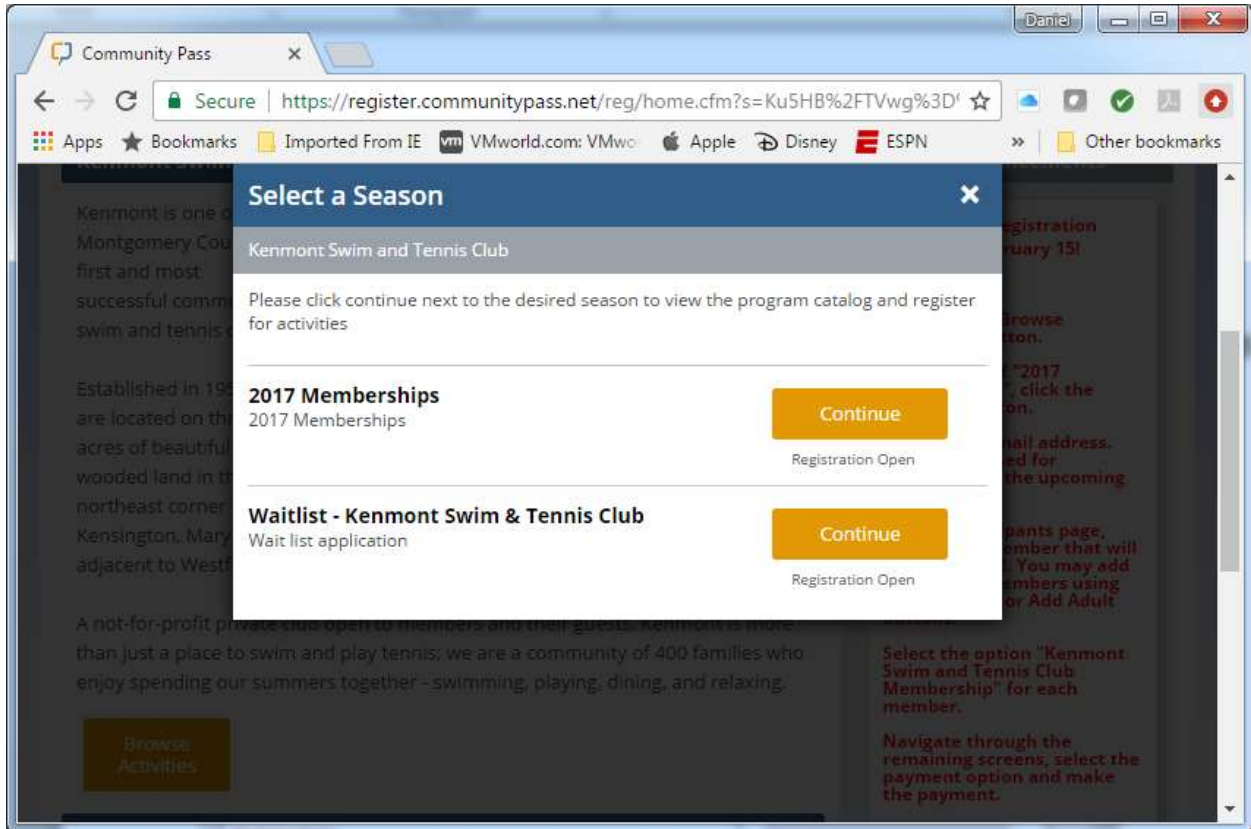
[Forgot username or password](#)

3. Scroll down and select the Browse Activities button.

The screenshot shows a web browser window with the following content:

- Browser Tab:** Community Pass
- Address Bar:** <https://register.communitypass.net/reg/home.cfm?s=Ku5HB%2FTVwg%3D>
- Page Title:** Kenmont Swim & Tennis Club
- Welcome Message:** Welcome to CommunityPass, Kenmont's online membership registration system. From here you can register for an activity, see your family's current registrations or edit your account information.
- Kenmont Swim and Tennis Club Section:**
 - Header:** Kenmont Swim and Tennis Club [Visit Website](#)
 - Text:** Kenmont is one of Montgomery County's first and most successful community swim and tennis clubs. Established in 1958, we are located on three acres of beautiful wooded land in the northeast corner of Kensington, Maryland, adjacent to Westfield Mall.
 - Image:** A photograph of an outdoor swimming pool with lane markers and a colorful banner.
 - Text:** A not-for-profit private club open to members and their guests, Kenmont is more than just a place to swim and play tennis; we are a community of 400 families who enjoy spending our summers together - swimming, playing, dining, and relaxing.
 - Button:** [Browse Activities](#)
- News & Announcements Section:**
 - 2017 season registration begins on February 15!**
 - Click on the "Browse Activities" button.**
 - To the right of "2017 Memberships", click the Continue button.**
 - Verify your email address. This will be used for newsletters in the upcoming season.**
 - On the Participants page, select each member that will use the pool. You may add new family members using the Add Child or Add Adult buttons.**
 - Select the option "Kenmont Swim and Tennis Club Membership" for each member.**
 - Navigate through the remaining screens, select the payment option and make the payment.**
- Useful Links:** (Section header visible at the bottom)

4. In the Select a Season window, select the Continue button adjacent to 2017 Memberships.



5. Verify the account information and make any necessary changes. Click Continue when you are finished.

The screenshot shows a web browser window with the URL https://register.communitypass.net/reg/account_verify.cfm?s=Ku5HB%2FTC. The page title is "Kenmont Swim & Tennis Club". The main heading is "Verify Account Information" with "Help" and "Log Out" links. A left sidebar contains navigation options: "Cancel Registration", "Verify Account" (highlighted), "Verify Email", "Information & Preferences", "Select Participants", "Select Programs", "Confirm Registration", and "Checkout".

The main content area contains instructions: "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

<input type="radio"/> Grandpa Simpson test@na.com 1231231234 Family-Member Edit Info	<input checked="" type="radio"/> Homer Simpson board@kenmont.com 3019330047 Family-Member Edit Info	<input type="radio"/> Marge Simpson baord@kenmont.com 3019330047 Family-Member Edit Info
---	--	---

[Add A New Primary Contact](#)

Account Information

Last Name:
Address:
City:
State:

6. Verify the primary email address and click Continue.

The screenshot shows a web browser window with the URL https://register.communitypass.net/reg/ar1_optin_verify.cfm?s=Ku5HB%2F1. The page title is "Kenmont Swim & Tennis Club". The user is logged in as "hsimpson99". The current time is 1:22:49 PM EST. The page is titled "Kenmont Swim & Tennis Club - Opt-in Verification".

On the left side, there is a navigation menu with the following items:

- Cancel Registration
- Verify Account
- Verify Email
- Information & Preferences
- Select Participants
- Select Programs
- Confirm Registration
- Checkout

The main content area contains the following text:

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).

Verify Email Addresses

Primary Email

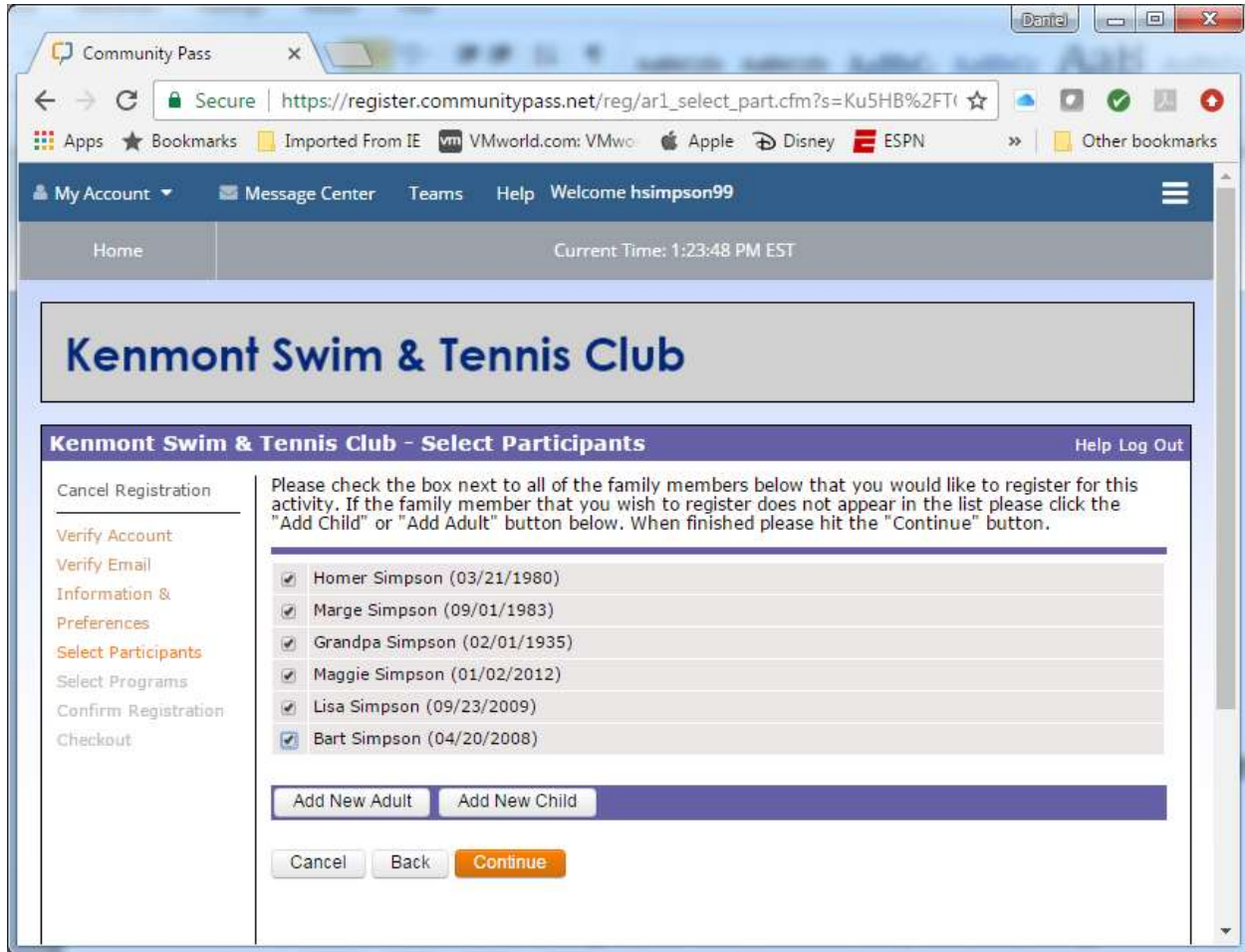
Alternate Email 1

Alternate Email 2

At the bottom of the form, there are three buttons: "Cancel", "Back", and "Continue".

© 2015 Capturepoint Inc. All rights reserved.

7. Select all individuals that will be using the pool. Add any additional family members by clicking on Add New Adult or Add New Child. Click Continue when finished.



- To sign up for Active membership, click the check box next to "Kenmont Swim and Tennis Membership" for each family member. If you will not be using the pool this season, check box next to "INACTIVE - Kenmont Swim and Tennis Membership" for each family member.

The screenshot shows a web browser window with the URL <https://register.co...> and a tab titled "Community Pass". The page header is "Kenmont Swim & Tennis Club". Below the header is a navigation menu with links: "Cancel Registration", "Verify Account", "Select Participants", "Profile Verification", "Select Programs" (highlighted), "Registration Forms", "Code of Conduct", "Legal Disclaimer", "Confirm Registration", and "Checkout".

The main content area is titled "Kenmont Swim & Tennis Club - Select Programs" and includes "Help" and "Log Out" links. A message states: "Your family members are eligible for the following programs. Please select the appropriate program(s) for each member of the family. When finished please hit the 'Continue' button."

The registration process is broken down by family member:

- Homer Simpson - Adult**
 - Kenmont Swim and Tennis Membership [details](#)
 - NOTE - Please be sure to select all family members on this page to be covered by this membership.*
 - INACTIVE - Kenmont Swim and Tennis Membership [details](#)
- Marge Simpson - Adult**
 - Kenmont Swim and Tennis Membership [details](#)
 - NOTE - Please be sure to select all family members on this page to be covered by this membership.*
 - INACTIVE - Kenmont Swim and Tennis Membership [details](#)
- Bart Simpson - Child**
 - Kenmont Swim and Tennis Membership [details](#)
 - NOTE - Please be sure to select all family members on this page to be covered by this membership.*
 - INACTIVE - Kenmont Swim and Tennis Membership [details](#)
- Lisa Simpson - Child**
 - Kenmont Swim and Tennis Membership [details](#)
 - NOTE - Please be sure to select all family members on this page to be covered by this membership.*
 - INACTIVE - Kenmont Swim and Tennis Membership [details](#)
- Maggie Simpson - Child**
 - Maggie Simpson is not eligible for any programs at this time

At the bottom of the page are three buttons: "Cancel", "Back", and "Continue".

9. Verify the relationship to the primary member. Click Continue to proceed.

The screenshot shows a web browser window with the URL https://register.communitypass.net/reg/ar4_registration_form.cfm?s=Ku5HE. The page title is "Kenmont Swim & Tennis Club". The user is logged in as "hsimpson99". The current time is 1:30:11 PM EST. The page displays a "Participant Form" for the Kenmont Swim & Tennis Club. The form includes a sidebar with navigation options and a main content area with instructions and participant details.

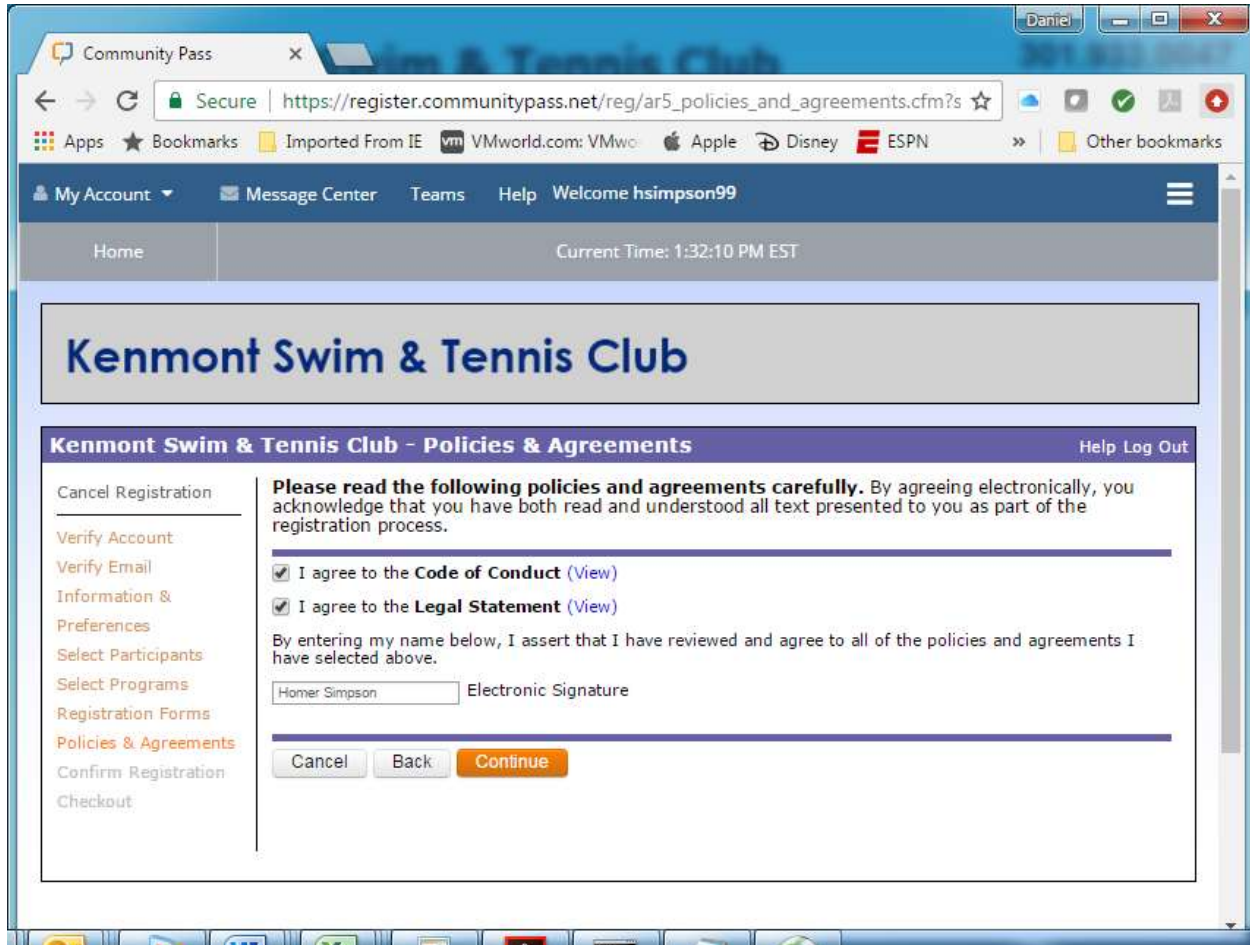
Kenmont Swim & Tennis Club - Participant Form [Help](#) [Log Out](#)

Cancel Registration
Verify Account
Verify Email
Information & Preferences
Select Participants
Select Programs
Registration Forms
- Participant
Policies & Agreements
Confirm Registration
Checkout

Please fill out the following forms for each participant. When finished hit continue.
Required fields are in red.

- Homer Simpson - Adult**
Relationship to Primary Member: Self
- Marge Simpson - Adult**
Same as above:
Relationship to Primary Member: Spouse/Partner
- Grandpa Simpson - Adult**
Same as above:
Relationship to Primary Member: Grandparent
- Maggie Simpson - Child**

10. Click View to read the Code of Conduct and Legal Statement, check the box agreeing to it, and enter your name. Click on Continue to proceed.



11. Verify the registration information, select the payment method, and click Continue. Note that the charges correspond to the additions and discounts found on the renewal form.

Community Pass X
Secure https://register.communitypass.net/reg/confirm_registration.cfm?z=Ku5HB%2FTdzQ%3D%3D&t=7921
Apps Bookmarks Imported From IE VMworld.com VMwv Apple Disney ESPN Yahoo! Other bookmarks

Kenmont Swim & Tennis Club - 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	Senior Discount	Adult Surcharge	Capital Improvement Fee	Remove
Homer Simpson	Kenmont Swim and Tennis Membership	370.00	0.00	0.00	75.00	<input type="checkbox"/>
Marge Simpson	Kenmont Swim and Tennis Membership	110.00	0.00	0.00	0.00	<input type="checkbox"/>
Grandpa Simpson	Kenmont Swim and Tennis Membership	50.00	-25.00	25.00	0.00	<input type="checkbox"/>
Bart Simpson	Kenmont Swim and Tennis Membership	50.00	0.00	0.00	0.00	<input type="checkbox"/>
Lisa Simpson	Kenmont Swim and Tennis Membership	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Maggie Simpson	Kenmont Swim and Tennis Membership	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Sub-Total		500.00	-25.00	25.00	75.00	<input type="button" value="Remove"/>

Amount Due

Current Amount Due 655.00

Method of Payment

12. If you selected to pay by check, please note the address and mail the payment. If you selected to pay by credit card, please enter your card information and click on Complete Transaction.
13. You should receive an email confirming your registration, and a receipt confirming your transaction.