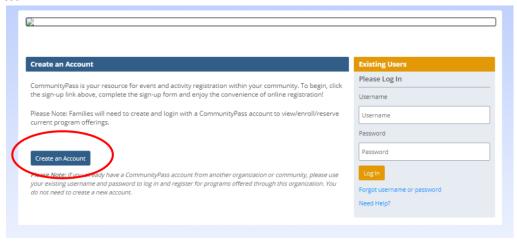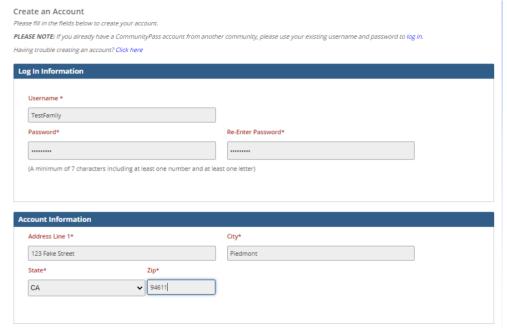**NEW FAMILIES: COMMUNITY PASS ACCOUNT INSTRUCTIONS**
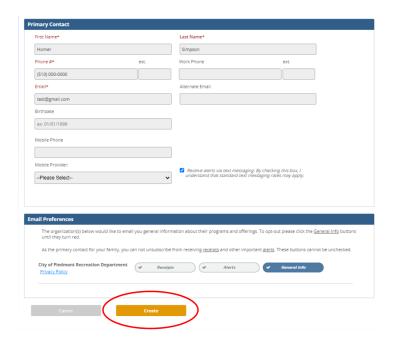Website: https://register.capturepoint.com/CityofPiedmont

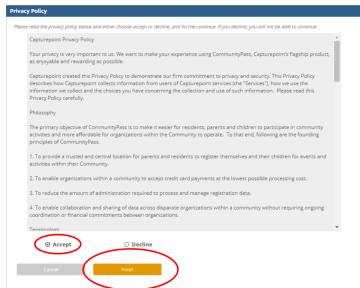- From the City of Piedmont Community Pass login homepage, click on the "Create an Account" button.



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



- On the next page you will see the Community Pass Privacy Statement. After reading, click "Accept". Then click "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 <u>all</u> family members who participate in PRD activities.
  - o  Click on **View Account** button
  - o  On Individual Information Header, Click **Add Adult** or **Add Child** button
  - o  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.

- **Add Payment Information:**
  - o  Click on "View and Pay Balances"
  - o  Select "Payment Methods" from the left side bar
  - o  Click "Add Credit Card" or "Add Bank Account" (for e-checking)
  - o  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).

# Welcome to the Piedmont Recreation Department!

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

| City of Piedmont Recreation Department | Visit Website |
| --- | --- |

Click Here to Register/Reserve

**Useful Links**

VIEW & PAY BALANCES    VIEW REGISTRATIONS    MESSAGE CENTER    VIEW ACCOUNT

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**My Account**

| Payment Methods |
| --- |

Account Information

View/Pay Balances

View Registrations

Family Merge

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.

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**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 Piedmont 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