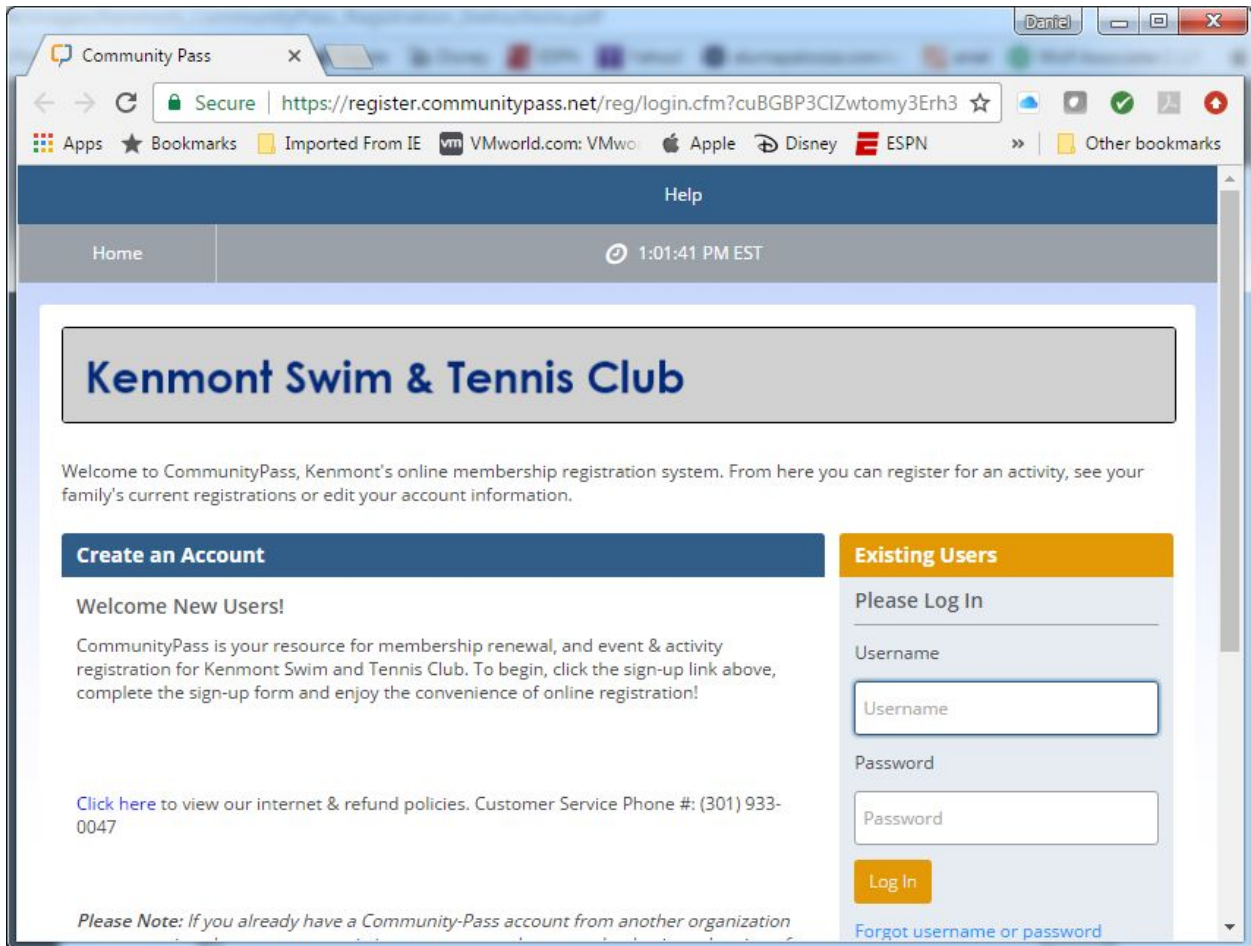


## Kenmont CommunityPass Registration Instructions

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 displaying the Kenmont CommunityPass registration system. The browser's address bar shows the URL <https://register.communitypass.net/reg/login.cfm?cuBGBP3CIZwtomy3Erh3>. The page features a navigation bar with a "Home" link and a "Help" link. The main heading is "Kenmont Swim & Tennis Club". Below the heading, a welcome message reads: "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." The page is divided into two main sections: "Create an Account" and "Existing Users". The "Create an Account" section includes a "Welcome New Users!" message and a link to view internet & refund policies. The "Existing Users" section includes a "Please Log In" form with fields for "Username" and "Password", a "Log In" button, and a "Forgot username or password" link. A "Please Note" section at the bottom states: "Please Note: If you already have a Community-Pass account from another organization".

- 3.

Scroll down and select the Browse Activities button.

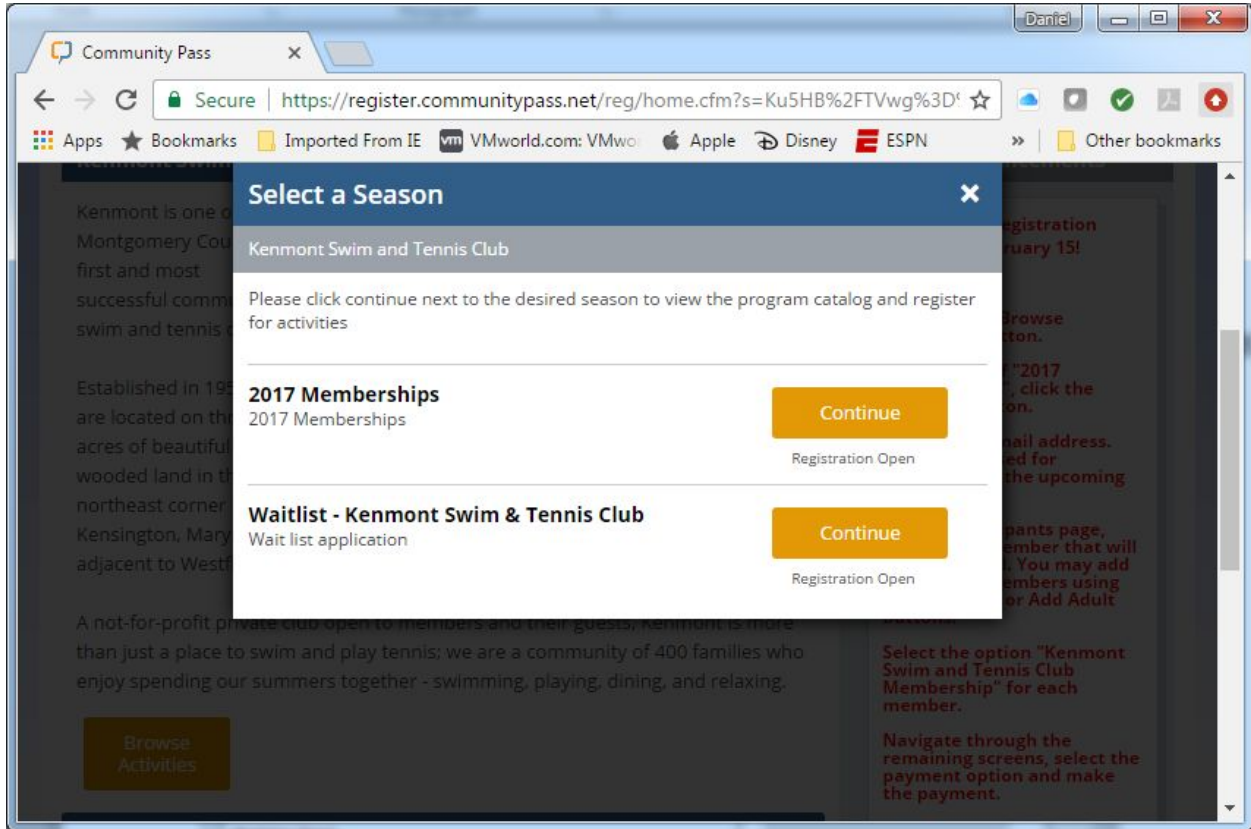
The screenshot shows a web browser window with the URL <https://register.communitypass.net/reg/home.cfm?s=Ku5HB%2FTVwg%3D>. The page title is "Kenmont Swim & Tennis Club". Below the title, a welcome message reads: "Welcome to CommunityPass, Kenmont's online membership registration system. From here you can register for an activity, see your family's current registrations or edit your account information."

The main content area is divided into two columns. The left column is titled "Kenmont Swim and Tennis Club" and includes a "Visit Website" link. It features a photograph of an outdoor swimming pool with lane markers. Text on the left side of the pool image states: "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. 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." Below this text is a yellow button labeled "Browse Activities".

The right column is titled "News & Announcements" and contains several red text items: "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.", and "Navigate through the remaining screens, select the payment option and make the payment."

At the bottom of the page, there is a "Useful Links" section.

4. In the Select a Season window, select the Continue button adjacent to 2019 Memberships.



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

**Kenmont Swim & Tennis Club**

**Verify Account Information** Help Log Out

Cancel Registration

**Verify Account**

Verify Email

Information &

Preferences

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**

<input type="radio"/> <b>Grandpa Simpson</b> test@na.com 1231231234 Family-Member <a href="#">Edit Info</a>	<input checked="" type="radio"/> <b>Homer Simpson</b> board@kenmont.com 3019330047 Family-Member <a href="#">Edit Info</a>	<input type="radio"/> <b>Marge Simpson</b> baord@kenmont.com 3019330047 Family-Member <a href="#">Edit Info</a>
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[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](https://register.communitypass.net/reg/ar1_optin_verify.cfm?s=Ku5HB%2F1). The page title is "Kenmont Swim & Tennis Club" and the sub-header is "Kenmont Swim & Tennis Club - Opt-in Verification". The user is logged in as "hsimpson99".

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

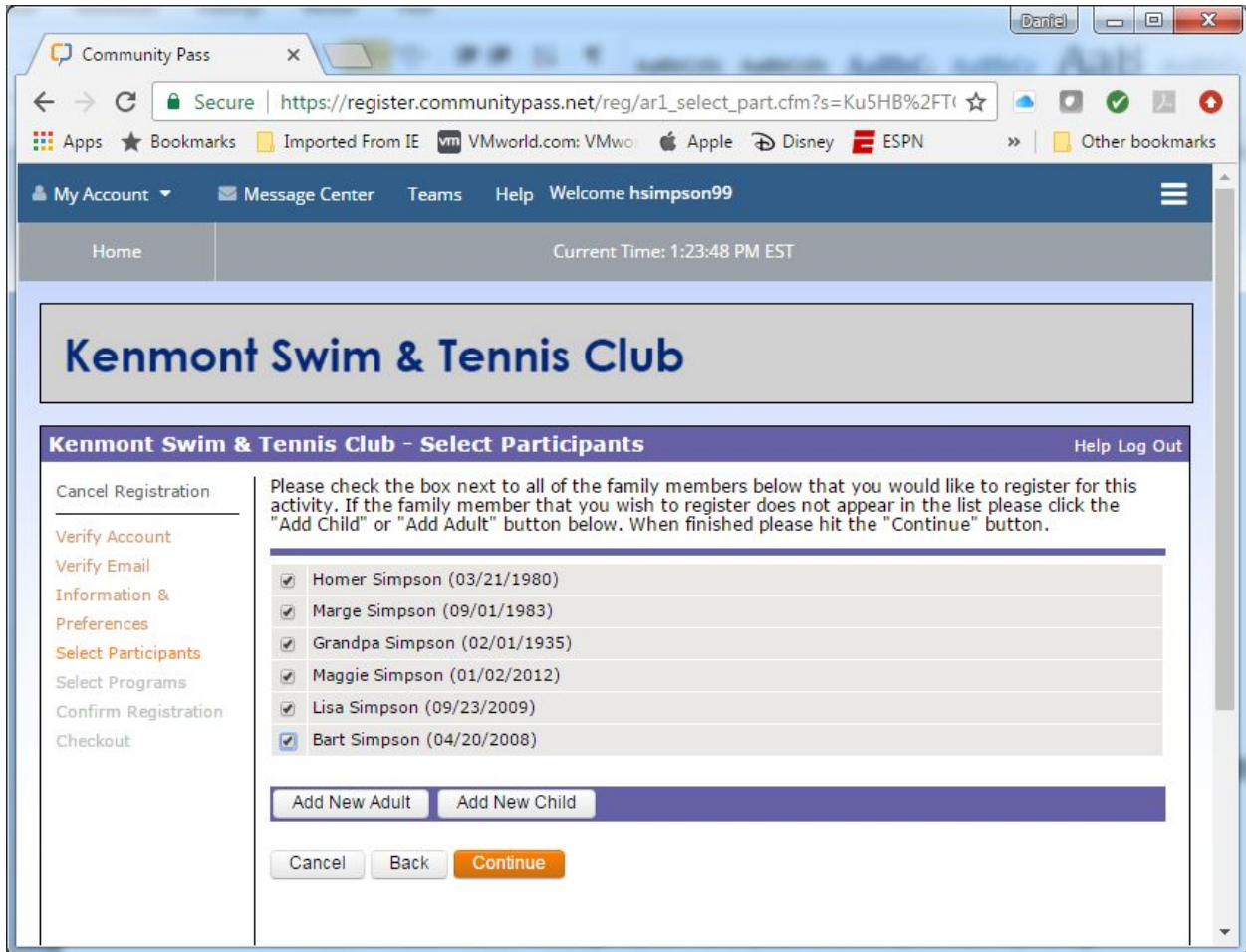
Alternate Email 2

Buttons:

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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.



8. 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 bar with "Kenmont Swim & Tennis Club - Select Programs" and "Help Log Out".

On the left side, there is a vertical menu with the following items: "Cancel Registration", "Verify Account", "Select Participants", "Profile Verification", "Select Programs" (highlighted in orange), "Registration Forms", "Code of Conduct", "Legal Disclaimer", "Confirm Registration", and "Checkout".

The main content area contains the following text: "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."

There are five sections, each for a 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, there are three buttons: "Cancel", "Back", and "Continue" (highlighted in orange).

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

Community Pass

Secure | https://register.communitypass.net/reg/ar4\_registration\_form.cfm?s=Ku5Hf

My Account Message Center Teams Help Welcome hsimpson99

Home Current Time: 1:30:11 PM EST

## Kenmont Swim & Tennis Club

### 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**

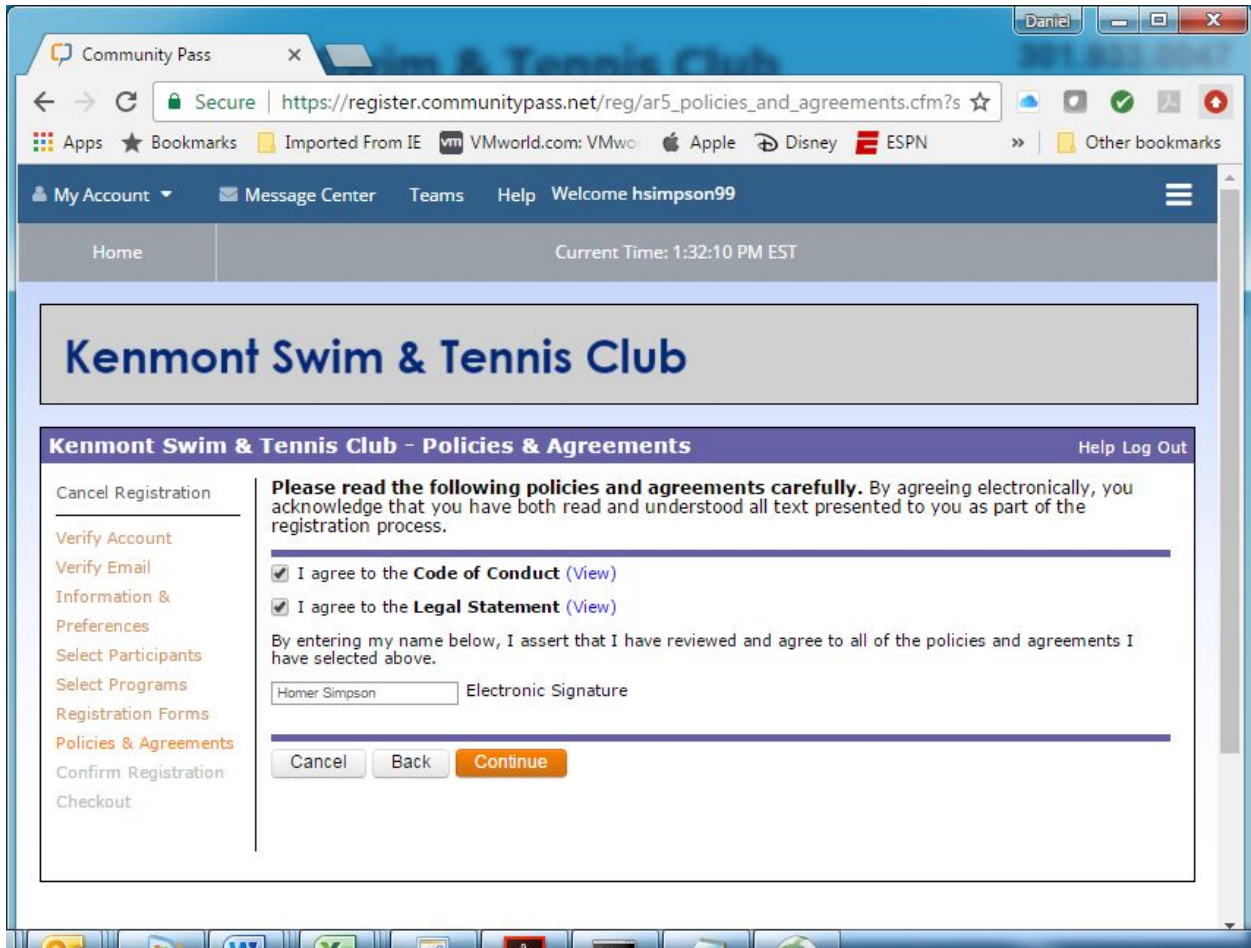
Same as above:

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.



- 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.

**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.

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"/>
<b>Sub-Total</b>		<b>580.00</b>	<b>-25.00</b>	<b>25.00</b>	<b>75.00</b>	<input type="button" value="Remove"/>

**Amount Due**

Current Amount Due 655.00

**Method of Payment**

- 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.
- You should receive an email confirming your registration, and a receipt confirming your transaction.