Dear Resident,

Registration for programs offered by the Hanover Township can now be done online!

We are pleased to offer our residents a new way to register and pay for programs using Community Pass, our online registration service. NO more waiting on lines, no more missed deadlines! You can now register for programs 24/7 on a secure site.

What you need to know . . .

1. If you already have a CommunityPass account from another organization or community, please use your existing username and password to log in and register to programs offered through this organization. You do not need to create a new account.

2. Create your family account using CommunityPass. You can reach CommunityPass following the simple instructions in this letter.

3. Registration will begin on **September 1, 2015.** During that time, you can follow the simple instructions found on this sheet or on the site to login, register and pay online. You must have a valid email address to register online.

Registering is Fast and Easy . . . Here's How . . .

Step 1
From any computer with an internet connection, go to
https://register.communitypass.net/HanoverTownship to begin.

Step 2
If you already have a CommunityPass account from another organization or community, please use your existing username and password to log in to Community Pass. You do not need to create a new account. If you do not have an existing Community pass account Click on "Create an Account for Your Family Now!" Complete the family account form by filling in your information and clicking on "continue" until you finish your account setup. Your family account is now set up. Clicking "finish" will return you to the CommunityPass homepage.

Step 3
From the drop down box under "Register Now!" select the organization and click "Go". The CommunityPass homepage will refresh with a second drop down box appearing.

Step 4
From the second drop down box select the activity and click "Register Now!" to begin selecting programs.

Step 5
Select those family members that you are registering and click "Continue" If the family member that you want to register is now 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 6
From the "Profile Verification" page, enter the required information for each individual you are registering. When finished, click on the "Continue" button.

Step 7
On the next page, select the appropriate program(s) for each member of your family. When finished, click "continue".

Step 8
Please follow the remaining steps to complete and pay for your registration. CommunityPass will calculate your cost on your "Confirmation" page. Payment can be made with a credit card **(Visa/ Master Card/Discover)**

Questions? Please call **973-428-2463.**
Thank you!
Hanover Township Recreation