

Dormont Summer Camp Online Registration Instructions

REGISTERING AN ACCOUNT FOR THE FIRST TIME:

Online registration link: <https://register.communitypass.net/DormontBorough>

Follow instructions below! Please note, your residency must be MANUALLY VERIFIED by staff members before receiving the resident rate. Please see step 4 for more information.

Registration Instructions after following the link:

1) Create an Account



CommunityPass is a partnership of the local community organizations.

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

Create an Account

CommunityPass is your resource for event and activity registration within your Community. 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

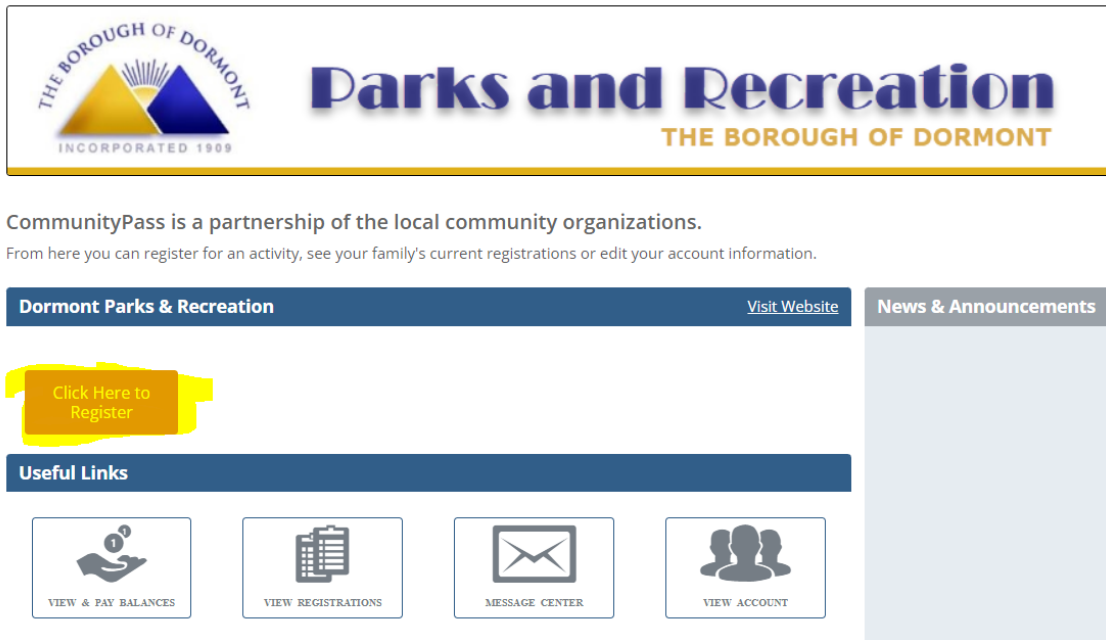
[Forgot username or password](#)

[Need Help?](#)

2) Follow Instructions to Create Account

A screenshot of the online registration form. At the top, there is a navigation bar with 'Home' and a clock showing '11:17:33 AM EST'. Below the navigation bar is the same 'Parks and Recreation' banner seen in the previous image. The main content area is titled 'Create an Account' and includes instructions: 'Please fill in the fields below to create your account.' and 'PLEASE NOTE: If you already have a CommunityPass account from another community, please use your existing username and password to log in.' There is a link 'Having trouble creating an account? Click here'. The form is divided into sections: 'Log In Information' with fields for 'Username *', 'Password*', and 'Re-Enter Password*'. A note below these fields says '(A minimum of 7 characters including at least one number and at least one letter)'. The next section is 'Account Information' with fields for 'Address Line 1*' and 'City*'. The form has a clean, professional layout with blue and orange accents.

3) After Account is created, at main page, click here to register



CommunityPass is a partnership of the local community organizations.
From here you can register for an activity, see your family's current registrations or edit your account information.

Dormont Parks & Recreation [Visit Website](#) **News & Announcements**

Click Here to Register

Useful Links

- VIEW & PAY BALANCES
- VIEW REGISTRATIONS
- MESSAGE CENTER
- VIEW ACCOUNT

4) Select at the bottom either: pay taxes or reside within Borough of Dormont; Attend Keystone Oak School District or; Non-Resident*;



Phone (w/ areacode): * ext.

4125587625

Resident Of: *

Pay Taxes or Reside within Borough of Do

4.5) If selecting either "Pay Taxes in the Borough of Dormont" or "Attend Keystone Oaks School District", please call 412-561-8900 x1 or email BBachman@boro.dormont.pa.us, so that we may verify. You will need to do this after finishing online registration but before selecting camp weeks. Residency must be verified! Please do not miss this step! You can skip this step if you live outside of the Keystone Oaks School District.

AFTER CREATING AN ACCOUNT

5) You will need to add family members. Go to view account

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

Dormont Parks & Recreation [Visit Website](#) **News & Events**

[Click Here to Register](#)

Useful Links

- VIEW & PAY BALANCES**
- VIEW REGISTRATIONS**
- MESSAGE CENTER**
- VIEW ACCOUNT**

6) Add Child / Add Adult

View Account

Below you can view the information related to your account. If you would like to update the profile information for any of the account individuals, including email addresses and phone numbers, please click "Edit" next to the individual in the list below.

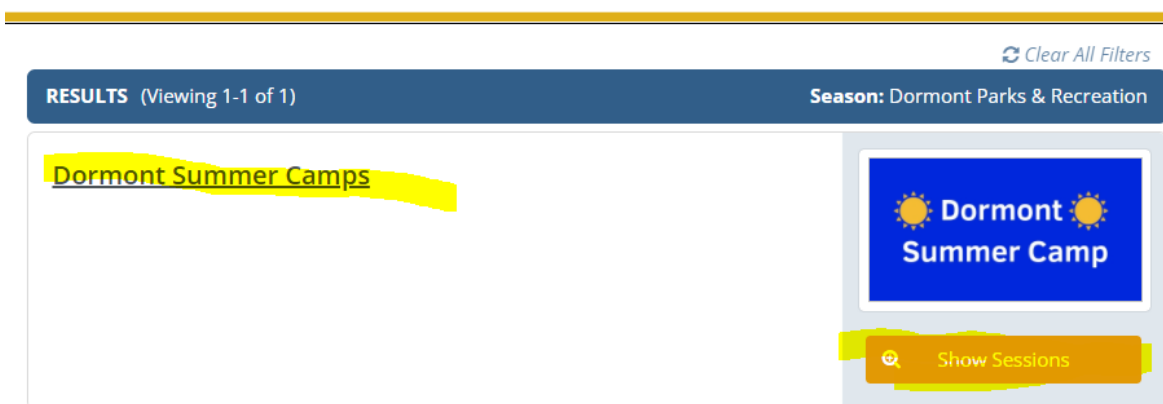
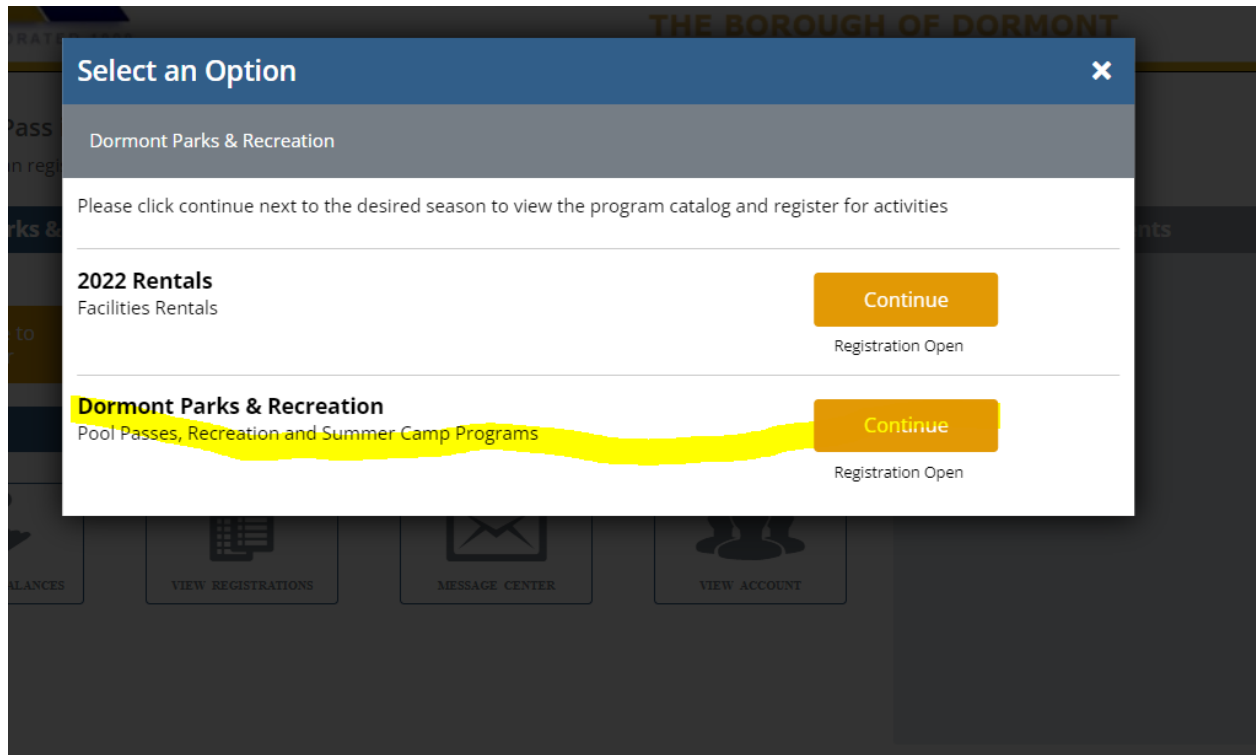
Individual Information [Add Adult](#) [Add Child](#)

Action	Name	Type	Status
Edit	Beth Bachman	Adult	Active
Edit	Fake Kid Bachman	Child	Active

Log In Information [Edit](#)

User Name: [bbachman00](#)

7) Once verified (if necessary) go to [Click Here to Register](#) then select the Dormont Parks and Recreation Catalog and click continue



8) Select Dormont Summer Camps; Select the weeks you want. It will change from “Registration Closed” to add to cart on March 1, 2022

Dormont Parks & Recreation / Summer Camps / Dormont Summer Camps



Dormont Summer Camps

SESSIONS

Session/Availability	Eligibility	Dates/Times	Price/Location	Register/More Info
<u>Week 1 - Artful Antics - 6/13-6/17</u> (SC122) 55 Spots Open	Age: 5 -11	06/13/22 - 06/17/22	\$165.00 (+ \$50.00 for non-residents)	Registration begins 02/21/22 8:30 AM EST <div style="background-color: #ccc; padding: 2px; text-align: center; font-weight: bold;">Registration Closed</div> View More Details »
<u>Week 2 - Mad Science - 6/20-6/24</u> (SC222) 55 Spots Open	Age: 5 -11	06/20/22 - 06/24/22	\$165.00 (+ \$50.00 for non-residents)	Registration begins 02/21/22 8:30 AM EST <div style="background-color: #ccc; padding: 2px; text-align: center; font-weight: bold;">Registration Closed</div> View More Details »
<u>Week 3 - Under the Sea - 6/27-7/1</u> (SC322)	Age: 5 -11	06/27/22 - 07/01/22	\$165.00 (+ \$50.00 for non-residents)	Registration begins 02/21/22 8:30 AM EST

Please note, you will be required to pay a \$20 non-refundable deposit for each week selected. If selecting late pick-up, that fee is due at time of sign up. You may select this at another time if you are unsure if you will require late pick-up.

For general questions and help, please call 412-561-8900 x1.

*Non-residents can skip the next step - they do not need to call number and can continue registering online

+ If necessary, we will ask you send over documents to help verify

Please email Bethany Bachman, Community Manager, with any questions.
bbachman@boro.dormont.pa.us or call (412) 561-8900 x 1