

Signing up for Group Exercise, Fitness Center, Lap Pool or Warm Water Pool

- 1) Sign into Community Pass by clicking the orange bar '[Online Program Registration](#)'
- 2) After you log in then 'Click Here to Register', then press 'Continue' next to YWCA Classes and Membership. Review your information and click 'Continue' at the bottom of the page

3) Click HERE on Wellness Plans

4) Click on activity

5) 'Show Sessions' then 'Add to Cart' next to day of week

- 6) Select the participant you are registering and press 'Save' to see available times. Choose time of appointment and 'Save'
- 7) Go up to top right corner of page and select 'Checkout' and follow prompts until 'Finish'. To confirm you have registered, check your email for a receipt!
- 8) There is NO additional cost for active members
- 9) Registration for all member programming goes live 3 days in advance at 6PM
- 10) You may enter the YWCA no sooner than 5 minutes before your appointment time to check in

If you are prevented from registering, it means your plan has expired, or that you have a duplicate account. You may renew through Community Pass or call the YWCA at 978-465-9922

First Time Use of Community Pass and Password Reset

1. To start click [here](#) or you can use the “Online Program Registration” link on the [YWCA website](#)
2. If you are not sure if you have logged into Community Pass, please click on the link for “*Forget Username or Password*” which is located below “*Log In*”. This will take you to a page to reset your **password**. At the bottom, below “*Continue*”, is a link for finding your **username**. Please click the link “Forgot your username?”
3. Here you will enter the email you provided YWCA when you registered (this is the email we used to send you notices through Community Pass)
4. The system will send you the user name associated with your account
5. Using the username provided by the system, you may request a reset to your password
6. Your current Wellness Plan is tied to your **existing** account. If you create a new account, you will not be able to sign up for the fitness center or group exercise classes
7. Please make note of the portal address, your username and password for easy reference