

Dormont Pool 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.

Important Note for Dormont Residents for Early Bird Discount

We must manually add the Early Bird discount, please call 412-561-8900 and we will add the discount and can take your payment over the phone or you can pay online.

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 a note: 'Please fill in the fields below to create your account.' and a 'PLEASE NOTE' section: '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'. Below this is a 'Log in Information' section with three input fields: 'Username *', 'Password*', and 'Re-Enter Password*'. A note below these fields states: '(A minimum of 7 characters including at least one number and at least one letter)'. At the bottom, there is an 'Account Information' section with two input fields: '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.

Resident Of: *

4.5) If selecting either "Pay Taxes in the Borough of Dormont" or "Attend Keystone Oaks School District", after finishing online registration, please call 412-561-8900 x1 or email BBachman@boro.dormont.pa.us to let us know that we should go in and verify+. Residency must be verified- once completed with "click here to register", call 412-561-8900 x1 and the office can verify your residency. 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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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.

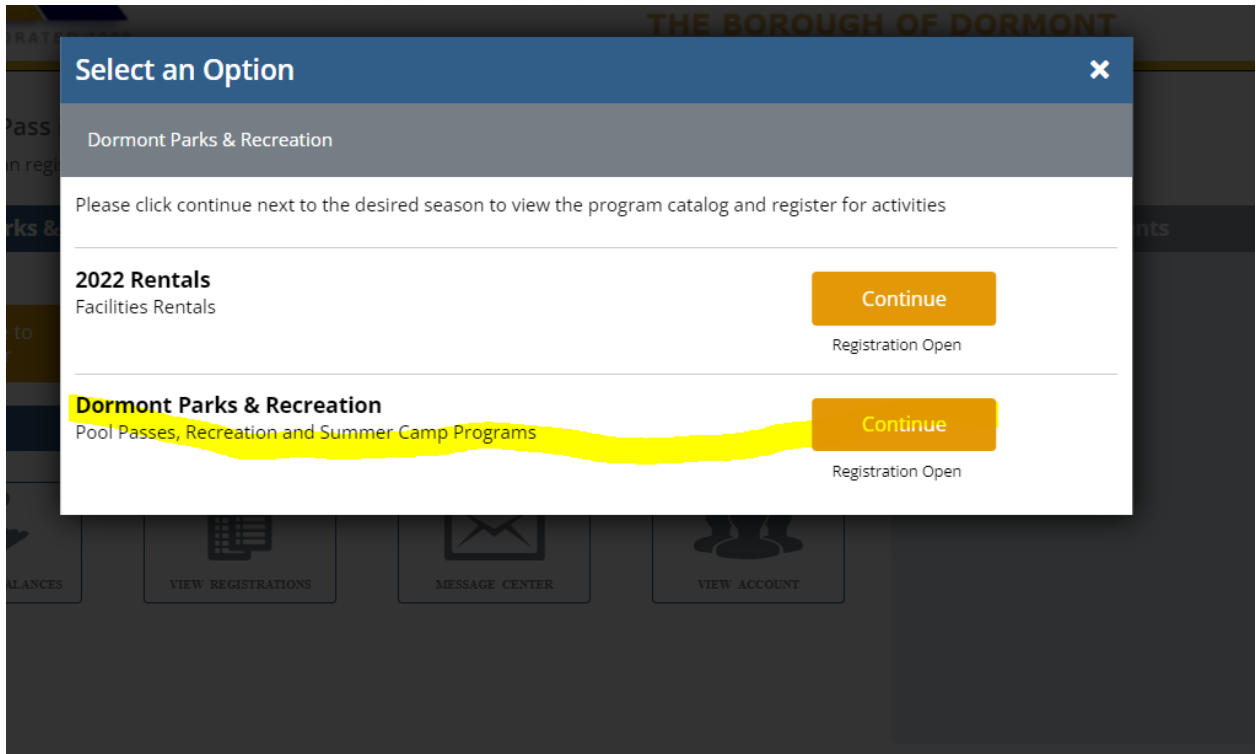
Individual Information [Add Adult](#) [Add Child](#)

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

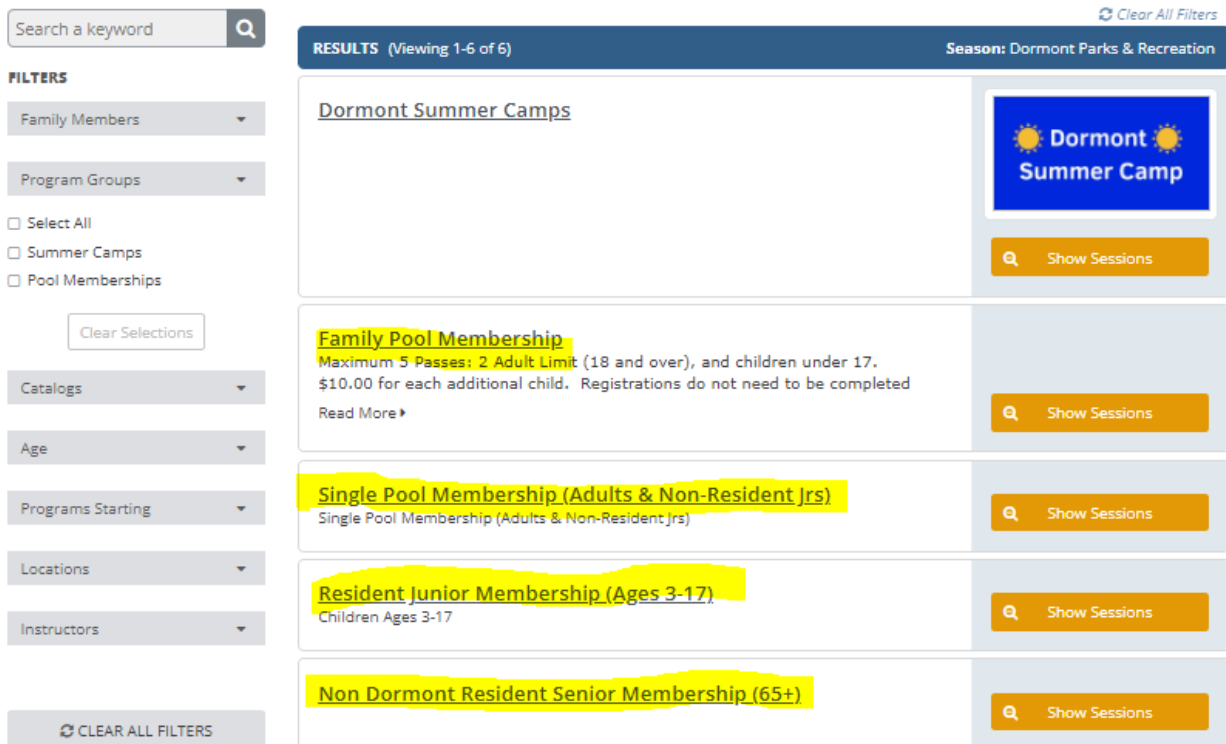
Log In Information [Edit](#)

User Name: [bbachman00](#)

7) Once verified if necessary, go to [Click Here](#) to register to Catalog



8) Select which passes you would like to purchase



Once paid, we will call to inform you when your passes are ready to be picked up or if returning a pass holder, verify you have your prior passes. Please note, only one pass per person so if you get a new pass, your old one will no longer work.

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