

Dear Town of Carmel Residents,

Registration for programs offered by the Town of Carmel Recreation and Parks Department can now be done online via the CommunityPass online registration system!

Registration for In Line Roller Hockey will begin on August 8th 2016 at 9 a.m.!

Registration for all fall classes will begin on August 15th 2016 at 9 a.m.!

To login, register and pay online, follow the instructions found in this letter or on the CommunityPass site.

Step 1

Go to <https://register.communitypass.net/CarmelTownof> to begin.

If you already have a Community-Pass 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.

Step 2

From the Town of Carmel CommunityPass login homepage click on the "Create an Account" tab. On the next page complete the "Account Creation" fields and click on Create at the bottom of the page. The next page will display a Privacy Policy, which you will need to Accept and then click on Finish.

Step 3

On the Town of Carmel Community Pass Homepage click on the "Register" tab to begin selecting programs.

Step 4

Select those family members that you are registering and click "Continue". If the family member that you want to register is not on 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 on the list. Continue as directed on the screen.

Step 5

On the "Profile Verification" page, enter the requested information for each individual you are registering. When finished, click on the "Continue" button.

Step 6

On the next page, select the appropriate program(s) for each family member. When finished, click "continue" You will see the Atoms Clinic, Youth Roller Hockey and Adult Roller Hockey on this page.

Step 7

Please follow the remaining steps to complete and pay for your registration. CommunityPass will calculate your final cost on the Confirmation Page. Payment can be made with one of the following credit cards: Visa, MasterCard, American Express or Discover.

If you wish to pay by cash or check in the office you will still have to complete the profile online first (which can be done in the Sycamore Park main building at our public access computer station) before you can pay for the class.

If you have any questions, or require any additional information please contact the Recreation Department at (845)628-7888.

