**PRD Online Registration:** Community Pass Log-In Link https://register.communitypass.net/CityofPiedmont

🛑 **STOP!** New to Community Pass? See instructions to Create an Account (link located on City website)
**Have an established account?** Proceed to instructions below

Log into your Community Pass account and click "Click Here to Register / Reserve" button



## SCHOOLMATES: BLOCK BOOKING DAILY 3:00–6:00 pm (Wednesdays 1:45–6:00 pm)

Select the "Continue" button to the right of desired Schoolmates program. **PAY ATTENTION TO THE SCHOOL SITE!**

Select Participant for program and Click "Continue" (you can select more than one participant if both are going to same program site)



Under Select Programs, check box for desired program(s) and Click "Continue"

**Please READ current PRD Program Policies** (click on (View) hyperlink), click checkboxes, agree, and click "Continue"

**Policies & Agreements**

- ☑ I agree to the Cancellation / Withdrawal Policy: Schoolmates/Minimates (View)
- ☑ I agree to the PRD Department Policy (View)

By entering my name, I assert that I have reviewed and agree to all of the policies and agreements I have selected above.

Homer Simpson

Cancel | Back | Continue

**Review your Shopping Cart:** 1st month's tuition DUE at time of registration (**ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE).**

**CREDIT CARD:** Program Rate + 3% convenience fee

**Tuition Enrollment Registrations**

| Name | Program | Payment Options | Action |
|---|---|---|---|
| Bart Simpson | MONDAYS 3:00-6:00pm | Deposit - $101.00 | Remove |
| Bart Simpson | WEDNESDAYS 1:45-6:00pm | Deposit - $191.00 | Remove |
| Lisa Simpson | TUESDAYS 3:00-6:00pm | Deposit - $135.00 | Remove |
| Lisa Simpson | THURSDAYS 3:00-6:00pm | Deposit - $135.00 | Remove |

**Amount Due**

| Current Amount Due | 562.00 |
|---|---|

**Method of Payment**

- ⦿ Credit Card VISA [Mastercard] [Discover]
- ○ e-Check

Cancel | Back | Continue

**E-CHECKING:** Program Rate + 1% convenience fee

*If using this payment option, per Community Pass, enter your bank account information to your family account **PRIOR** to program enrollment. You might be able to enter info during the registration process (CP updates subject to change), however, there will be additional verification steps to complete that may result in slowing your child's registration.*

## SELECT BANK ACCOUNT

Bank Accounts must be saved and verified before they can be used for Payment.

This account does not have any saved Bank Accounts, therefore cannot pay by eCheck.

**E-Checking Set Up Screen** (new CP updates pending): If you see the Link to Stripe Button, complete information at the top and click on the "Link to Stripe Button" FIRST before Clicking on "Complete Transaction" button

### Checkout - Preschool & Schoolmates Programs

Please confirm the information below. Required fields are in red.

#### PAYMENT SUMMARY

| | |
|---|---|
| Payment Amount: | $781.00 |
| Convenience Fee: | $7.81 |
| **Total:** | **$788.81** |

#### SELECT BANK ACCOUNT

Bank Accounts must be saved and verified before they can be used for Payment.

⊙ Use New Bank Account

#### BILLING INFORMATION

| First Name: | Last Name: |
|---|---|
| Homer | Simpson (Testing) |

| Billing Address: | Billing City: |
|---|---|
| 123 Fake Street | Piedmont |

| Billing State: | Billing Zip Code: |
|---|---|
| CA | 94611 |

| Phone (w/ area code): | Email: |
|---|---|
| 510-000-0000 | joriente@capturepoint.com |

#### ECHECK INFORMATION

In order to use a Bank Account with **City of Piedmont Recreation Department**, your bank account must be verified and saved. You may do that instantly now using Stripe, or you may verify your account from the My Account > Payment Methods pages prior to checkout.

By accepting these terms, you authorize City of Piedmont Recreation Department to debit the bank account specified above for any amount owed for charges arising from your use of services and/or purchase of products from City of Piedmont Recreation Department, pursuant to City of Piedmont Recreation Department's website and terms, until this authorization is revoked. A recovery fee may be charged if a check is dishonored or returned for any reason. You may amend or cancel this authorization at any time by providing notice to City of Piedmont Recreation Department with 30 (thirty) days notice, or by removing the bank account from the My Account > Payments Methods page.

☑ I accept these terms

**Link with Stripe**

☑ I'm not a robot — reCAPTCHA Privacy · Terms

Cancel     Back     **Complete Transaction**

## E-Checking Stored Information



Use stored or enter new payment information and click "Complete Transaction" (with checkbox option "Save this account for future CommunityPass Transactions with the City of Piedmont Recreation Department" checked)/



Following your transaction, a receipt will be emailed to the email address on file.

# SCHOOLMATES: SM KONNEX FLEXI-CARE  DAILY between 2:00–6:00 pm (Wednesdays 1:45–6:00 pm)

Select the "Continue" button to the right of desired Schoolmates program.  **PAY ATTENTION TO THE SCHOOL SITE!**

## Select an Option

### City of Piedmont Recreation Department

Please click continue next to the desired season to view the program catalog and register for activities

**Piedmont Recreation Programs**
Classes, Camps, Tennis Decals, Clinics & More!

Continue

Registration Open

**Piedmont Recreation Rental Facilities**
Piedmont Recreation Facility Rentals & Tennis Reservations

Continue

Registration Open

**Preschool 2023/2024**
Preschool 2023/2024

Continue

Registration Open

**Schoolmates 2023/2024: BEACH Block Booking**
FIXED Extended Care Hours from 3:00–6:00 pm (Wed 1:45–6:00 pm) $11.20/hr

Continue

Registration Open

**Schoolmates 2023/2024: BEACH SM Konnex FLEXI-CARE**
FLEXIBLE Extended Care Hours between 2:00–6:00 pm (Wednesdays 1:45–6:00 pm)
$13.40/hr

Continue

Registration Open

Select Participant for program and Click "Continue" (you can select more than one participant if both are going to same program site)

| 1 | Participants | > |
| 2 | Programs | |
| 3 | Confirm | |
| 4 | Checkout | |

### Select Participants

☐ Homer Simpson (Testing) (05/03/1978)

☐ Grandpa Simpson (05/05/1945)

☐ Marge Simpson (01/01/1970)

☐ Lee Simpson (03/05/1978)

☑ Bart Simpson (01/02/2016)

☑ Lisa Simpson (01/01/2017)

☐ Maggie Simpson (12/02/2018)

☐ Snowball II Simpson (03/01/2021)

● Add Adult    ● Add Child

Cancel    Back    Continue

Under Select Programs, check box for desired program(s) and Click "Continue"

| 1 | Participants > |
| 2 | **Programs** > |
| 3 | Confirm |
| 4 | Checkout |

## Select Programs

### Bart Simpson - Child

| | |
| --- | --- |
| ☐ MONDAYS 2:00-3:00pm | details |
| ☑ MONDAYS 3:00-4:00pm | details |
| ☐ MONDAYS 4:00-5:00pm | details |
| ☐ MONDAYS 5:00-6:00pm | details |
| ☐ TUESDAYS 2:00-3:00pm | details |
| ☑ TUESDAYS 3:00-4:00pm | details |
| ☐ TUESDAYS 4:00-5:00pm | details |
| ☐ TUESDAYS 5:00-6:00pm | details |
| ☑ WEDNESDAYS 1:45-3:00pm | details |
| ☑ WEDNESDAYS 3:00-4:00pm | details |
| ☐ WEDNESDAYS 4:00-5:00pm | details |
| ☐ WEDNESDAYS 5:00-6:00pm | details |
| ☐ THURSDAYS 2:00-3:00pm | details |
| ☐ THURSDAYS 3:00-4:00pm | details |
| ☐ THURSDAYS 4:00-5:00pm | details |
| ☐ THURSDAYS 5:00-6:00pm | details |
| ☐ FRIDAYS 2:00-3:00pm | details |
| ☐ FRIDAYS 3:00-4:00pm | details |
| ☐ FRIDAYS 4:00-5:00pm | details |
| ☐ FRIDAYS 5:00-6:00pm | details |

Cancel    Back    **Continue**

**Please READ current PRD Program Policies** (click on (View) hyperlink), click checkboxes, agree, and click "Continue"



**Review your Shopping Cart:** 1st month's tuition DUE at time of registration (**ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE).**

**CREDIT CARD: Program Rate + 3% convenience fee**



**E-CHECKING: Program Rate + 1% convenience fee**
*If using this payment option, per Community Pass, enter your bank account information to your family account **PRIOR** to program enrollment. You might be able to enter info during the registration process (CP updates subject to change), however, there will be additional verification steps to complete that may result in slowing your child's registration.*

## SELECT BANK ACCOUNT

Bank Accounts must be saved and verified before they can be used for Payment.

This account does not have any saved Bank Accounts, therefore cannot pay by eCheck.

**E-Checking Set Up Screen** (new CP updates pending): If you see the Link to Stripe Button, complete information at the top and click on the "Link to Stripe Button" FIRST before Clicking on "Complete Transaction" button

### Checkout - Preschool & Schoolmates Programs

Please confirm the information below. Required fields are in red.

**PAYMENT SUMMARY**

| | |
|---|---|
| Payment Amount: | $781.00 |
| Convenience Fee: | $7.81 |
| **Total:** | **$788.81** |

**SELECT BANK ACCOUNT**

Bank Accounts must be saved and verified before they can be used for Payment.

⦿ Use New Bank Account

**BILLING INFORMATION**

| First Name: | Last Name: |
|---|---|
| Homer | Simpson (Testing) |

| Billing Address: | Billing City: |
|---|---|
| 123 Fake Street | Piedmont |

| Billing State: | Billing Zip Code: |
|---|---|
| CA ⌄ | 94611 |

| Phone (w/ area code): | Email: |
|---|---|
| 510-000-0000 | joriente@capturepoint.com |

**ECHECK INFORMATION**

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☑ I accept these terms

**Link with Stripe**

☑ I'm not a robot — reCAPTCHA — Privacy · Terms

Cancel     Back     **Complete Transaction**

**E-Checking Stored Information**



Checkout - Preschool & Schoolmates Programs

Please confirm the information below. Required fields are in red.

**PAYMENT SUMMARY**

| | |
|---|---|
| Payment Amount: | $781.00 |
| Convenience Fee: | $7.81 |
| **Total:** | **$788.81** |

**SELECT BANK ACCOUNT**

Bank Accounts must be saved and verified before they can be used for Payment.

◉ STRIPE TEST BANK, Individual – ending 1113
○ Use New Bank Account

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Cancel    Back    Complete Transaction

Use stored or enter new payment information and click "Complete Transaction" (with checkbox option "Save this account for future CommunityPass Transactions with the City of Piedmont Recreation Department" checked)

**ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE**

Checkout - Preschool & Schoolmates Programs

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**

| | |
|---|---|
| Payment Amount: | $781.00 |
| Convenience Fee: | $23.43 |
| **Total:** | **$804.43** |

**SELECT CREDIT CARD**

◉ Use New Credit Card

**BILLING INFORMATION**

| First Name: | Last Name: |
|---|---|
| Homer | Simpson (Testing) |

| Billing Address: | Billing City: |
|---|---|
| 123 Fake Street | Piedmont |

| Billing State: | Billing Zip Code: |
|---|---|
| CA | 94611 |

| Phone (w/ area code): | Email: |
|---|---|
| 510-000-0000 | joriente@capturepoint.com |

**CREDIT CARD INFORMATION**

Card number          MM / YY  CVC

☑ Save this account for future CommunityPass transactions with City of Piedmont Recreation Department. ⓘ

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Cancel    Back    Complete Transaction

## MINIMATES: SUNRISE (AM) or SUNSET (PM) DAILY options Monday–Friday

Select the "Continue" button to the right of the desired Minimates program. **PAY ATTENTION TO THE SCHOOL SITE!**



Select Participant for program and Click "Continue" (you can select more than one participant if both are going to same program site)

Under Select Programs, check box for desired program(s) and Click "Continue"



Please READ current PRD Program Policies (click on (View) hyperlink), click checkboxes, agree, and click "Continue"

**Review your Shopping Cart:** 1st month's tuition DUE at time of registration (**ALL FAMILIES ARE REQUIRED TO HAVE A VALID PAYMENT METHOD ON FILE).**

**CREDIT CARD:** Program Rate + 3% convenience fee



**E-CHECKING:** Program Rate + 1% convenience fee
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### Checkout - Preschool & Schoolmates Programs

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**PAYMENT SUMMARY**

| | |
|---|---|
| Payment Amount: | $781.00 |
| Convenience Fee: | $7.81 |
| **Total:** | **$788.81** |

**SELECT BANK ACCOUNT**

Bank Accounts must be saved and verified before they can be used for Payment.

⊙ Use New Bank Account

**BILLING INFORMATION**

First Name:
Homer

Last Name:
Simpson (Testing)

Billing Address:
123 Fake Street

Billing City:
Piedmont

Billing State:
CA

Billing Zip Code:
94611

Phone (w/ area code):
510-000-0000

Email:
joriente@capturepoint.com

**ECHECK INFORMATION**

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Cancel      Back      Complete Transaction

## E-Checking Stored Information



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