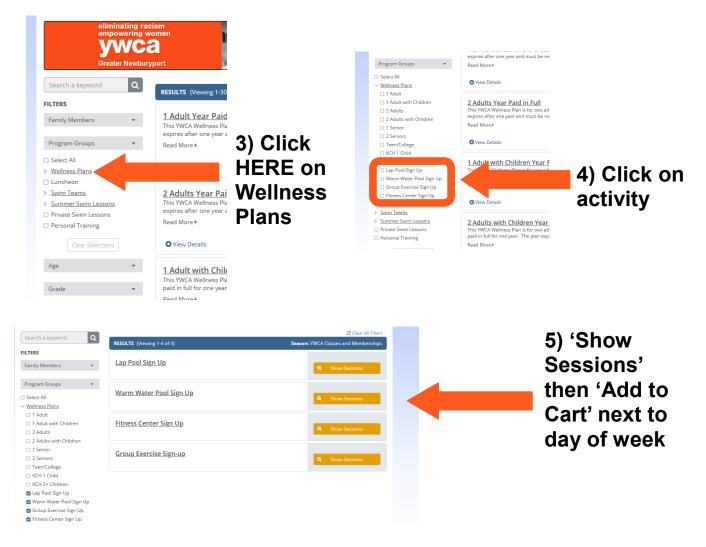
Signing up for Group Exercise, Fitness Center, Lap Pool or Warm Water Pool

- 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



- 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 <u>here</u> or you can use the "Online Program Registration" link on the <u>YWCA</u> <u>website</u>
- 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