

Upper Providence Recreation ONLINE REGISTRATION



Tutorial on how to Register and Pay for Upper Providence Township Programs online!

The screenshot shows a web browser window titled "Community Pass - Windows Internet Explorer". The address bar contains the URL: <https://ar1.capturepoint.com/reg/login.cfm?a=%23%22%2E7%2F%0A&i=&dec=0&ovr=>. The browser's Favorites bar shows "Community Pass". The page header features the "UPPER PROVIDENCE TOWNSHIP" logo with "MONTGOMERY COUNTY, PENNSYLVANIA" underneath, and a "CommunityPass" logo on the right. The main content area is titled "Community Pass" and is divided into two sections:

- Welcome New Users!**
[Create an account for your family now!](#)
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!
- Existing Users**
Enter your Username and Password to sign in.
User Name:
Password:

Forget your Password? [Click here for password help.](#)
New User? [Create an account for your family now!](#)

At the bottom, there is a section for "Participating Organizations" with "Upper Providence Township" listed. The footer of the page reads "powered by capturepoint 

Upper Providence Township Recreation Registration

1. Log onto the Upper Providence Township website:
www.uprov-montco.org.
2. Click on [Recreation](#) on the left side of the screen.
3. On the right side of the screen under **The Recreation Department**, click on [REGISTRATION](#).
4. Click [Create an Account for your Family Now!](#)
5. Create your Login Information by creating a User Name and Password.
6. Enter your Family Information then hit **Continue**.
7. You will receive an e-mail with your User Name and Password.
8. To register for a program go to the [Select Activity](#) drop-down box. Choose the season in which you would like to register.
9. Click **Register Now!**.
10. Select the adult in your family that will be considered the responsible parent or guardian. This can be changed by going to .
11. Provide Emergency Contact Information.
12. Click **Continue**.
13. To add family members either click **Add Child** or **Add Adult** and provide information.

14. After family member has been added, click **Continue**.
15. For children select the grade that they are in or entering. For adults enter birthdate.
16. Select the program you want to register for. Details of the program can be seen by clicking on [details](#) to the right.
17. Once program is selected click **Continue**.
18. Complete Requested Information, then click **Continue**.
19. Click Accept for the legal disclaimer and then click **Continue**.
20. If you would like to continue to register for this program, select a method of payment.
21. A receipt will be sent to your e-mail address.

From the Homepage you can do the following:

1. View/Pay Balances
2. Update Family Account Information
3. View Current Registrations and Form Submissions

