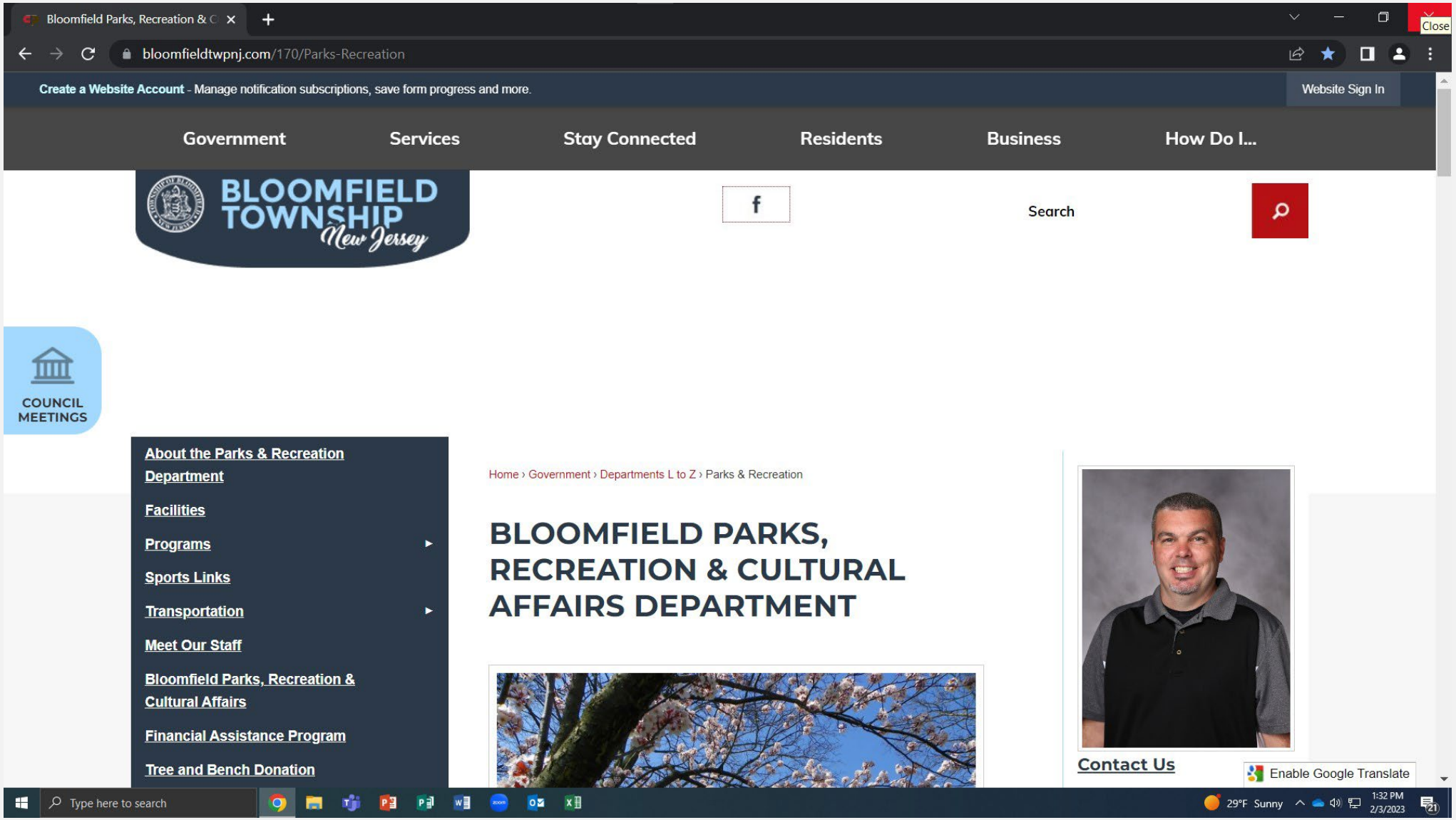
HOW TO CREATE A COMMUNITY PASS ACCOUNT

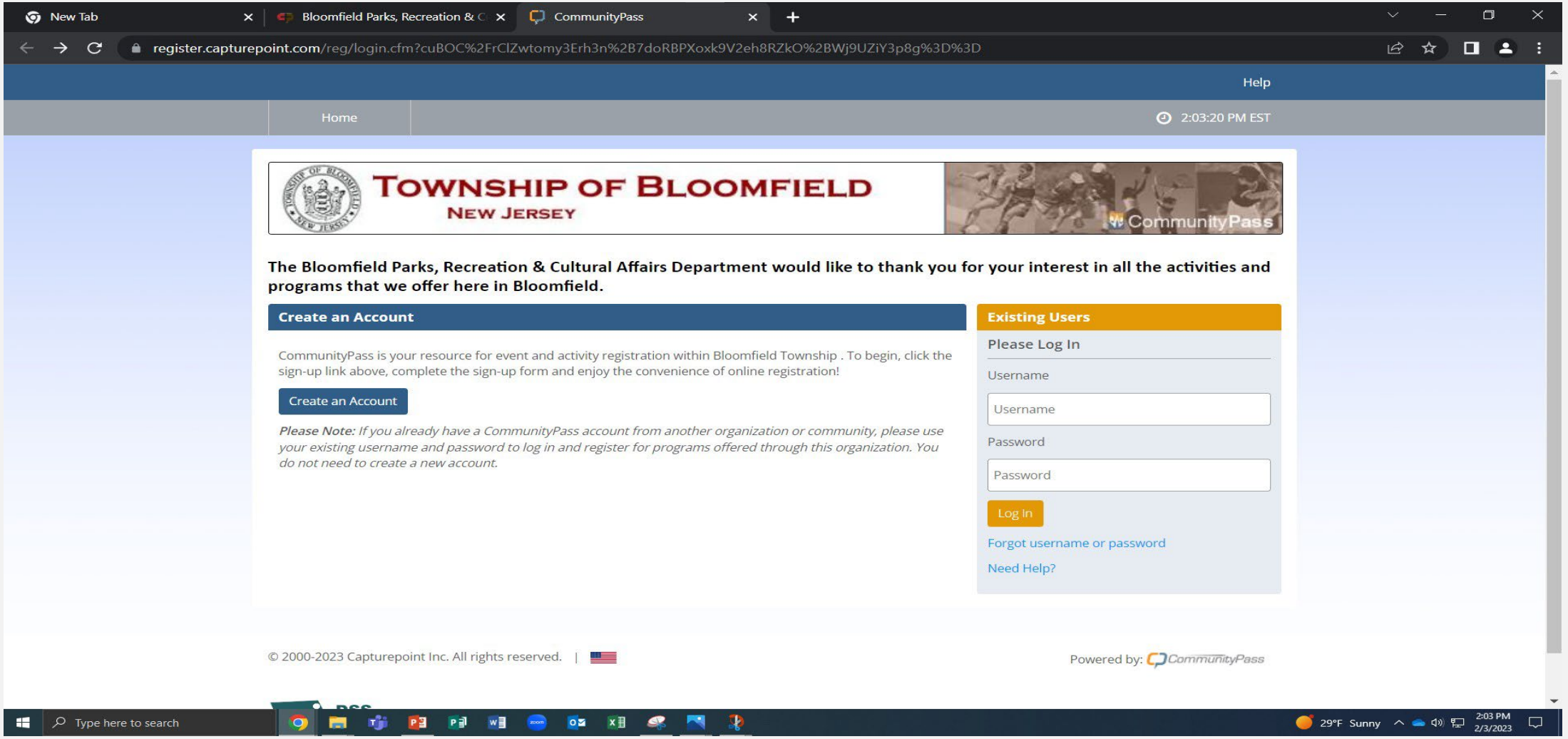
BLOOMFIELD

Parks ● Recreation ● Cultural Affairs

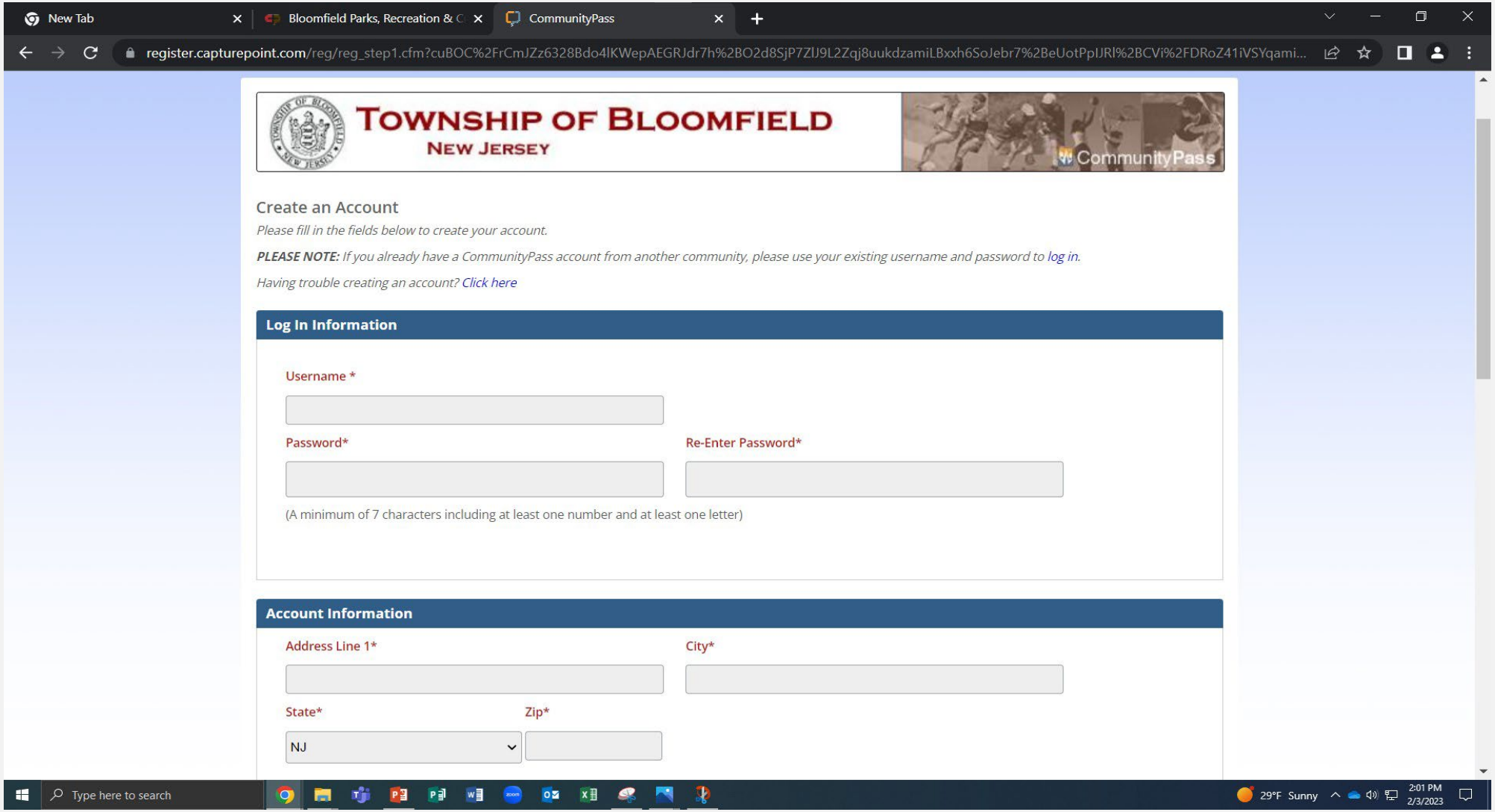


Step 1: Visit www.bloomfieldrecreation.org

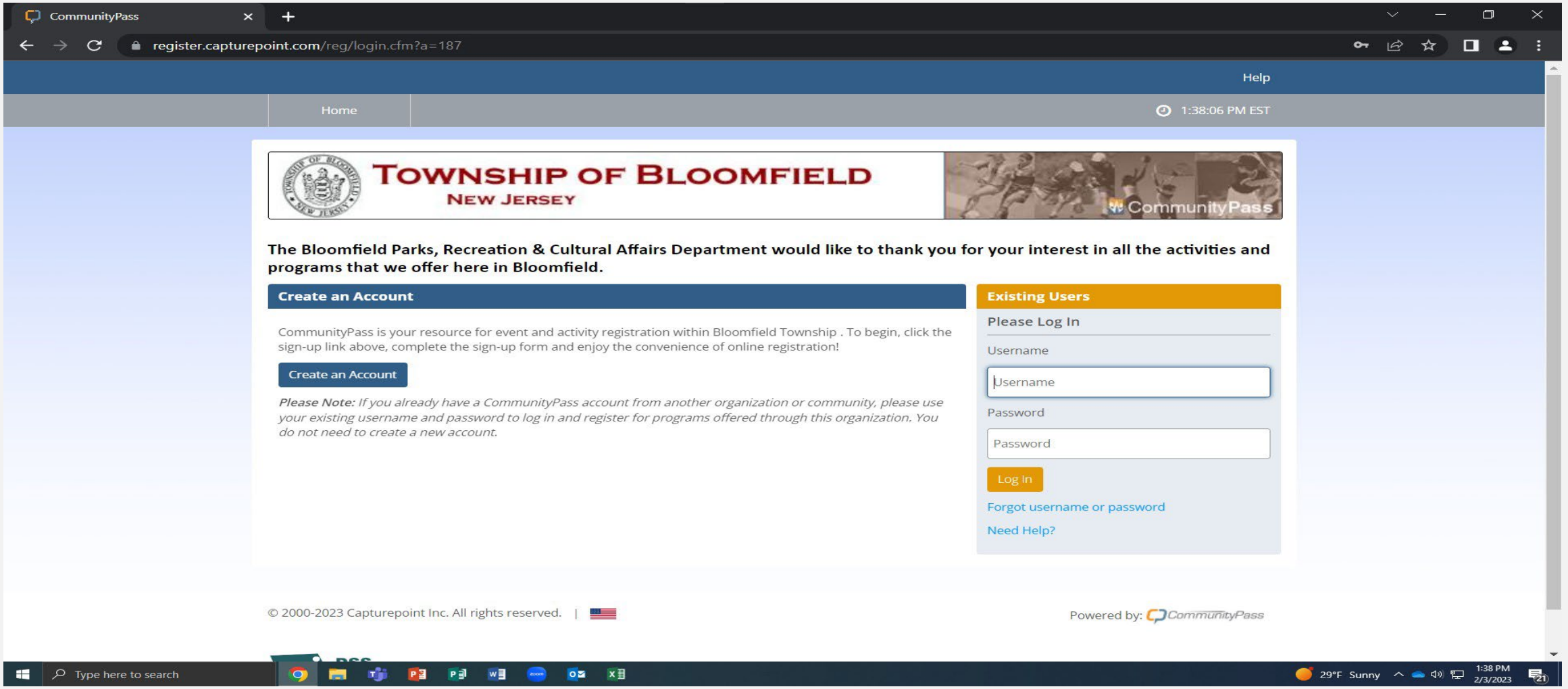
Step 2: Scroll on the home page until you see “Click Here to Register”



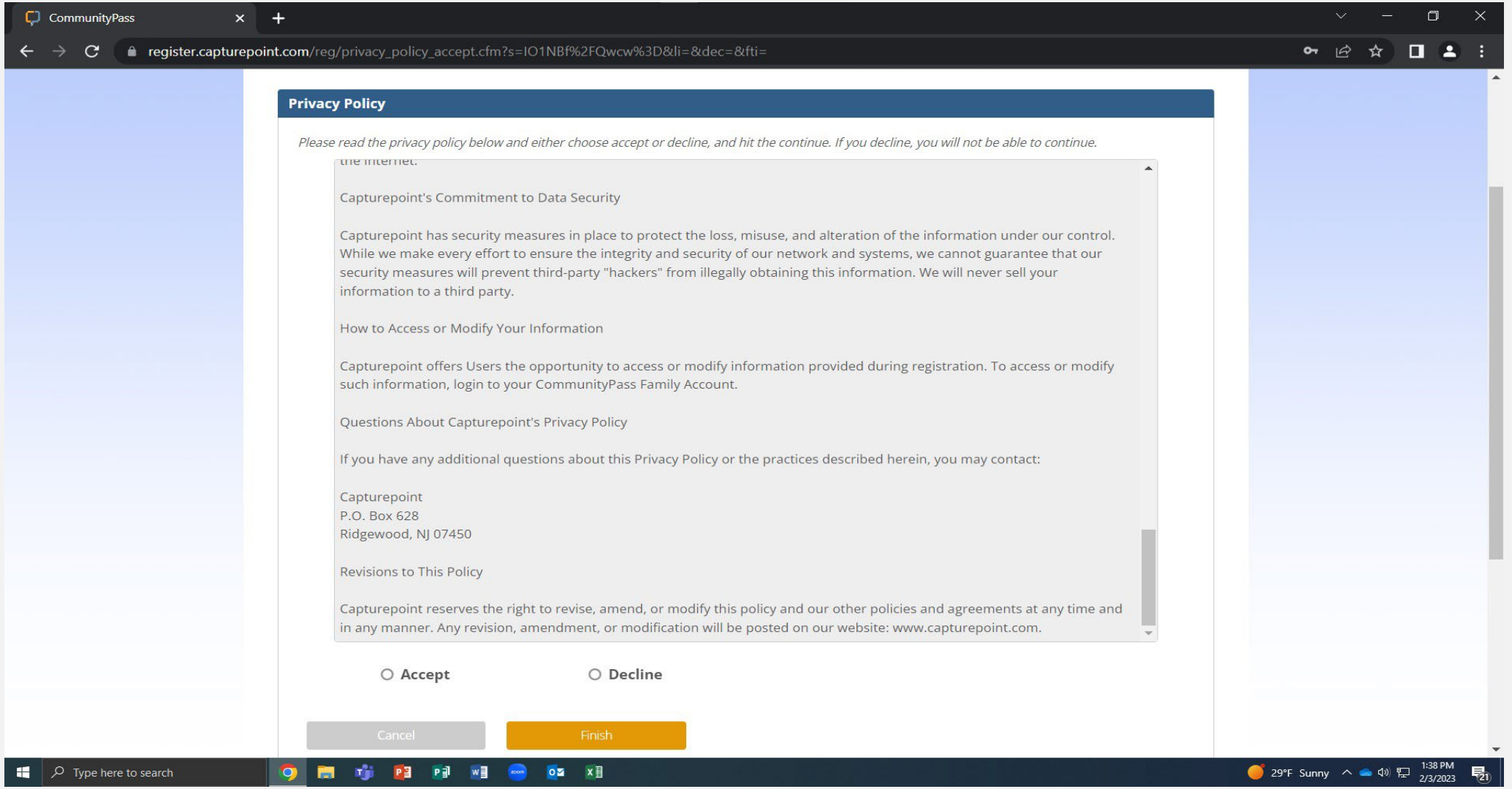
Step 3: If you are an existing user please fill in your user name and password (proceed to step #7). If you are a new user, please click “Create an Account”



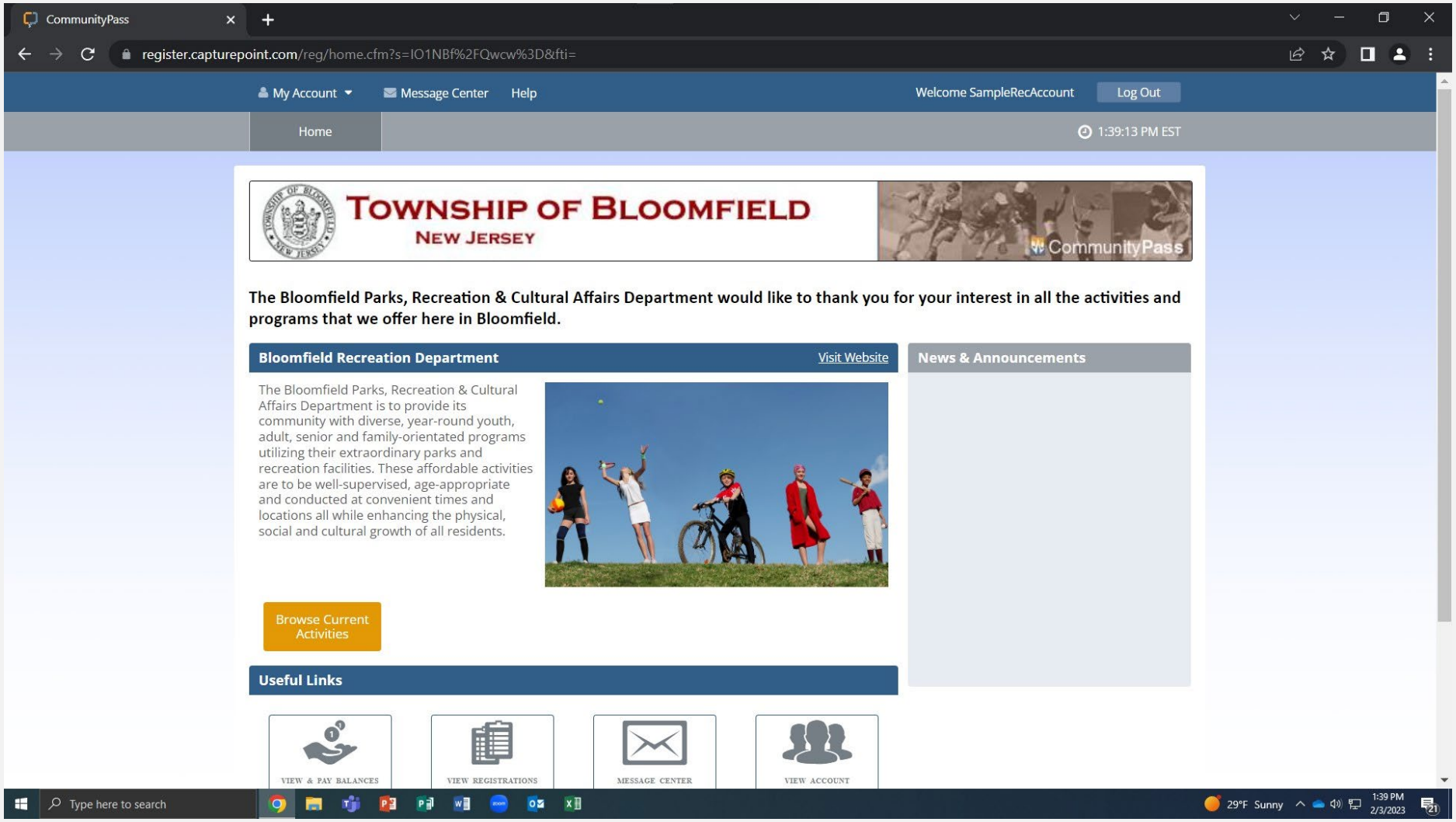
Step 4: On the sign-up page please fill in all necessary information. Once all information is inputted, click the “Create” bottom at the very bottom. Don’t forget to save your user name and password for future use.



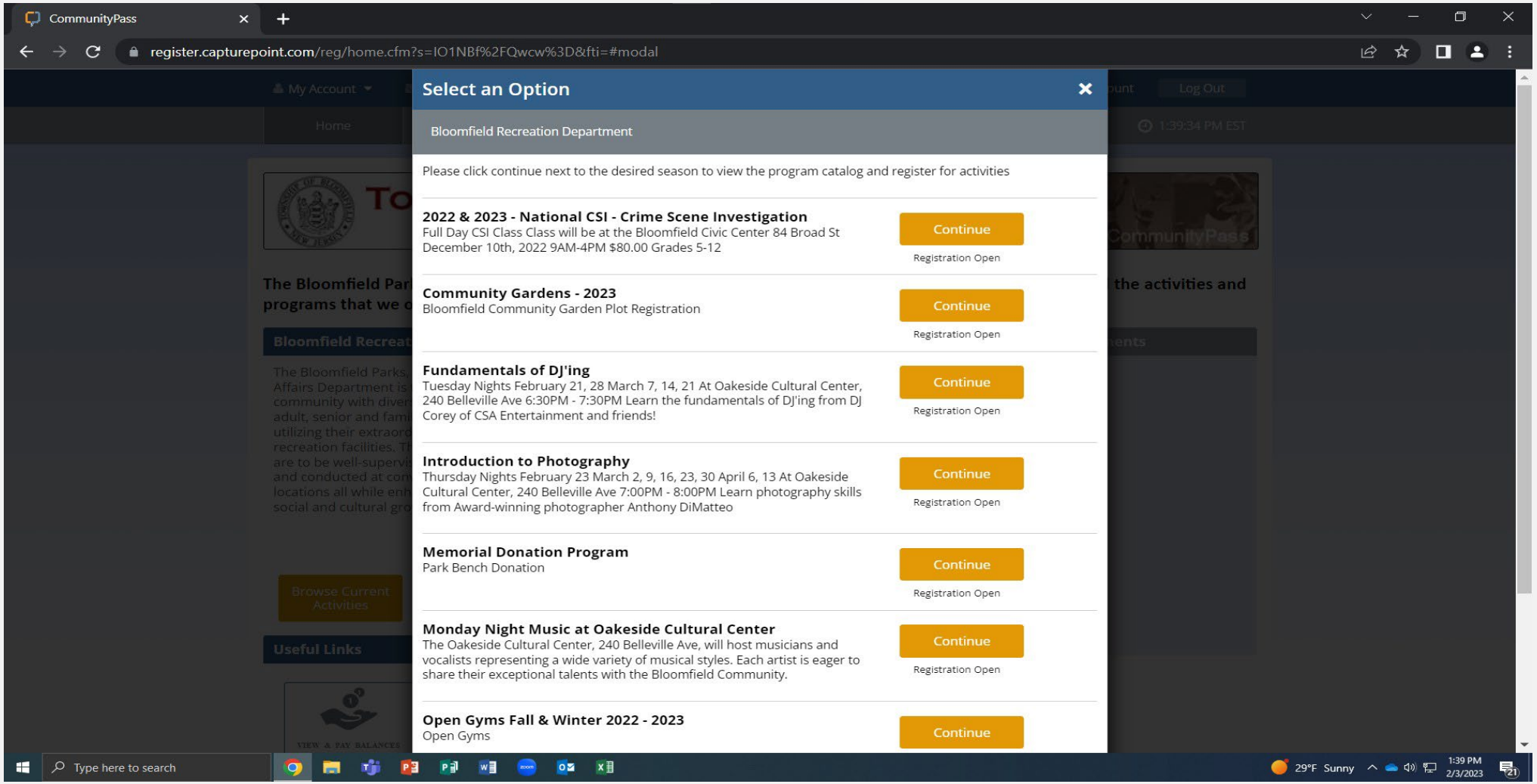
Step 5: You will then be directed back to the main log-in page where you must now sign in with user name and password.



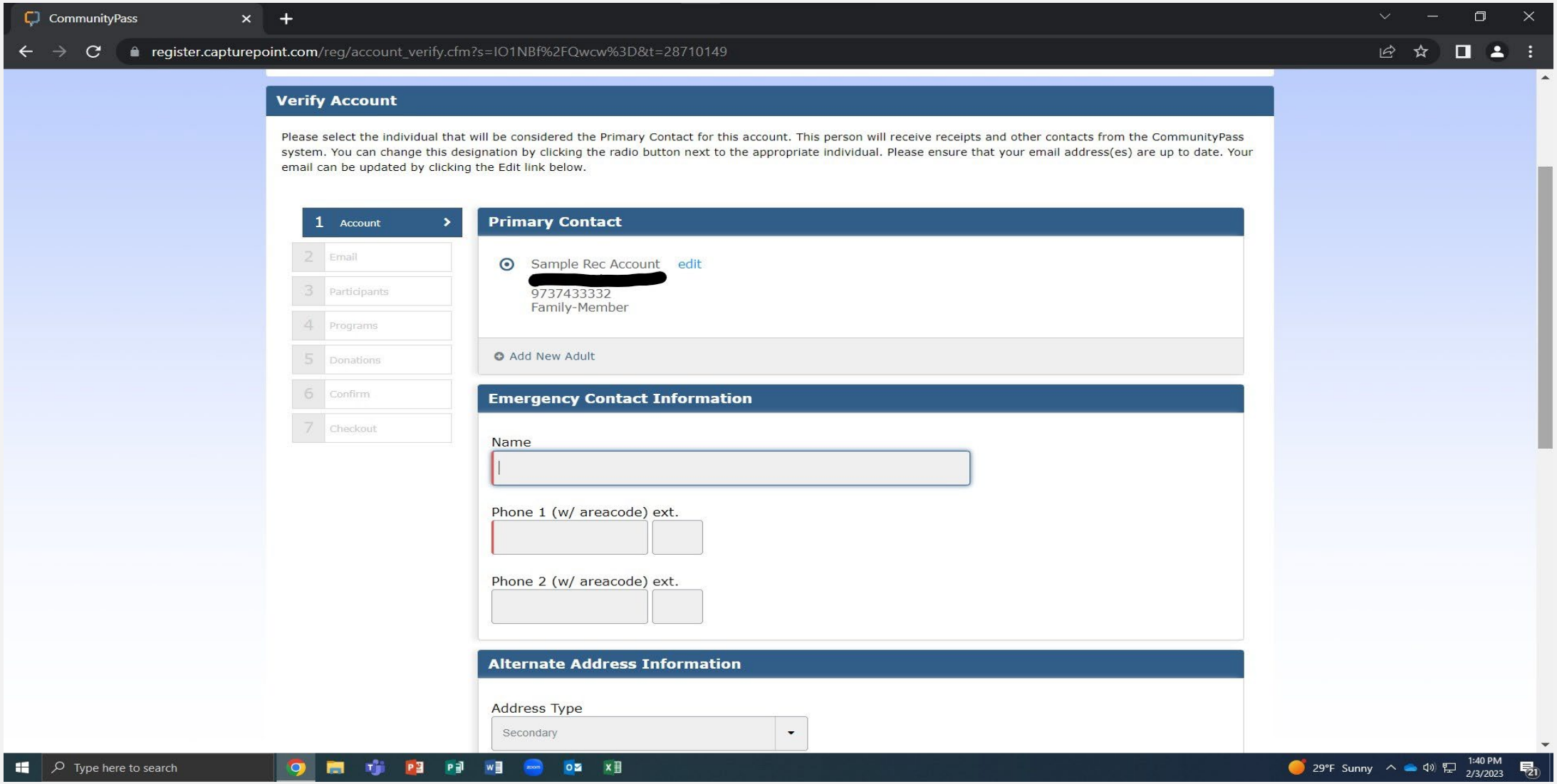
Step 6: Once you enter your user name and password, you will be directed to read and agree or decline the Privacy Policy. Please note, if you decline the Privacy Policy, this may decline your access to the Community Pass Website.



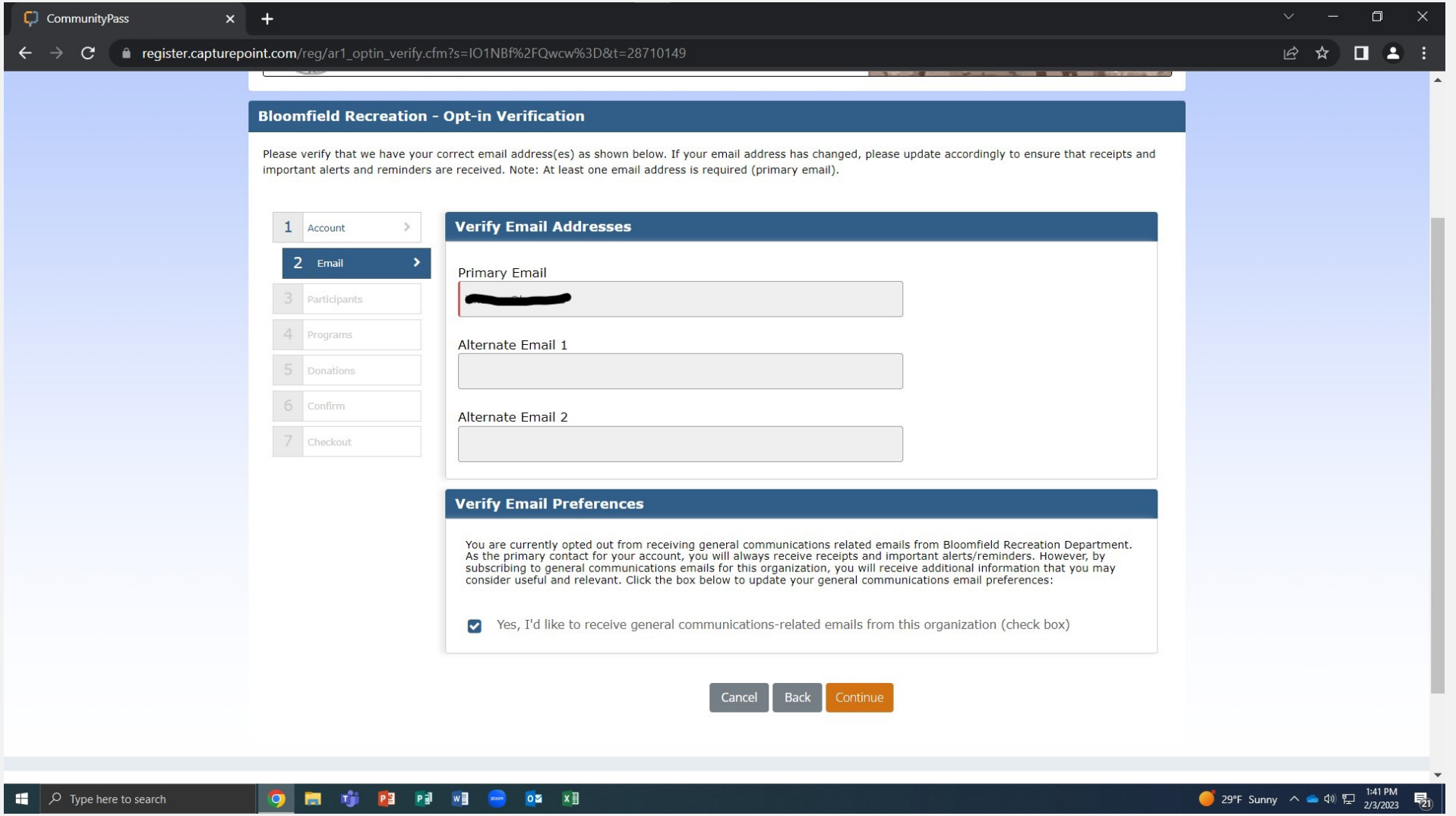
Step 7: Once you accept the Privacy Policy, you will now be able to enter your Community Pass account. Click on the “Browse Current Activities Button”



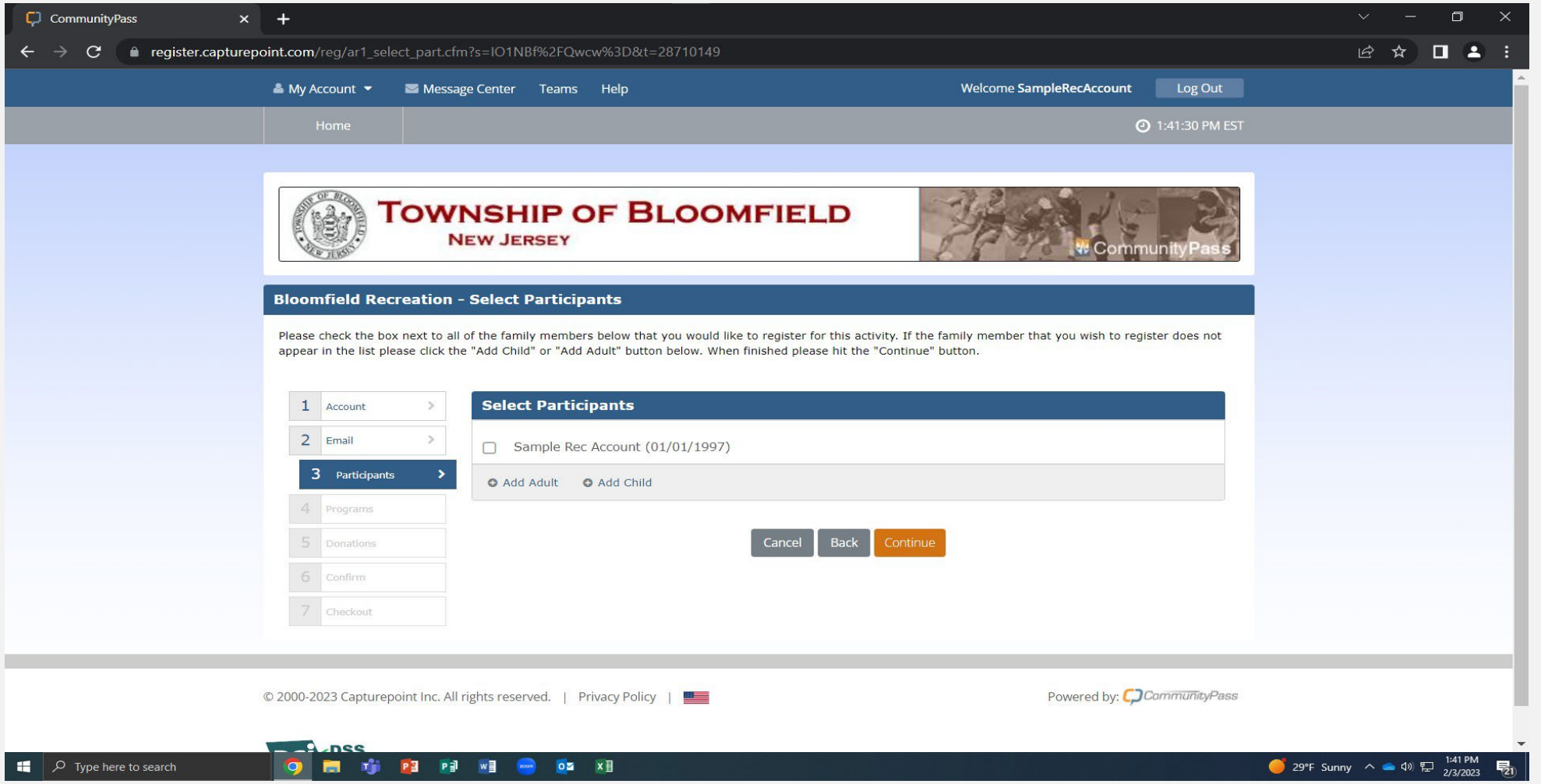
Step 8: Here you will find the season/program/event you are looking to register for and click the “Continue” bottom next to the respective season/program/event you want to register for.



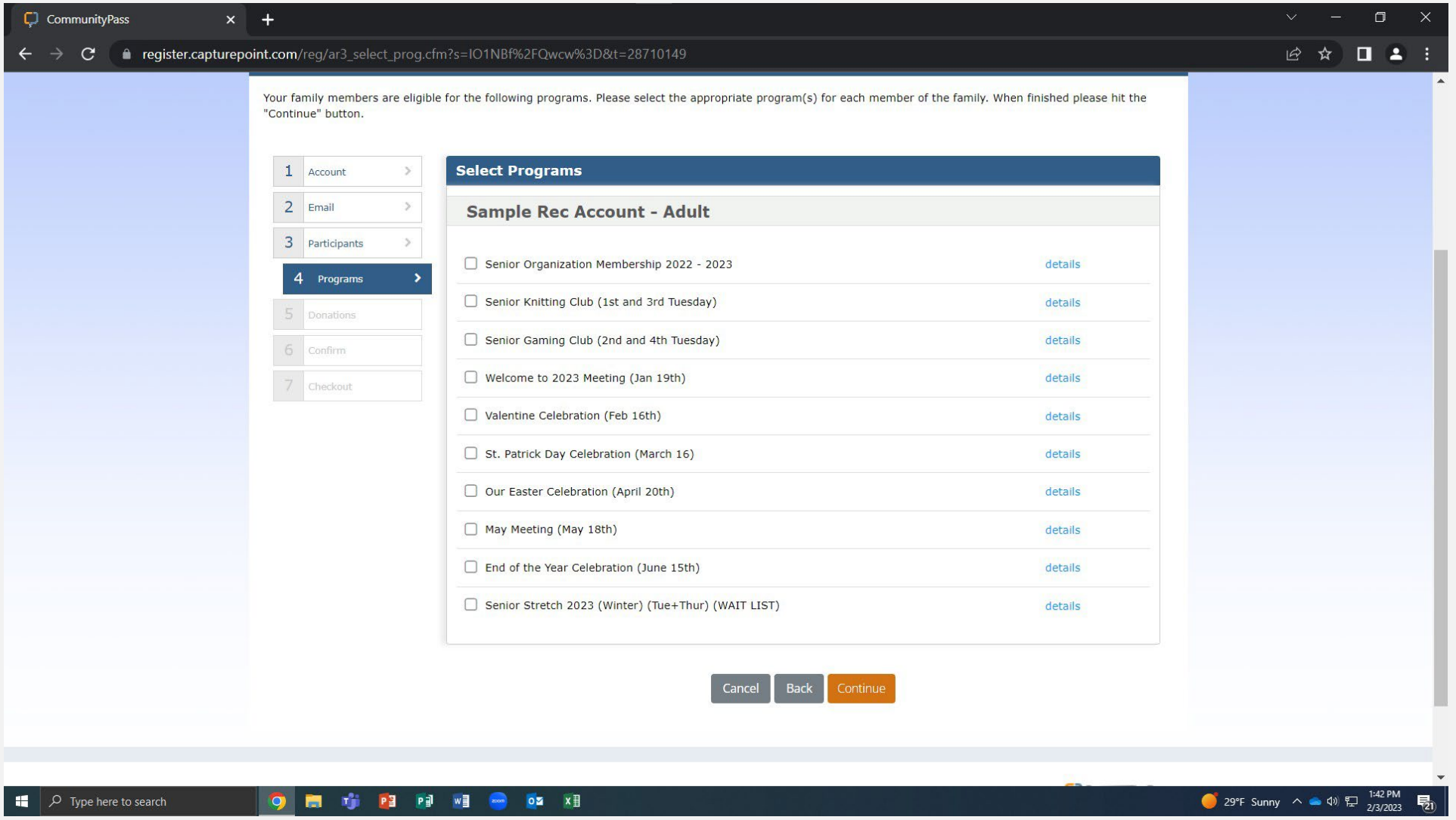
Step 9: Please fill in all necessary information and then click “Continue”



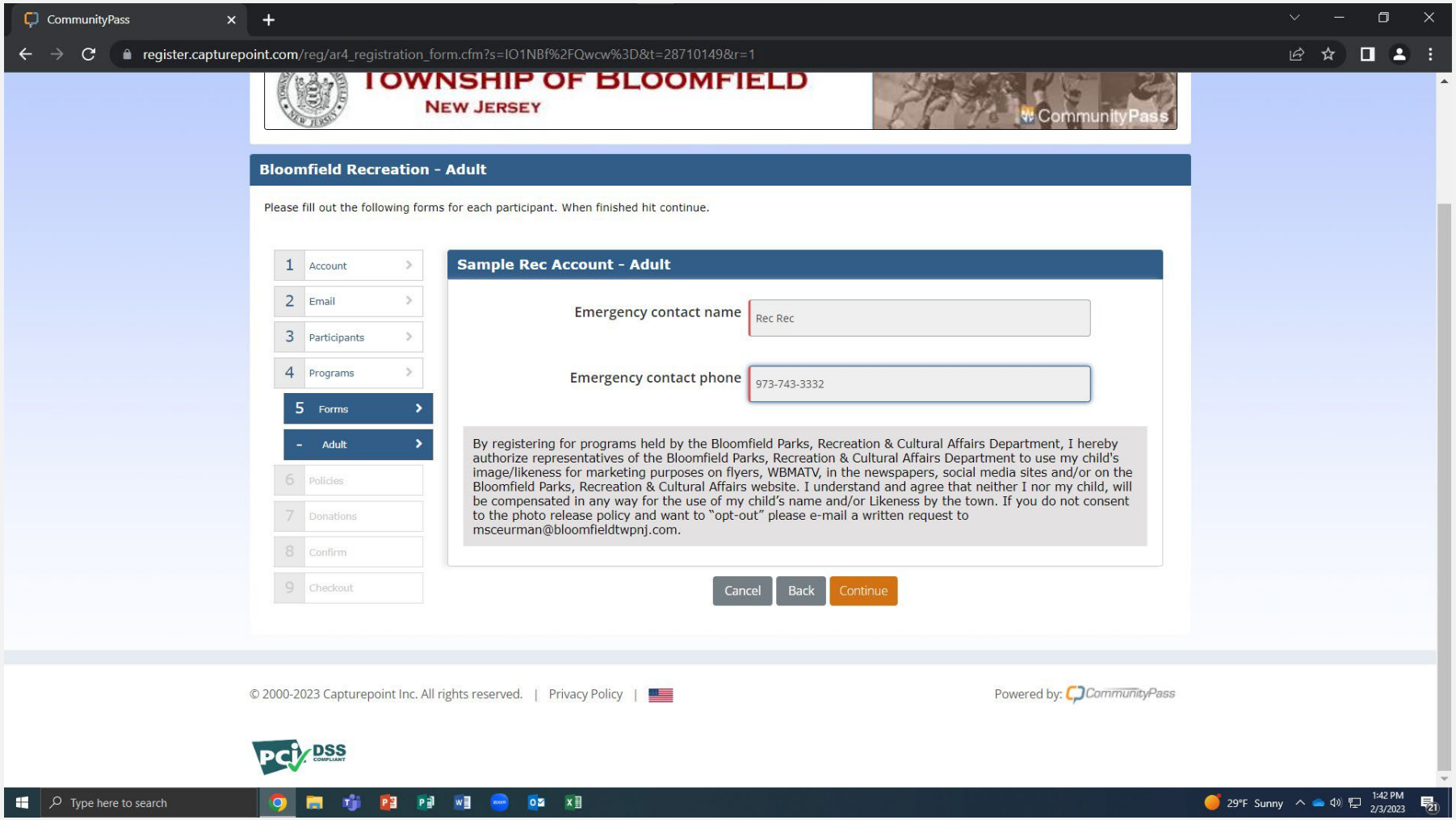
Step 11: Please fill in all necessary information and then click “Continue”



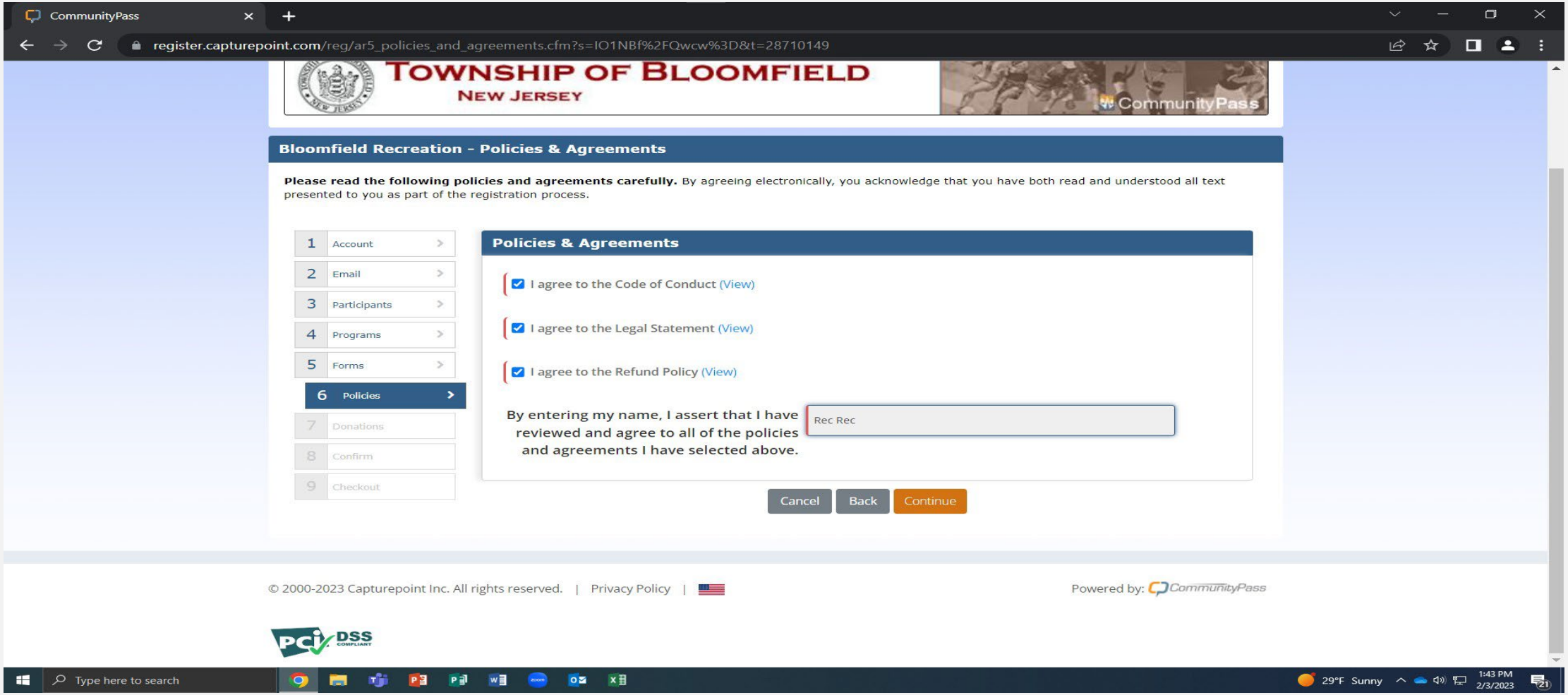
Step 12: Click the name of the person you are trying to register and click "Continue". Please note you may add an adult or child by clicking on "Add Adult" or "Add Child". Then click the "Continue" button.



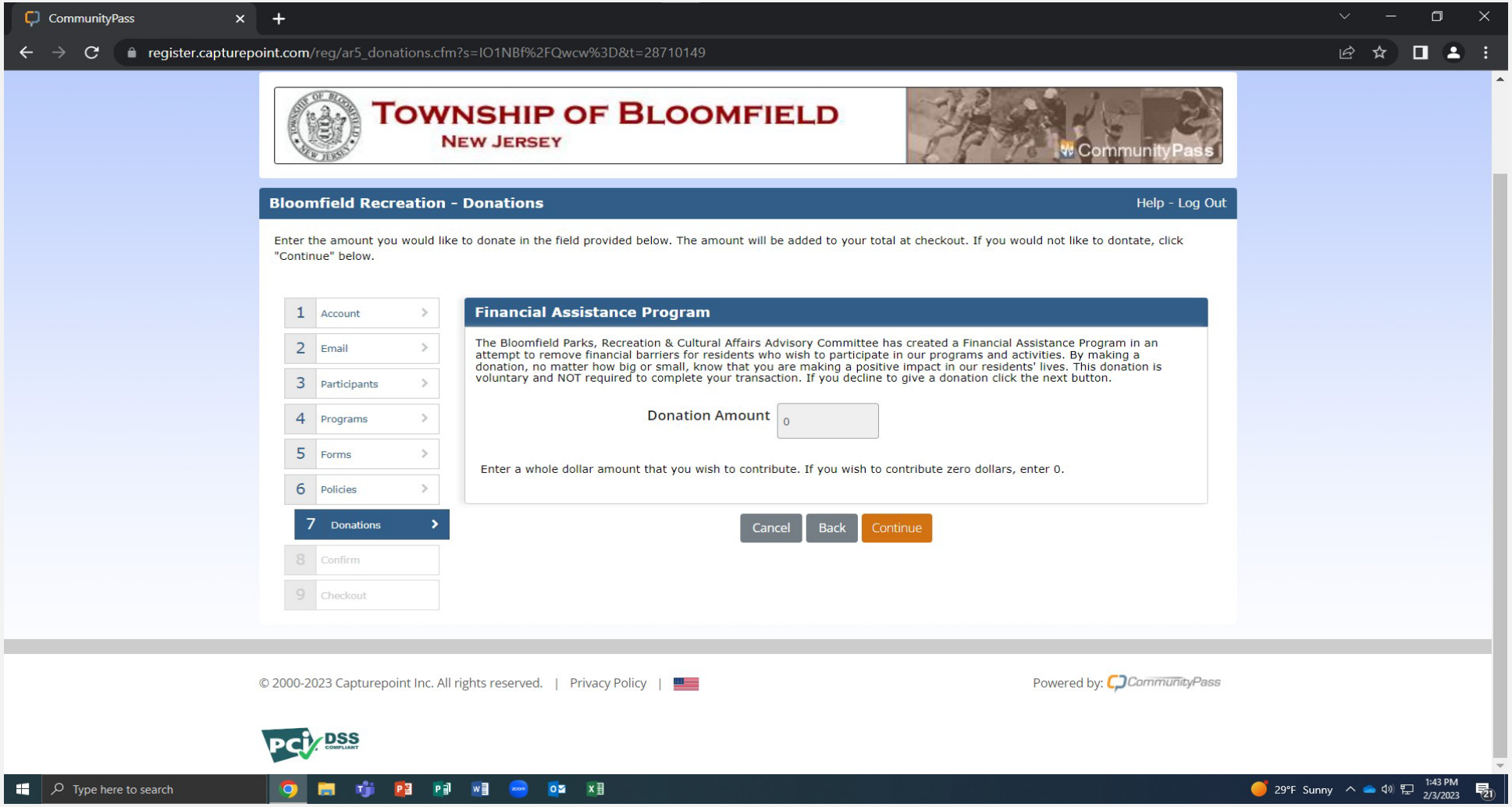
Step 13: Community Pass will only show you the programs you are eligible for based on the information you supplied (children's programs/adult programs etc). Check the box next to the program you would like to register for. You may click on "details" to get information on the program. Please note you may check off one or more programs where necessary. Click the "Continue" button.



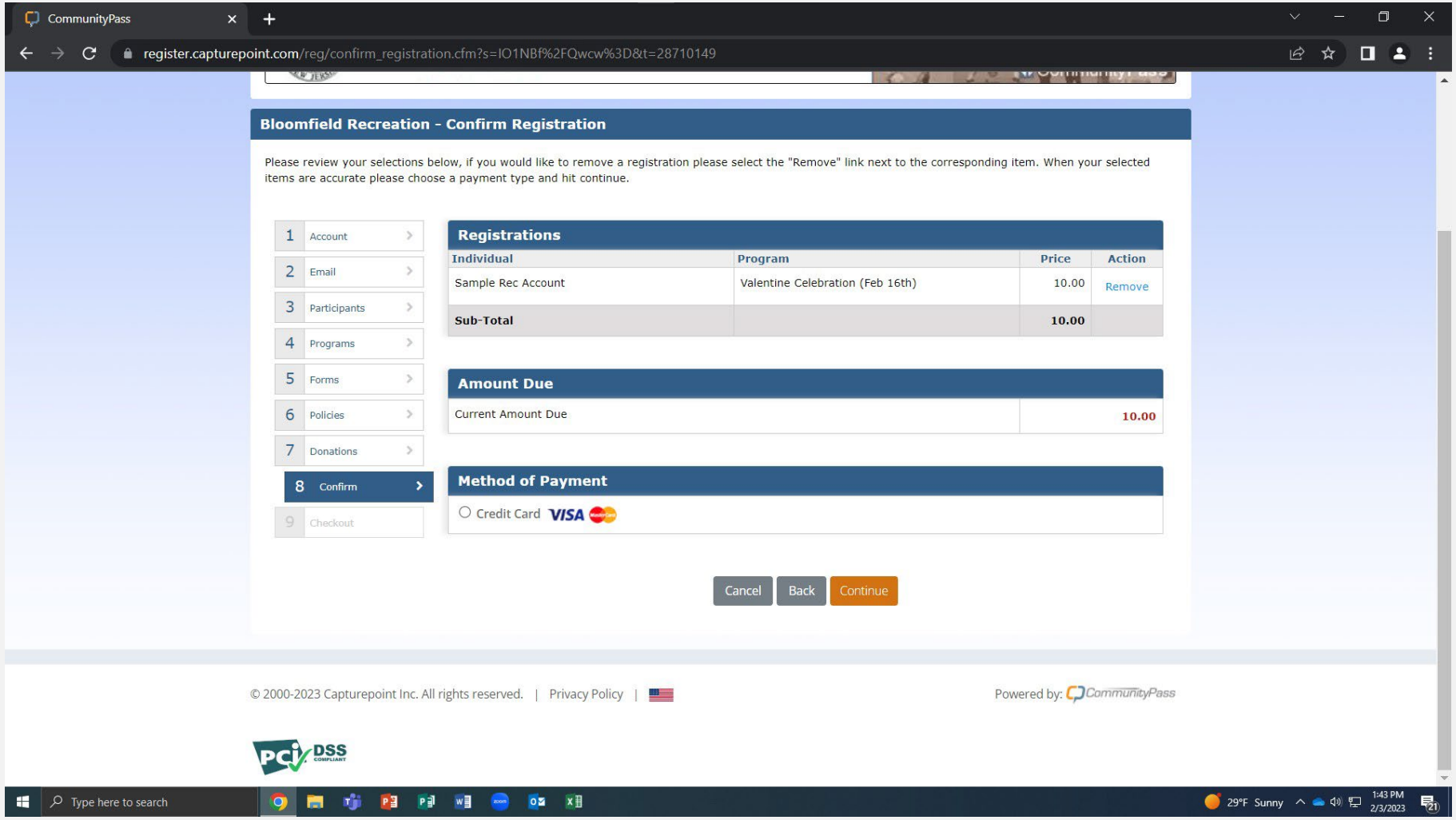
Step 14: Please fill in all necessary information and click the "Continue" button



Step 15: 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



Step 16: A donation to our Financial Assistance Program is OPTIONAL. If you would like to donate please input the amount.
If not, leave it blank and click “continue.”



Step 17: Click Credit Card to make a payment, enter all necessary information then press continue.

SOME THINGS TO REMEMBER…

- Cash and Check payments can be made at Bloomfield Civic Center, 84 Broad St.
- We do not keep credit card information stored in our system
- Online payments MUST be Visa or MasterCard.
- If you need additional assistance, please reach out to Bloomfield Parks, Recreation, and Cultural Affairs Department at 973-743-9074 during regular business hours.