

## Community Pass Account Help

Save time before summer camp registration opens by making sure all your account information is correct!

Go to <https://register.capturepoint.com/Tualatin>

Step 1: Click the “Log In” button on the top right side of your screen

Step 2: Enter your username and password, or click the “forgot username or password” link



Community Pass 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

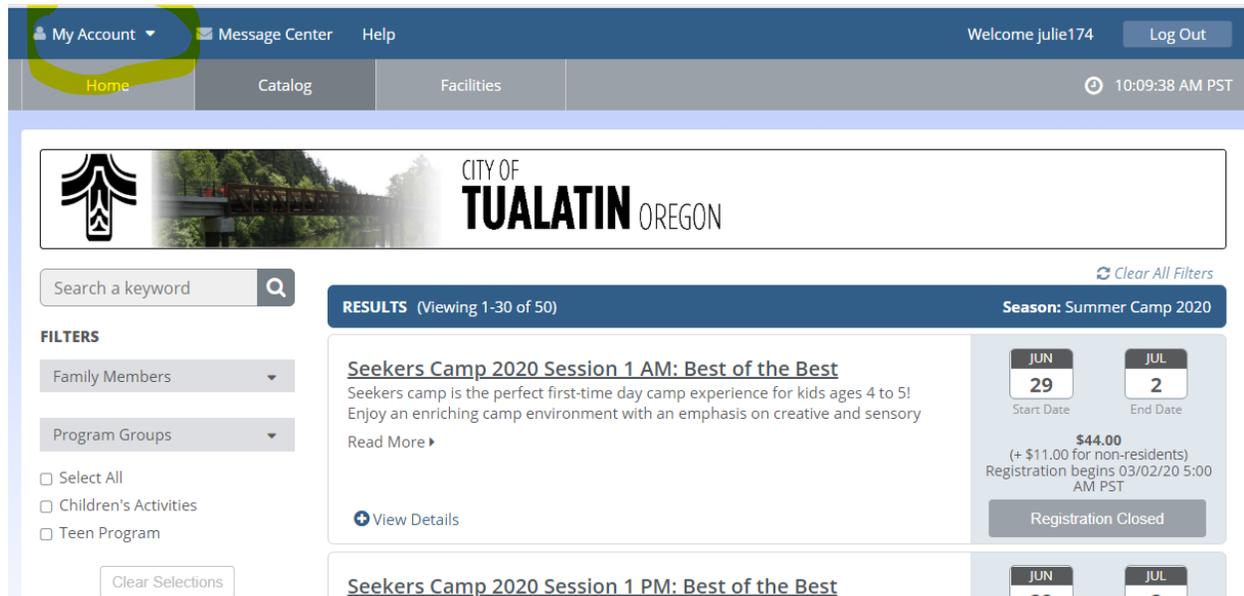
Password

[Log In](#)

[Forgot username or password](#)

[Need Help?](#)

Step 3: Click on the “My Account” link on the top left side of your screen



The screenshot shows the top navigation bar of the City of Tualatin website. The 'My Account' link is highlighted with a green circle. Below the navigation bar, the main content area displays the City of Tualatin logo and a search bar. The search results section shows a list of activities for the 'Summer Camp 2020' season. The first activity is 'Seekers Camp 2020 Session 1 AM: Best of the Best', which is marked as 'Registration Closed'. The second activity is 'Seekers Camp 2020 Session 1 PM: Best of the Best'. The page also includes a 'Filters' section on the left and a 'Clear All Filters' button on the right.

Step 4: Check to make sure your child's birthday and grade for the 2019-2020 school year are correct. This information is used to determine eligibility for camps. Grades are automatically advanced each year on July 1.

The screenshot shows the 'Editing Child Ludemann' page on the City of Tualatin website. The page has a header with the City of Tualatin logo and name. On the left, there is a 'My Account' sidebar with links for 'Account Information', 'View/Pay Balances', 'View Registrations', and 'Family Merge'. The main content area is titled 'Editing Child Ludemann' and contains a form with the following fields:

- First Name:** Text input field containing 'Child'.
- Last Name:** Text input field containing 'Ludemann'.
- Relation:** Dropdown menu with 'Family-Member' selected.
- Birthdate:** Three dropdown menus for month ('Jan'), day ('1'), and year ('2008').
- Gender:** Radio buttons for 'M' and 'F', with 'F' selected.
- Current Grade:** A dropdown menu with '--Please Select--' selected. This field is highlighted with a yellow circle.

Below the 'Current Grade' field, there is a note: 'for School Year 2019-2020' with a small blue information icon.

If you have questions or need help with your account, please email [jludemann@tualatin.gov](mailto:jludemann@tualatin.gov).