

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

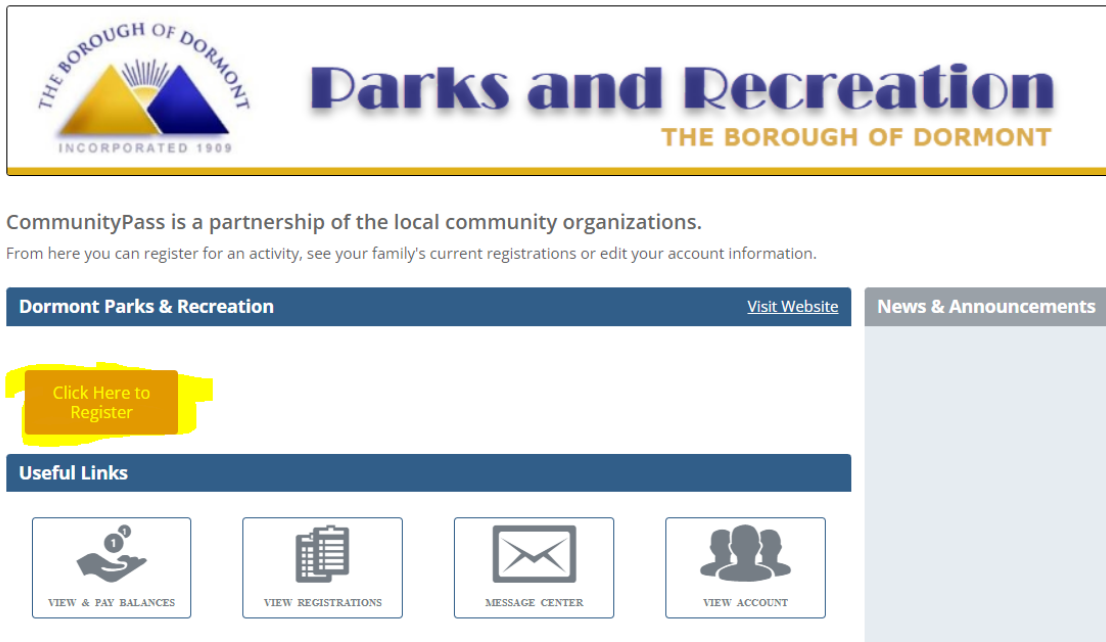
[Forgot username or password](#)

[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 the text 'Please fill in the fields below to create your account.' and a 'PLEASE NOTE' section. Below this is a 'Log In Information' section with fields for '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 fields for 'Address Line 1*' and 'City*'. The form is styled with a blue header and footer, and white content areas with grey input fields.

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



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

4.5) **If you are not verified, you will not see the resident rate and you will not be refunded the difference.** If selecting either "Pay Taxes in the Borough of Dormont" or "Attend Keystone Oaks School District", please call 412-561-8900 x1 or email clerks@boro.dormont.pa.us. You will need to do this after creating your account but before selecting camp weeks and registering. Residency must be verified - please do not miss this step! If you are not verified, you will not see the resident rate and you will not be refunded the difference.

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





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 & 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](#)

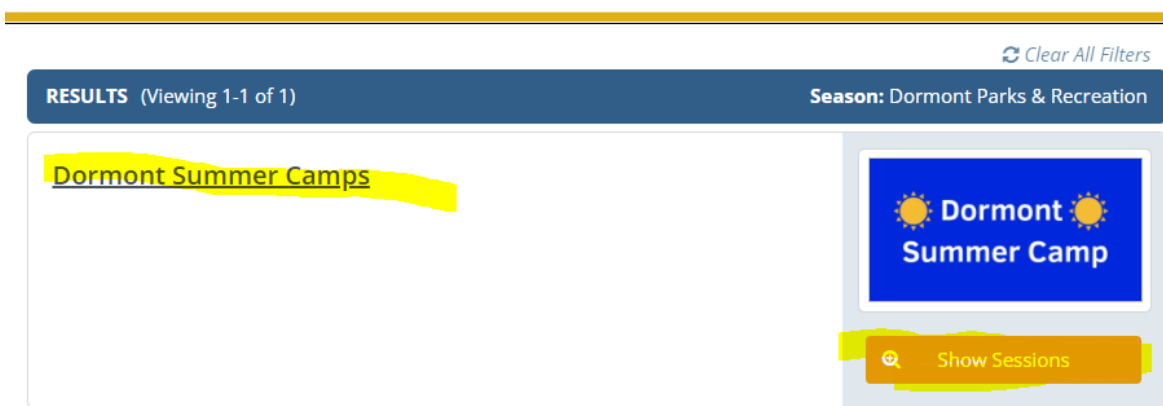
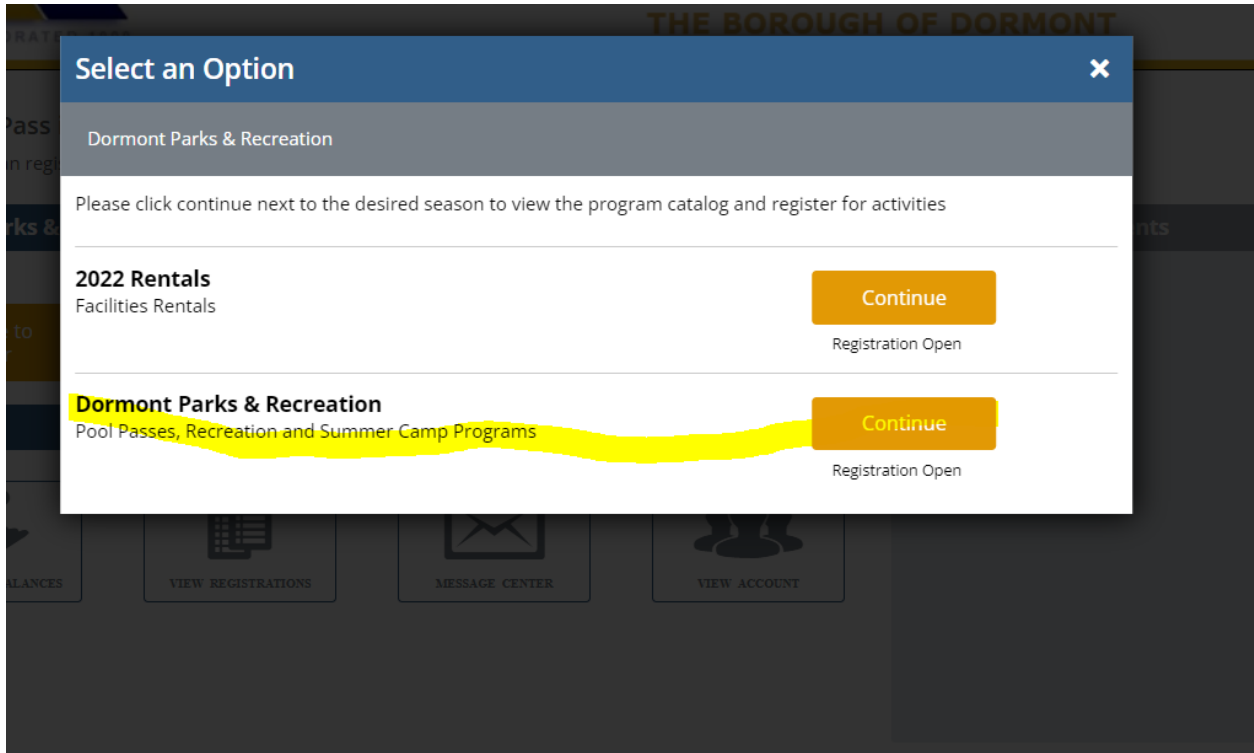
Action	Name	Type	Status
Edit	Beth Bachman	Adult	Active
Edit	Fake Kid Bachman	Child	Active

Log In Information [Edit](#)

User Name: [bbachman00](#)

Continue adding members until completed.

7) Once verified (if necessary, see step 4) 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, 2023

Dormont Parks & Recreation / Summer Camps / Dormont Summer Camps

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 Registration Closed 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 Registration Closed 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 Registration Closed View More Details »

Please note, you will be required to pay a \$30 non-refundable deposit for each week selected for each child and out-of-town fees if applicable. 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.

Full payment, or cancellation, for each week of camp must be received by The Borough of Dormont no later than 4:30pm EST on the Monday 2 weeks before the registered week of camp begins. The Borough of Dormont does not store credit card or payment information, you will need to log in to make payments. If payment is not received, an email will be sent on Tuesday, and if no response is received by the end of business, the spot will be forfeited, and payment will still be owed, including the \$25.00 late fee, unless the spot can be filled.

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 documents to help verify