

#### Locker Purchase Process Using CommunityPass



## Public Site Registration/Payment

### CommunityPass Homepage



# BRADLEY BEACH

#### 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 signup 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 mcoyle0902 Password Log In Forgot username or password Need Help?

### CommunityPass Post Log-in Page



### Verify Account Info

#### Verify Account

Please select the individual that will be considered the Primary Contact for this account. This person will receive receipts and other contacts from the CommunityPass system. You can change this designation by clicking the radio button next to the appropriate individual. Please ensure that your email address(es) are up to date. Your email can be updated by clicking the Edit link below.

Account >	Primary Contact
Email	• Add New Adult
Participants	
Programs	Account Information
Confirm	Last Name
Checkout	Coyle
	Address
	1 Sleepy Hollow Road
	CityStateZip
	Morristown NJ - 07650
	Phone (w/ areacode) ext.
	3334442323
	Resident Of
	Appleville

### Verify Email Address

#### Lockers and Passes - Opt-in Verification

Please verify that we have your correct email address(es) as shown below. If your email address has changed, please update accordingly to ensure that receipts and important alerts and reminders are received. Note: At least one email address is required (primary email).

1 Account >	Verify Email Addresses
2 Email >	Primary Email
3 Participants	mcoyle0902@gmail.com
4 Programs	Alternate Email 1
5 Confirm	
6 Checkout	Alternate Email 2

Cancel	Back	Continue
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### Select Family Member Making Purchase

#### Lockers and Passes - Select Participants

Please check the box next to all of the family members below that you would like to register for this activity. If the family member that you wish to register does not appear in the list please click the "Add Child" or "Add Adult" button below. When finished please hit the "Continue" button.

1	Account	>	Select Participants
2	Email	>	Michael Jordan
3	Participants	>	• Add Adult • Add Child
4	Programs		
	Confirm		Cancel Back Continue
	Checkout		

### Select Locker Location (Beach)

#### Lockers and Passes - Select Programs

Your family members are eligible for the following programs. Please select the appropriate program(s) for each member of the family. When finished please hit the "Continue" button.

L Ac	count	>	Select Programs	
2 En	nail	>	Michael Jordan - Adult	
B Pa	articipants	>		
4	Programs	>	Locker Rentals - 2nd Avenue	details
5 Ca	onfirm		Locker Rentals - 3rd Avenue	details
5 CH	heckout		Locker Rentals - 4th Avenue	details
			Locker Rentals - Brinley Avenue	details
			Locker Rentals - Evergreen Avenue	details
			Locker Rentals - LaReine Avenue	details
			Locker Rentals - Park Place Avenue	details



### Only One Selection Allowed

#### Lockers and Passes - Select Programs

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Your family members are eligible for the following programs. Please select the appropriate program(s) for each member of the family. When finished please hit the "Continue" button.

### Optional Page – Agree to Terms

#### Lockers and Passes - Policies & Agreements

Please read the following policies and agreements carefully. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

1	Account	>	Policies & Agreements	
2	Email	>	I agree to the Legal Statement (View)	
3	Participants	>		
4	Programs	>	By entering my name, I assert that I have Michael Jordan reviewed and agree to all of the policies	
5	Policies	>	and agreements I have selected above.	
	Confirm			
7	Checkout		Cancel Back Continue	

## Select Payment Method (Credit Card/ACH)

#### Lockers and Passes - Confirm Registration

Please review your selections below, if you would like to remove a registration please select the "Remove" link next to the corresponding item. When your selected items are accurate please choose a payment type and hit continue.

1	Account	>	Registrations			
2			Individual	Program	Price	Action
2	Email	>	Michael Jordan	Locker Rentals - 3rd Avenue	180.00	Remove
3	Participants	>	Sub-Total		180.00	
4	Programs	>				
5	Policies	>	Amount Due			
6	Confirm	>	Current Amount Due			180.00
7	Checkout					
			Method of Payment			
			O Credit Card VISA 😓 🔤	osceva		

O e-Check



### Enter Credit Card Info

#### Checkout - 2023 Bradley Beach Lockers

Please confirm the information below. Be sure to use the name that appears on the credit card you are using, along with the billing address for that card. Required fields are in red.

PAYMENT SUMMARY	
Total: \$180.00	
SELECT CREDIT CARD	
<ul> <li>Use New Credit Card</li> </ul>	
BILLING INFORMATION	
First Name:	Last Name:
Michael	Jordan
Billing Address:	Billing City:
1 Sleepy Hollow Road	Bradley Beach
Billing State:	Billing Zip Code:
NJ	✓ 07650
Phone (w/ area code):	Email:
333-444-2323	mcoyle0902@gmail.com
CREDIT CARD INFORMATION	
Credit Card Number:	
1234567894563	
Expiration Date:	CVV Code: ()
08 🗸 32	✓ 123
Save this account for future CommunityPass	transactions with Appleville Parks & Recreation. ()
V I'm not a robot	CHA Terms

### **Registration Complete**

2023 Bradley Beach Lockers		
REGISTRATION RECEIPT	Home Fulfill Finish	8
Below is the receipt for your transaction <b>Family</b> : Coyle (535433)		

Please see the section entitled 'Please send the following', for items that are required. Please send any items listed and be sure to add a note with your family id (seen below).

REGISTRATIONS: 2023 BRADLEY BEACH LOCKERS					
NAME	PROGRAM	PRICE	ADJUSTMENTS	QTY	TOTAL
Rose Coyle	Locker Rentals - 3rd Avenue	180.00	0.00	1	180.00
Registration Total					

AMOUNT DUE	
Price	180.00
Registration Total	180.00
Credit Applied	0.00
Current Paid	-180.00
Balance	0.00

Finish

## Administrator Locker Fulfillment

## Locker Fulfillment Page

Pass Fulfillment Manager > Home											s page
SEASON 2023 Bradley Beach L	.ockers	~	BALANCE Either		~		PROGI All	RAM	~		
Go FULFILLMENT LIST					View Fulfilled ID Numbers						
ACTION	FAMILY NAME \$	PHON	E	٥	ADDRESS		\$	DATE REGISTERED	٥	BALANCE	\$
Fulfill	Albanese (777975)	(201) 7	749-6385		123 Curry St.			02/20/2023 3:05 PM		\$0.00	
Fulfill	Bower (24126)	(201) 5	55-2222		2 Macintosh Street			02/20/2023 3:06 PM		\$0.00	
Fulfill	Cobb (2229745)	(231) 6	566-8888		1 sunshine rd			02/20/2023 3:07 PM		\$0.00	
Fulfill	Coyle (2293739)	(333) 4	144-2323		1 Sleepy Hollow Road			02/20/2023 3:47 PM		\$180.00	
Fulfill	Coyle (534434)	Once	e registr	ati	on closes, administrator w	/ill	let (	CP know to assign numbers	rand	domly.	
Fulfill	Coyle (535433)	For t	hose th	at	register after batch fulfillm	ner	nt is	completed, administrator c	an f	ulfill	
Fulfill	Coyle-Demo (470161)	man	ually fro	om	this page.			02/20/2023 3.10 F WI		¥0.00	
Fulfill	Feeney (96507)	(201) 5	555-1333		123 apple st			01/24/2023 1:57 PM		\$0.00	
Fulfill	Rogers (688487)	(201) 6	589-1212		6 America Way			01/24/2023 1:57 PM		\$0.00	
Fulfill	Sponholz (91904)	(973) 5	598-8720		1 Center Road			01/24/2023 1:58 PM		\$0.00	

### Locker POST Fulfillment Page



### Locker List Report Sample

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1	А	В	с	D	E	F	G	H	
Fulfilled ID Numbers									
	Date Registered	Family Name	Family ID	First Name	Last Name	Program	Badge Number		
	2/20/2023 15:05	Albanese	777975	Joe	Albanese	Locker Rentals - Evergreen Avenue	300		
	2/20/2023 15:06	Bower	24126	Andrea	Bower	Locker Rentals - Brinley Avenue	400		
	2/20/2023 15:07	Cobb	2229745	Kelly	Cobb	Locker Rentals - LaReine Avenue	404		
	1/24/2023 13:54	Coyle	850349	Mary	Coyle	Locker Rentals - 4th Avenue	102		
	1/24/2023 13:55	Coyle	534434	Mary	Coyle	Locker Rentals - 4th Avenue	101		