PRD Online Registration: Community Pass Log-In Link https://register.communitypass.net/CityofPiedmont



**STOP!** New to Community Pass? See instructions to Create an Account (link located on City website) **Have an established account?** Proceed to instructions below

Log into your Community Pass account and click "Click Here to Register / Reserve" button



SCHOOLMATES: BLOCK BOOKING DAILY 3:00-6:00 pm (Wednesdays 1:45-6:00 pm)

Select the "Continue" button to the right of desired Schoolmates program. PAY ATTENTION TO THE SCHOOL SITE!



Select Participant for program and Click "Continue" (you can select more than one participant if both are going to same program site)

1 Participants >	Select Participants
2 Programs	Homer Simpson (Testing) (05/03/1978)
3 Confirm	Grandpa Simpson (05/05/1945)
4 Checkout	Marge Simpson (01/01/1970)
	Lee Simpson (03/05/1978)
	Bart Simpson (01/02/2016)
	Lisa Simpson (01/01/2017)
	Maggie Simpson (12/02/2018)
	Snowball II Simpson (03/01/2021)
	Add Adult     Add Child
	Cancel Bac Continue

Under Select Programs, check box for desired program(s) and Click "Continue"

Participants 7	Bast Circurans	
Contra Contra	Bart Simpson - Child	
Charlout	40NDAYS 3:00-6:00pm	details
	UESDAYS 3:00-6:00pm	details
	WEDNESDAYS 1:45-6:00pm	details
	THURSDAYS 3:00-6:00pm	details
	FRIDAYS 3:00-6:00pm	details
	Lisa Simpson - Child	
	MONDAYS 3:00-6:00pm	details
	UESDAYS 3:00-6:00pm	details
	WEDNESDAYS 1:45-6:00pm	details
	THURSDAYS 3:00-6:00pm	details
	FRIDAYS 3:00-6:00pm	details
	Cancel Bark Cont	

Please READ current PRD Program Policies (click on (View) hyperlink), click checkboxes, agree, and click "Continue"

1 Participants	Policies & Agreements
2 Programs >	I arree to the Cancellation / Withdrawal Policy: Schoolmates/Minimates (View)
3 Policies >	
4 Confirm	Intree to the PRD Department Policy (View)
5 Checkout	By entering my name, I assert that I have Homer Simpson
	reviewed and agree to all of the polices
	and agreements mare selected above.
	Cancel Back Continue

**Review your Shopping Cart:** 1st month's tuition DUE at time of registration (**ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE).** 

#### CREDIT CARD: Program Rate + 3% convenience fee

1

		Name	Program	Payment Options	Action
grams	>	Bart Simpson	MONDAYS 3:00-6:00pm		Remove
lcies	>			Deposit - \$101.00	
ionfirm Ickout	>	Bart Simpson	WEDNESDAYS 1:45-6:00pm	Deposit - \$191.00	Remove
		Lisa Simpson	TUESDAYS 3:00-6:00pm	Deposit - \$135.00	Remove
		Lisa Simpson	THURSDAYS 3:00-6:00pm	Deposit - \$135.00 •	Remove
		Amount Due			56;
		Method of Pay	rment		
		Cr dit Card V	SA 😂 📩		
		O e-Check			
				$\bigcirc$	
			Course Deal	Constraint 1	

### E-CHECKING: Program Rate + 1% convenience fee

If using this payment option, per Community Pass, enter your bank account information to your family account **PRIOR** to program enrollment. You might be able to enter info during the registration process (CP updates subject to change), however, there will be additional verification steps to complete that may result in slowing your child's registration.

## SELECT BANK ACCOUNT

Bank Accounts must be saved and verified before they can be used for Payment.

This account does not have any saved Bank Accounts, therefore cannot pay by eCheck.

**E-Checking Set Up Screen** (new CP updates pending): If you see the Link to Stripe Button, complete information at the top and click on the "Link to Stripe Button" FIRST before Clicking on "Complete Transaction" button

Checkout - Preschool & Schoolmates Programs				
Please confirm the information below. Required fields are in re	d.			
PAYMENT SUMMARY				
Payment Amount: \$781.00				
Convenience Fee: \$7.81				
Total: \$788.81				
SELECT BANK ACCOUNT				
Bank Accounts must be saved and verified before they can be u	used for Payment.			
O Use New Bank Account				
BILLING INFORMATION				
First Name:	Last Name:			
Homer	Simpson (Testing)			
Billing Address:	Billing City:			
123 Fake Street	Piedmont			
Billing State:	Billing Zip Code:			
CA 🗸	94611			
Phone (w/ area code):	Email:			
510-000-0000	joriente@capturepoint.com			
ECHECK INFORMATION				
In order to use a Bank Account with <b>City of Piedmont Recreation Department</b> , your bank account must be verified and saved. You may do that instantly now using Stripe, or you may verify your account from the My Account > Payment Methods pages prior to checkout. By accepting these terms, you authorize City of Piedmont Recreation Department to debit the bank account specified above for any amount owed for charges arising from your use of services and/or purchase of products from City of Piedmont Recreation Department, pursuant to City of Piedmont Recreation Department's website and terms, until this authorization is revoked. A recovery fee may be charged if a check is dishonored or returned for any reason. You may amend or cancel this authorization at any time by providing notice to City of Piedmont Recreation Department with 30 (thirty) days notice, or by removing the bank account from the My Account > Payments Methods page.				
m not a robot	Back Complete Transaction			

# **E-Checking Stored Information**

Checkout - Preschool & S	choolmates Programs	;		
Please confirm the informatio	n below. Required fields ar	e in red.		
PAYMENT SUMMARY				
Payment Amount: Convenience Fee: Total:	\$781.00 \$7.81 <b>\$788.81</b>			
SELECT BANK ACCOUNT Bank Accounts must be saved STRIPE TEST BANK, I Use New Bank Account	and verified before they ca Individual – ending 1113 Individual – ending 1113 Individual – ending 1113 Individual – ending 1113	an be used for Payment.		
	Cancel	Back	Complete Transaction	

Use stored or enter new payment information and click "Complete Transaction" (with checkbox option "Save this account for future CommunityPass Transactions with the City of Piedmont Recreation Department" checked)/

	schoolmates Programs	
Please confirm the informati Required fields are in red.	ion below. Be sure to use the	name that appears on the credit card you are using, along with the billing address for that card.
PAYMENT SUMMARY		
Payment Amount:	\$781.00	
Convenience Fee:	\$23.43	
Total:	\$804.43	
SELECT CREDIT CARD		
Use New Credit Card		
BILLING INFORMATIO	N	
ïrst Name:		Last Name:
Homer		Simpson (Testing)
illing Address:		Billing City:
123 Fake Street		Piedmont
illing State:		Billing Zip Code:
CA	×	94611
hone (w/ area code):		Email:
510-000-0000		joriente@capturepoint.com
CREDIT CARD INFORM	ATION	
Card number		MM / YY CVC
Sale this account for fut	ure CommunityPass transaction	ions with City of Piedmont Recreation Department. 🖲
m not a robot	reCAPTCHA Privacy - Terms	
	01	

Following your transaction, a receipt will be emailed to the email address on file.

Select the "Continue" button to the right of desired Schoolmates program. PAY ATTENTION TO THE SCHOOL SITE!

Select an Option	
City of Piedmont Recreation Department	
Please click continue next to the desired season to view the program catalog and regis	iter for activities
Piedmont Recreation Programs	Continue
Classes, Camps, Tennis Decals, Clinics & More!	Registration Open
Piedmont Recreation Rental Facilities	Continue
Piedmont Recreation Facility Rentals & Tennis Reservations	Registration Open
Preschool 2023/2024	Continue
Preschool 2023/2024	Registration Open
Schoolmates 2023/2024: BEACH Block Booking	Continue
FIXED Extended Care Hours from 3:00-6:00 pm (Wed 1:45-6:00 pm) \$11.20/hr	Registration Open
Schoolmates 2023/2024: BEACH SM Konnex FLEXI-CARE FLEXIBLE Extended Care Hours between 2:00-6:00 pm (Wednesdays 1:45–6:00 pm) \$13.40/hr	Continue Registration Open

Select Participant for program and Click "Continue" (you can select more than one participant if both are going to same program site)

1 Participants	Select Participants
2 Programs	Homer Simpson (Testing) (05/03/1978)
3 Confirm	Grandpa Simpson (05/05/1945)
4 Checkout	Marge Simpson (01/01/1970)
	Lee Simpson (03/05/1978)
	Bart Simpson (01/02/2016)
	Uisa Simpson (01/01/2017)
	Maggie Simpson (12/02/2018)
	Snowball II Simpson (03/01/2021)
	Add Adult     Add Child
	Cancel Bac Continue

Under Select Programs, check box for desired program(s) and Click "Continue"

1 Participants > So	elect Programs	
2 Programs	Bart Simpson - Child	
3 Confirm		
4 Checkout	MONDAYS 2:00-3:00pm	details
	MONDAYS 3:00-4:00pm	details
C	MONDAYS 4:00-5:00pm	details
C	MONDAYS 5:00-6:00pm	details
0	TUESDAYS 2:00-3:00pm	details
	TUESDAYS 3:00-4:00pm	details
C	TUESDAYS 4:00-5:00pm	details
C	TUESDAYS 5:00-6:00pm	details
	WEDNESDAYS 1:45-3:00pm	details
	WEDNESDAYS 3:00-4:00pm	details
C	WEDNESDAYS 4:00-5:00pm	details
C	WEDNESDAYS 5:00-6:00pm	details
C	THURSDAYS 2:00-3:00pm	details
C	THURSDAYS 3:00-4:00pm	details
C	THURSDAYS 4:00-5:00pm	details
C	THURSDAYS 5:00-6:00pm	details
C	FRIDAYS 2:00-3:00pm	details
C	FRIDAYS 3:00-4:00pm	details
C	FRIDAYS 4:00-5:00pm	details
C	FRIDAYS 5:00-6:00pm	details



Please READ current PRD Program Policies (click on (View) hyperlink), click checkboxes, agree, and click "Continue"

1 Participants	Policies & Agreements
2 Programs	I arree to the Cancellation / Withdrawal Policy: Schoolmates/Minimates (View)
3 Policies >	
4 Confirm	gree to the PRD Department Policy (View)
5 Checkout	By entering my name, I assert that I have Homer Smoson
	reviewed and agree to all of the polices
	and agreements more selected above.
	Cancel Bad Continue

**Review your Shopping Cart:** 1st month's tuition DUE at time of registration (**ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE).** 

#### CREDIT CARD: Program Rate + 3% convenience fee

1 Participants >	Tuition Enrolln	ent Registrations		
	Name	Program	Payment Options	Action
2 Programs > 3 Policies >	Bart Simpson	MONDAYS 3:00-4:00pm	Deposit - \$41.00	Remove
4 Confirm >	Bart Simpson	TUESDAYS 3:00-4:00pm	Deposit - \$54.00	Remove
	Bart Simpson	WEDNESDAYS 1:45-3:00pm	Deposit - \$67.00	Remove
	Bart Simpson	WEDNESDAYS 3:00-4:00pm	Deposit - \$54.00	Remove
	Amount Due			216.00
	Method of Payr	ment		
	e-Check	A 🛟 📷		
		Cancel Bac	Continue	

#### E-CHECKING: Program Rate + 1% convenience fee

If using this payment option, per Community Pass, enter your bank account information to your family account **PRIOR** to program enrollment. You might be able to enter info during the registration process (CP updates subject to change), however, there will be additional verification steps to complete that may result in slowing your child's registration.

## SELECT BANK ACCOUNT

Bank Accounts must be saved and verified before they can be used for Payment.

This account does not have any saved Bank Accounts, therefore cannot pay by eCheck.

**E-Checking Set Up Screen** (new CP updates pending): If you see the Link to Stripe Button, complete information at the top and click on the "Link to Stripe Button" FIRST before Clicking on "Complete Transaction" button

Checkout - Preschool & Schoolmates Programs	
Please confirm the information below. Required fields are in re	d.
PAYMENT SUMMARY	
Payment Amount: \$781.00	
Convenience Fee: \$7.81	
Total: \$788.81	
SELECT BANK ACCOUNT	
Bank Accounts must be saved and verified before they can be u	used for Payment.
O Use New Bank Account	
BILLING INFORMATION	
First Name:	Last Name:
Homer	Simpson (Testing)
Billing Address:	Billing City:
123 Fake Street	Piedmont
Billing State:	Billing Zip Code:
CA 🗸	94611
Phone (w/ area code):	Email:
510-000-0000	joriente@capturepoint.com
ECHECK INFORMATION	
In order to use a Bank Account with <b>City of Piedmont Recreat</b> using Stripe, or you may verify your account from the My Accou By accepting these terms, you authorize City of Piedmont Recre arising from your use of services and/or purchase of products I Department's website and terms, until this authorization is rev amend or cancel this authorization at any time by providing no bank account from the My Account > Payments Methods page.	ion Department, your bank account must be verified and saved. You may do that instantly now int > Payment Methods pages prior to checkout. eation Department to debit the bank account specified above for any amount owed for charges from City of Piedmont Recreation Department, pursuant to City of Piedmont Recreation oked. A recovery fee may be charged if a check is dishonored or returned for any reason. You may tice to City of Piedmont Recreation Department with 30 (thirty) days notice, or by removing the
m not a robot	Back Complete Transaction

# E-Checking Stored Information

Checkout - Preschool & So	choolmates Programs	5		
Please confirm the information	n below. Required fields ar	e in red.		
PAYMENT SUMMARY				
Payment Amount: Convenience Fee: Total:	\$781.00 \$7.81 <b>\$788.81</b>			
SELECT BANK ACCOUNT Bank Accounts must be saved STRIPE TEST BANK, IN Use New Bank Account	and verified before they ca ndividual – ending 1113	an be used for Payment.		
	Cancel	Back	Complete Transaction	

Use stored or enter new payment information and click "Complete Transaction" (with checkbox option "Save this account for future CommunityPass Transactions with the City of Piedmont Recreation Department" checked)

ALL FAIVILLES ARE REQUIRED TO HAVE A VALID PATIVILINT WILTHOD ON FILL	<b>ALL FAMILIES</b>	ARE REQUIRED	TO HAVE A	VALID PAYM	ENT METHOD	ON FILE
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equired fields are in red.			
AYMENT SUMMARY			
Payment Amount:	\$781.00		
Convenience Fee:	\$23.43		
Total:	\$804.43		
ELECT CREDIT CARD			
Use New Credit Card			
BILLING INFORMATIO	N		
rst Name:		Last Name:	
lomer		Simpson (Testing)	
Iling Address:		Billing City:	
23 Fake Street		Piedmont	
lling State:		Billing Zip Code:	
CA	×	94611	
none (w/ area code):		Email:	
10-000-0000		joriente@capturepoint.com	
REDIT CARD INFORM	ATION		
Card number		MM / YY CVC	
sale this account for fut	ure communityPass transaction	ons with city of Pleanont Recreation Department.	
	2		
	reCAPTCHA Privacy - Terma		

# MINIMATES: SUNRISE (AM) or SUNSET (PM) DAILY options Monday-Friday

Select the "Continue" button to the right of the desired Minimates program. PAY ATTENTION TO THE SCHOOL SITE!

Select an Option	×
City of Piedmont Recreation Department	
Please click continue next to the desired season to view the program catalog and register for activ	ities
Piedmont Recreation Programs Classes, Camps, Tennis Decals, Clinics & More!	Continue
	Registration Open
Piedmont Recreation Rental Facilities Piedmont Recreation Facility Rentals & Tennis Reservations	Continue
	Registration Open
Preschool 2023/2024 Preschool 2023/2024	Continue Registration Open
Schoolmates 2023/2024: BEACH Block Booking FIXED Extended Care Hours from 3:00–6:00 pm (Wed 1:45–6:00 pm) \$11.20/hr	ECOntinue Registration Open
Schoolmates 2023/2024: BEACH SM Konnex FLEXI-CARE FLEXIBLE Extended Care Hours between 2:00–6:00 pm (Wednesdays 1:45–6:00 pm) \$13.40/hr	EXECUTION Continue Registration Open
Schoolmates 2023/2024: MINIMATES at Beach	Contract
SCROOIMAGES: MINIMALES AT BEACH 2023/2024	Registration Open
Schoolmates 2023/2024: MINIMATES at Havens Schoolmates: MINIMATES at Havens 2023/2024	Continue Registration Open

Select Participant for program and Click "Continue" (you can select more than one participant if both are going to same program site)

1 Participants	>	Select Participants
Programs		<ul> <li>Homer Simpson (Testing) (05/03/1978)</li> </ul>
Confirm		Grandpa Simpson (05/05/1945)
Chedrout		□ Marge Simpson (01/01/1970)
		Lee Simpson (03/05/1978)
		Bart Simpson (01/02/2016)
		Lisa Simpson (01/01/2017)
	(	Maggie Simpson (12/02/2018)
		Snowball II Simpson (03/01/2021)
		O Add Adult O Add Child

Cancel Back

Under Select Programs, check box for desired program(s) and Click "Continue"

Programs	Maggie	Simpson - Child	
Confirm		SUNSET: Afremone Minimates (for AM TK Students): MONDAVS	details
Checkout	Program is intended for participants registered in PUSO's Transitional Kindergarten TRA Program.		un u
	Program is intended for participants registered in PUSO's Transitional Kindergarten (TK) Program.	SUNSET: Afternoon Minimates (for AM TK Students): TUESDAYS	details
	Program is interheded for participants registerred in PUSO's Transitional Kindergarten (TK) Program.	SUNSET: Afternoon Minimates (for AM TK Students): WEDNESDAYS	details
	Program is inter-load for participants registered in PUSO's Transitional Kindergarten (TK) Program.	SUNSET: Afternoon Minimates (for AM TK Students): THURSDAYS	details
	Program ja interheded for participants registerred in PUSO's Transitional Kindergarten (TK) Program.	SUNSET: Afternoon Minimates (for AM TK Students): FRIDAYS	details

Please READ current PRD Program Policies (click on (View) hyperlink), click checkboxes, agree, and click "Continue"

1 Participants	>	Policies & Agreements
2 Programs	>	I gree to the Cancellation / Withdrawal Policy: Schoolmates/Minimates (View)
3 Policies	•	$\leq$
4 Confirm		ree to the PRD Department Policy (View)
5 Creckout		By entering my name, I assert that I have reviewed and agree to all of the policies and agreements I have selected above.
		Cancel Bad Continue

**Review your Shopping Cart:** 1st month's tuition DUE at time of registration (ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE).

CREDIT CARD: Program Rate + 3% convenience fee

1 Participants >	Tuition Enrollm	ent Registrations		
3	Name	Program	Payment Options	Action
Z Programs >	Bart Simpson	MONDAYS 3:00-6:00pm	0	Remove
3 Policies >			Depose - 5101.00	
4 Confirm >	Bart Simpson	WEDNESDAYS 1:45-6:00pm	Deposit - \$191.00	Remove
	Lisa Simpson	TUESDAYS 3:00-6:00pm	Deposit - \$135.00	Remove
	Lisa Simpson	THURSDAYS 3:00-6:00pm	Deposit - \$135.00	Remove
	Amount Due			562.00
	Method of Pays	ment 5A 🐡 🚎		
	O e-Check			
		Cancel Bac	Continue	

#### E-CHECKING: Program Rate + 1% convenience fee

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Checkout - Preschool & Schoolmates Programs	
Please confirm the information below. Required fields are in	red.
PAYMENT SUMMARY	
Payment Amount: \$781.00	
Convenience Fee: \$7.81	
Total: \$788.81	
SELECT BANK ACCOUNT	
Bank Accounts must be saved and verified before they can b	e used for Payment.
⊙ Use New Bank Account	
BILLING INFORMATION	
First Name:	Last Name:
Homer	Simpson (Testing)
Billing Address:	Billing City:
123 Fake Street	Piedmont
Billing State:	Billing Zip Code:
CA 🗸	94611
Phone (w/ area code):	Email:
510-000-0000	joriente@capturepoint.com
ECHECK INFORMATION	
In order to use a Bank Account with <b>City of Piedmont Recre</b> using Stripe, or you may verify your account from the My Acc By accepting these terms, you authorize City of Piedmont Re arising from your use of services and/or purchase of produc Department's website and terms, until this authorization is r amend or cancel this authorization at any time by providing bank account from the My Account > Payments Methods pay	ation Department, your bank account must be verified and saved. You may do that instantly now count > Payment Methods pages prior to checkout. creation Department to debit the bank account specified above for any amount owed for charges is from City of Piedmont Recreation Department, pursuant to City of Piedmont Recreation evoked. A recovery fee may be charged if a check is dishonored or returned for any reason. You may notice to City of Piedmont Recreation Department with 30 (thirty) days notice, or by removing the ge.
Cancel	Back Complete Transaction

# **E-Checking Stored Information**

Checkout - Preschool & S	choolmates Programs	;		
Please confirm the informatio	n below. Required fields ar	e in red.		
PAYMENT SUMMARY				
Payment Amount: Convenience Fee: Total:	\$781.00 \$7.81 <b>\$788.81</b>			
SELECT BANK ACCOUNT Bank Accounts must be saved STRIPE TEST BANK, I Use New Bank Account	and verified before they ca Individual – ending 1113 Individual – ending 1113 Individual – ending 1113 Individual – ending 1113	an be used for Payment.		
	Cancel	Back	Complete Transaction	

Use stored or enter new payment information and click "Complete Transaction" (with checkbox option "Save this account for future CommunityPass Transactions with the City of Piedmont Recreation Department" checked)/

	schoolmates programs	
Please confirm the informati Required fields are in red.	ion below. Be sure to use the	name that appears on the credit card you are using, along with the billing address for that card.
PAYMENT SUMMARY		
Payment Amount:	\$781.00	
Convenience Fee:	\$23.43	
Total:	\$804.43	
SELECT CREDIT CARD		
Use New Credit Card		
BILLING INFORMATIO	N	
ïrst Name:		Last Name:
Homer		Simpson (Testing)
illing Address:		Billing City:
123 Fake Street		Piedmont
illing State:		Billing Zip Code:
CA	×	94611
hone (w/ area code):		Email:
510-000-0000		joriente@capturepoint.com
CREDIT CARD INFORM	ATION	
Card number		MM / YY CVC
Sale this account for fut	ure CommunityPass transaction	ions with City of Piedmont Recreation Department. 🖲
m not a robot	reCAPTCHA Privacy - Terms	
	01	

Following your transaction, a receipt will be emailed to the email address on file.