



BOROUGH of ROSELAND

RECREATION DEPARTMENT
140 Eagle Rock Avenue
Roseland, NJ 07068

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www.roselandnj.org

Dear Borough of Roseland Resident:

We are excited to announce that registrations for winter programs, offered by the Roseland Recreation Department will be available via the Community Pass online registration system on September 25, 2017!

All residents that will be registering for Recreation Programs beginning on September 25, 2017, MUST have a Community Pass Household Account, whether or not a fee is charged. Household Accounts may be for one or multiply family members. Once a Household Account has been created, you will have the ability to register and pay online for all programs. To create a Household Account and register for Recreation Programs, follow the instructions found in this letter or on the Community Pass site. Please note: Once you have a Household Account and register for a program, you have the option of paying by credit card, by check or paying in person at the Recreation Department at 140 Eagle Rock Avenue. Roseland Household Accounts created in 2009 / 2010 are still active. If there is a possibility that you do have an existing account, please do not create a "new" account before checking with our Recreation Department. Residents may create their Household Accounts immediately, but cannot begin the registration process until September 25, 2017.

To Create a New Household Account, follow these steps:

Step 1

Go to <https://register.communitypass.net/roseland> or visit our website at www.roselandnj.org - **Recreation Tab** to begin.

Step 2

From the Borough of Roseland Community Pass 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.

That's it! Make sure to save your user name and password (case sensitive) so it's readily accessible once online registration opens or when you will need to make a payment.

See reverse side with instructions to register for programs starting on September 25, 2017.

Dedicated to Community Closeness Through Quality Programs and Facilities

To register for programs, follow these steps:

Step 1

Go to <https://register.communitypass.net/roseland> or visit our website at www.roselandnj.org - **Recreation Tab** to begin.

Step 2

Log into Community Pass using the login and password for your Household Account.

Step 3

On the Borough of Roseland 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 on the “Continue” button.

Step 7

Please follow the remaining steps to complete and pay for your registration. Community Pass will calculate your final cost on the Confirmation Page. Payment can be made online, by check or in person.

If you have any questions, or require any additional information call Michael Colitti, Director of Recreation at 973-403-6822.

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