CommunityPass™ Online Registration System

Registration for programs offered by **Livingston Senior, Youth & Leisure Services** is done via CommunityPass (CP), a secure online site that is available 24 hours a day, 7 days a week. **What you need to know . . .**

- **If you already have a Community Pass account** from another organization or community, please use the link on https://www.livingstonnj.org/syls to access the site. **You can *use your existing username and password* to log in and register for SYLS programs. *You do not need to create a new account*.**

- **If you do not have an account**, follow the link from the above and then choose **"Create an Account."** Complete the family account form by filling in your information and clicking on "continue" until you finish your account setup. Your family CP profile is now set up. Clicking "finish" will return you to the CP homepage.

- **Follow the simple instructions found below to register and pay via credit card online.** You must have a valid email address to register online.

Registering is fast and easy! Here's how…

Step 1: Follow the link on https://www.livingstonnj.org/syls to begin. **Provide your username and password and log in.** On your family CP homepage you will see a listing of Livingston Organizations. *Please Select Organization, "Senior, Youth & Leisure Services".* While only one family profile is needed, organizations maintain separate CP accounts. Livingston SYLS cannot access other organization registrations or balances.

Step 2: Click on the orange box labeled **"Browse Activities"** next to Livingston SYLS and **choose the appropriate season (SENIOR, YOUTH & LEISURE SERVICES PROGRAMS).**

Step 3: Verify your contact information and e-mail (click "continue" to proceed).

Step 4: Select those family members that you are registering and **click "Continue."** If the family member that you want to register is not present in the list, **click the "Add New Child"** or **"Add New Adult"** button to add additional family members. Repeat as necessary until all family members that are registering are displayed in the list. Continue as directed on the screen.

Step 5: On the "Profile Verification" page, enter or confirm the required information for each individual you are registering. When finished, click on the "Continue" button. *Please Note*: You can choose more than one family member so that registration is completed in a single transaction (i.e.: register two children for camps at the same time).

Step 6: On the next page, select the appropriate program(s) for each member of your family. When finished, click "continue".

Step 7: Please follow the remaining steps to complete and pay for your registration. CP will calculate your cost on your "Confirmation" page. Payment can be made with a credit card (Visa/ Master Card). An e-mail confirmation of this transaction will be sent to the e-mail address on the account.

IMPORTANT Information on your Family Account Homepage

On your CP homepage, you can view registrations, pay balances, and update information by mousing over the words "My Account" in the upper left corner and following the corresponding link.

Questions? Please call (973) 535-7925