

HOW TO CREATE A COMMUNITY PASS ACCOUNT

BLOOMFIELD
Parks • Recreation • Cultural Affairs

The screenshot shows a web browser window with the URL bloomfieldwpnj.com/170/Parks-Recreation. The page features a dark navigation bar with links for Government, Services, Stay Connected, Residents, Business, and How Do I... Below this is the Bloomfield Township logo and a search bar. A left sidebar contains a 'COUNCIL MEETINGS' button and a menu with links to 'About the Parks & Recreation Department', 'Facilities', 'Programs', 'Sports Links', 'Transportation', 'Meet Our Staff', 'Bloomfield Parks, Recreation & Cultural Affairs', 'Financial Assistance Program', and 'Tree and Bench Donation'. The main content area displays the breadcrumb 'Home > Government > Departments L to Z > Parks & Recreation' and the title 'BLOOMFIELD PARKS, RECREATION & CULTURAL AFFAIRS DEPARTMENT'. It includes a photo of a tree with pink blossoms and a portrait of a man, with a 'Contact Us' link below. The Windows taskbar at the bottom shows the date as 2/3/2023 and the time as 1:32 PM.

Step 1: Visit www.bloomfieldrecreation.org

**Please click the register tab to sign up
and register for all Bloomfield
Recreation, Parks & Cultural Affair
programs and events.**

CLICK HERE TO REGISTER

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

The screenshot shows a web browser window with the URL `register.capturepoint.com/reg/login.cfm?cuBOC%2FrClZwtomy3Erh3n%2B7doRBPXoxk9V2eh8RZkO%2BWj9UZIY3p8g%3D%3D`. The page header includes a 'Home' link and a 'Help' link. The main content area features the Township of Bloomfield logo and the text: "The Bloomfield Parks, Recreation & Cultural Affairs Department would like to thank you for your interest in all the activities and programs that we offer here in Bloomfield." Below this, there are two main sections: "Create an Account" and "Existing Users". The "Create an Account" section includes a "Create an Account" button and a "Please Note" paragraph. The "Existing Users" section includes a "Please Log In" heading, "Username" and "Password" input fields, a "Log In" button, and links for "Forgot username or password" and "Need Help?". The footer contains copyright information and the "Powered by: CommunityPass" logo.

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”

TOWNSHIP OF BLOOMFIELD
NEW JERSEY

CommunityPass

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***

Step 4: On the sign-up page please 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.

The screenshot shows a web browser window with the URL `register.capturepoint.com/reg/login.cfm?a=187`. The page header includes a "Home" link and a "Help" link. The main content area features the Township of Bloomfield logo and a "CommunityPass" banner. Below the banner, a message from the Parks, Recreation & Cultural Affairs Department thanks users for their interest. The page is divided into two main sections: "Create an Account" and "Existing Users".

Create an Account

CommunityPass is your resource for event and activity registration within Bloomfield Township. To begin, click the sign-up link above, complete the sign-up form and enjoy the convenience of online registration!

[Create an Account](#)

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

[Log In](#)

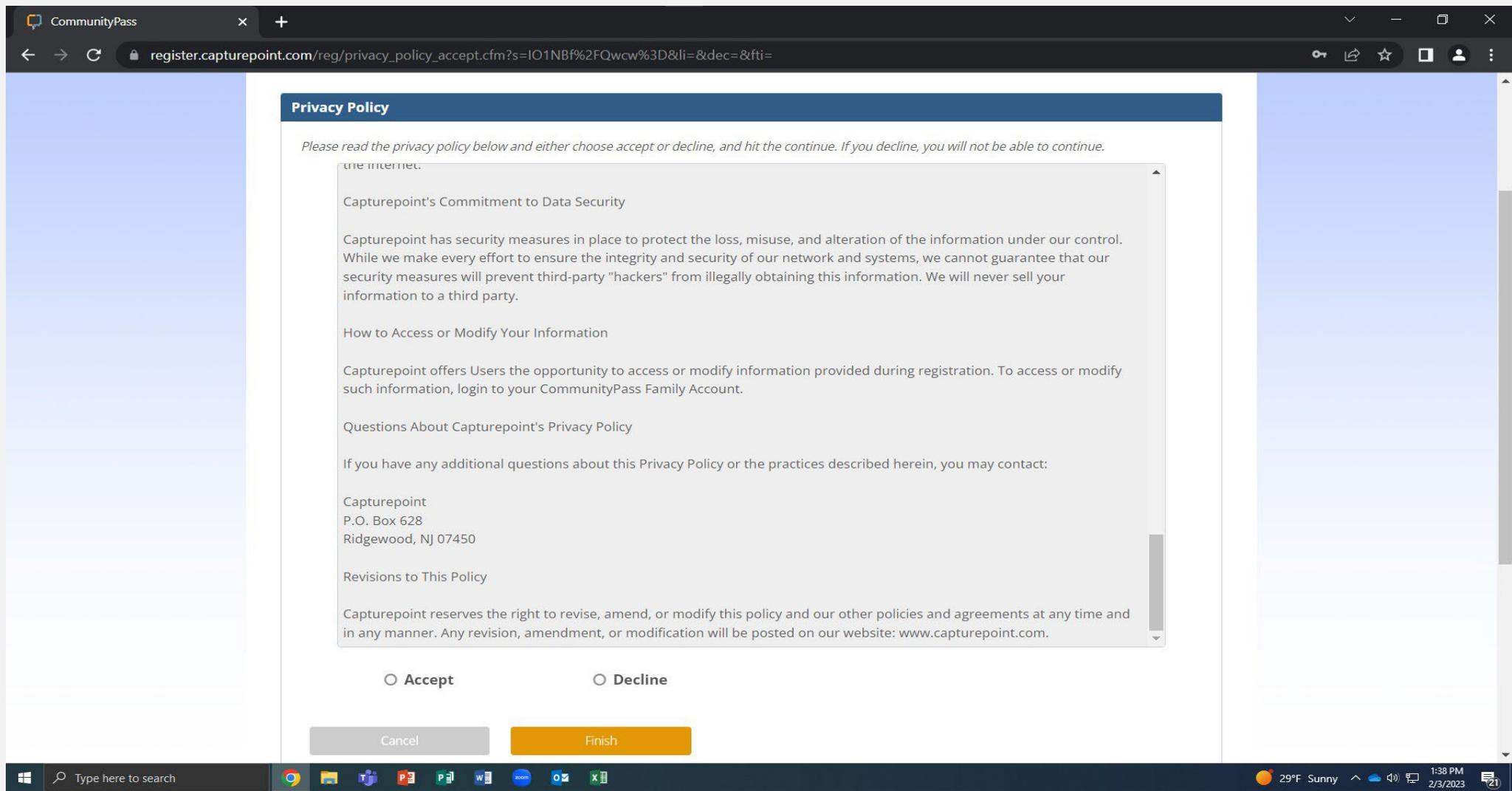
[Forgot username or password](#)

[Need Help?](#)

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Powered by: CommunityPass

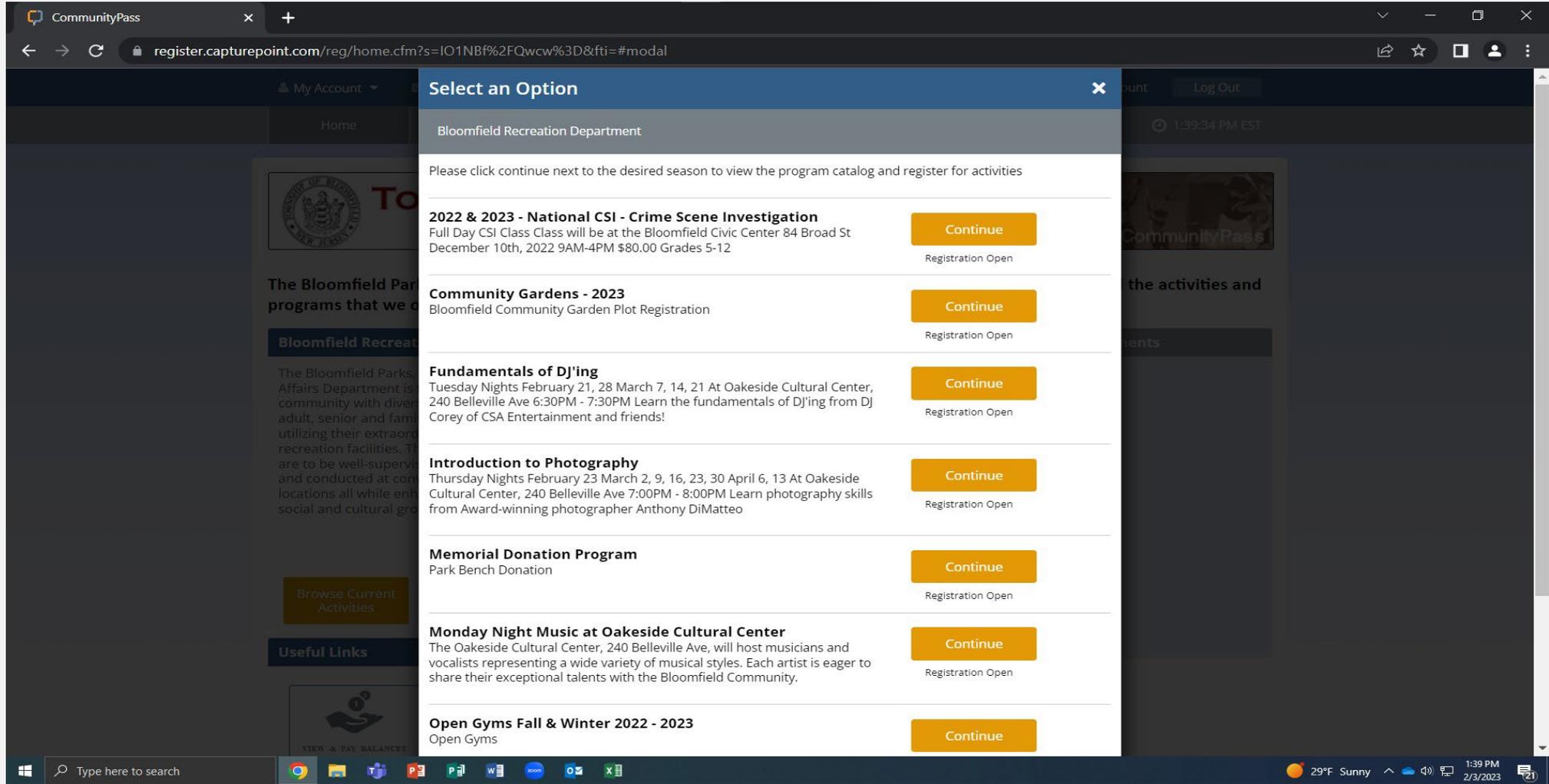
Step 5: You will then be directed back to the main log-in page where you must now sign in with user name and password.



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.

The screenshot shows a web browser window with the URL `register.capturepoint.com/reg/home.cfm?s=IO1NBf%2FQwcw%3D&fti=`. The page header includes navigation links for "My Account", "Message Center", and "Help", along with a user greeting "Welcome SampleRecAccount" and a "Log Out" button. The main content area features the Township of Bloomfield logo and a "CommunityPass" banner. A message from the Parks, Recreation & Cultural Affairs Department thanks users for their interest. Below this, there are two columns: "Bloomfield Recreation Department" with a "Visit Website" link and a "Browse Current Activities" button, and "News & Announcements". At the bottom, a "Useful Links" section contains icons for "VIEW & PAY BALANCES", "VIEW REGISTRATIONS", "MESSAGE CENTER", and "VIEW ACCOUNT". The Windows taskbar at the bottom shows the time as 1:39 PM on 2/3/2023.

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” button next to the respective season/program/event you want to register for.

CommunityPass

register.capturepoint.com/reg/account_verify.cfm?s=IO1NBf%2FQwcw%3D&t=28710149

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](#)
[REDACTED]
9737433332
Family-Member

[Add New Adult](#)

Emergency Contact Information

Name

Phone 1 (w/ areacode) ext.

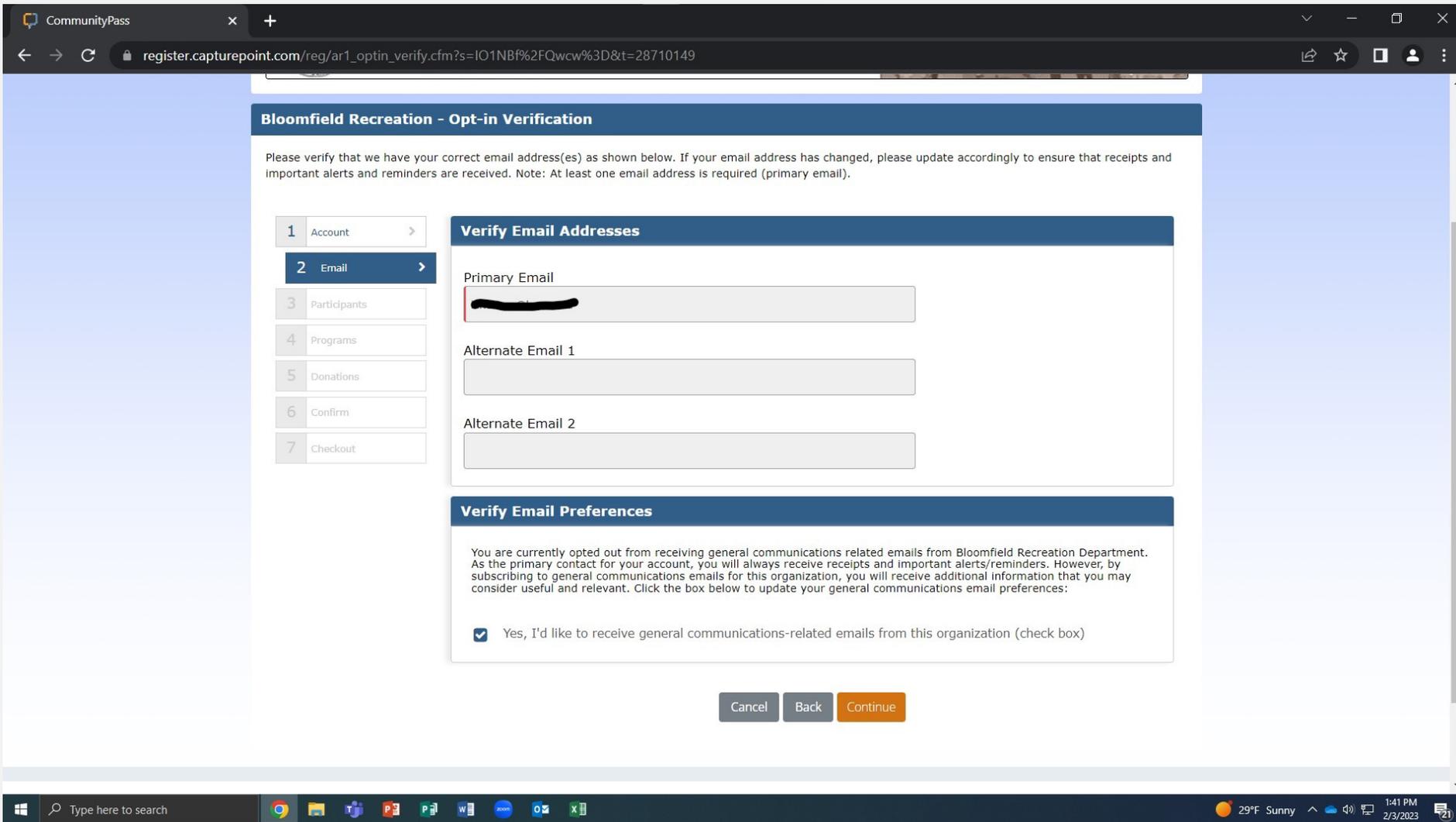
Phone 2 (w/ areacode) ext.

Alternate Address Information

Address Type
Secondary

29°F Sunny 1:40 PM 2/3/2023

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



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

The screenshot shows a web browser window with the URL `register.capturepoint.com/reg/ar1_select_part.cfm?s=IO1NBf%2FQwcw%3D&t=28710149`. The page is titled "Bloomfield Recreation - Select Participants" and features the Township of Bloomfield logo. A navigation sidebar on the left includes steps: 1 Account, 2 Email, 3 Participants (selected), 4 Programs, 5 Donations, 6 Confirm, and 7 Checkout. The main content area contains a "Select Participants" form with a checkbox for "Sample Rec Account (01/01/1997)" and buttons for "Add Adult" and "Add Child". At the bottom of the form are "Cancel", "Back", and "Continue" buttons. The footer includes copyright information for Capturepoint Inc. and the CommunityPass logo.

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.

The screenshot shows a web browser window with the URL `register.capturepoint.com/reg/ar3_select_prog.cfm?s=IO1NBf%2FQwcv%3D&t=28710149`. The page title is "CommunityPass". The main heading is "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."

On the left, there is a vertical navigation menu with seven steps: 1 Account, 2 Email, 3 Participants, 4 Programs (highlighted in blue), 5 Donations, 6 Confirm, and 7 Checkout.

The main content area is titled "Select Programs" and shows a list of programs for a "Sample Rec Account - Adult". Each program has a checkbox and a "details" link:

- Senior Organization Membership 2022 - 2023 [details](#)
- Senior Knitting Club (1st and 3rd Tuesday) [details](#)
- Senior Gaming Club (2nd and 4th Tuesday) [details](#)
- Welcome to 2023 Meeting (Jan 19th) [details](#)
- Valentine Celebration (Feb 16th) [details](#)
- St. Patrick Day Celebration (March 16) [details](#)
- Our Easter Celebration (April 20th) [details](#)
- May Meeting (May 18th) [details](#)
- End of the Year Celebration (June 15th) [details](#)
- Senior Stretch 2023 (Winter) (Tue+Thur) (WAIT LIST) [details](#)

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

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date and time: 1:42 PM 2/3/2023, 29°F Sunny.

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.

CommunityPass

register.capturepoint.com/reg/ar4_registration_form.cfm?s=IO1NBf%2FQwew%3D&t=28710149&r=1

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NEW JERSEY

CommunityPass

Bloomfield Recreation - Adult

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

- Account
- Email
- Participants
- Programs
- Forms**
- Adult
- Policies
- Donations
- Confirm
- 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 msceurman@bloomfieldtwpnj.com.

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Type here to search

29°F Sunny 1:42 PM 2/3/2023

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

CommunityPass

register.capturepoint.com/reg/ar5_policies_and_agreements.cfm?s=IO1NBf%2FQwcw%3D&t=28710149

TOWNSHIP OF BLOOMFIELD
NEW JERSEY

CommunityPass

Bloomfield Recreation - Policies & Agreements

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.

- Account
- Email
- Participants
- Programs
- Forms
- Policies**
- Donations
- Confirm
- 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.

Rec Rec

Cancel Back Continue

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PCI DSS COMPLIANT

Type here to search

29°F Sunny 1:43 PM 2/3/2023

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

CommunityPass

register.capturepoint.com/reg/ar5_donations.cfm?s=IO1NBf%2FQwcw%3D&t=28710149

TOWNSHIP OF BLOOMFIELD
NEW JERSEY

Bloomfield Recreation - Donations Help - Log Out

Enter the amount you would like to donate in the field provided below. The amount will be added to your total at checkout. If you would not like to donate, click "Continue" below.

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

Financial Assistance Program

The Bloomfield Parks, Recreation & Cultural Affairs Advisory Committee has created a Financial Assistance Program in an attempt to remove financial barriers for residents who wish to participate in our programs and activities. By making a donation, no matter how big or small, know that you are making a positive impact in our residents' lives. This donation is voluntary and NOT required to complete your transaction. If you decline to give a donation click the next button.

Donation Amount

Enter a whole dollar amount that you wish to contribute. If you wish to contribute zero dollars, enter 0.

Cancel Back Continue

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Powered by:

Type here to search

29°F Sunny 1:43 PM 2/3/2023

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.”

Bloomfield Recreation - Confirm Registration

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 | Remove |
| Sub-Total | | 10.00 | |

| Amount Due | |
|--------------------|--------------|
| Current Amount Due | 10.00 |

Method of Payment

Credit Card

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

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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.