



Department of Recreation & Cultural Affairs

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www.riveredgenj.org/recreation

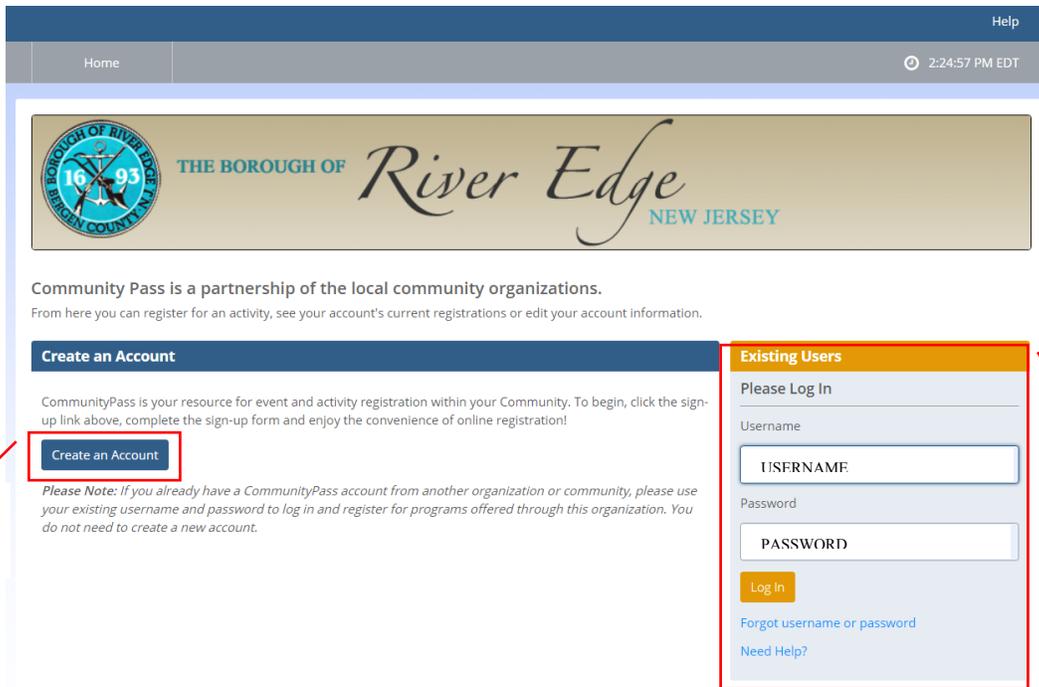
COMMUNITYPASS HOW TO'S

It is important to activate your account NOW!

Please note that if you live with a spouse/partner, you will share just one temporary (and permanent) username and password.

HOW TO CREATE A FAMILY ACCOUNT

1. Go to <https://register.capturepoint.com/RiverEdgeBorough/>
2. From the Borough of River Edge Community Pass login homepage click on the “Create an Account” tab.
3. On the next page complete the “Account Creation” fields and click on Create at the bottom of the page.
4. On the next page you will see the Community Pass Privacy Statement. After reading, click ‘Accept.’ Then click ‘Finish.’
5. Please save your login and password for future use.

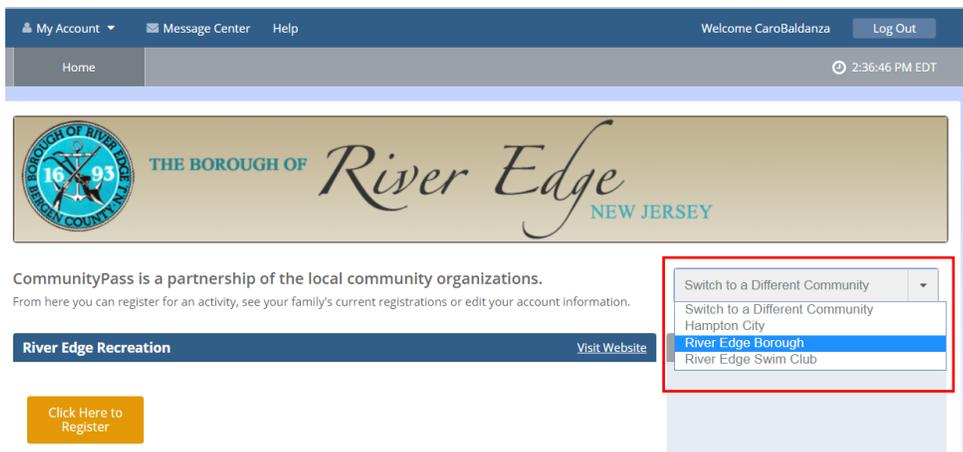


To create a new account

If you already have an account with Swim Club or RD School District

If you currently have a CommunityPass account through the Swim Club or River Dell School District:

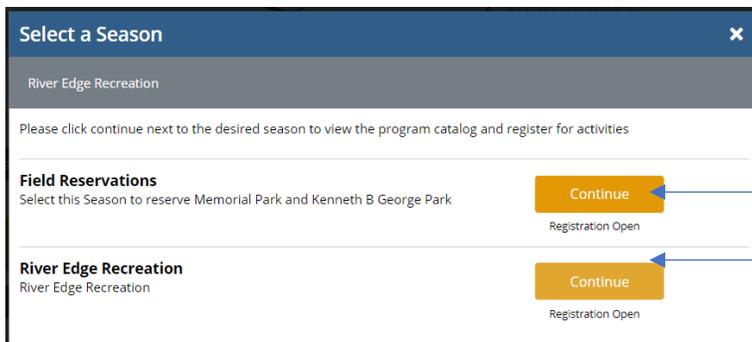
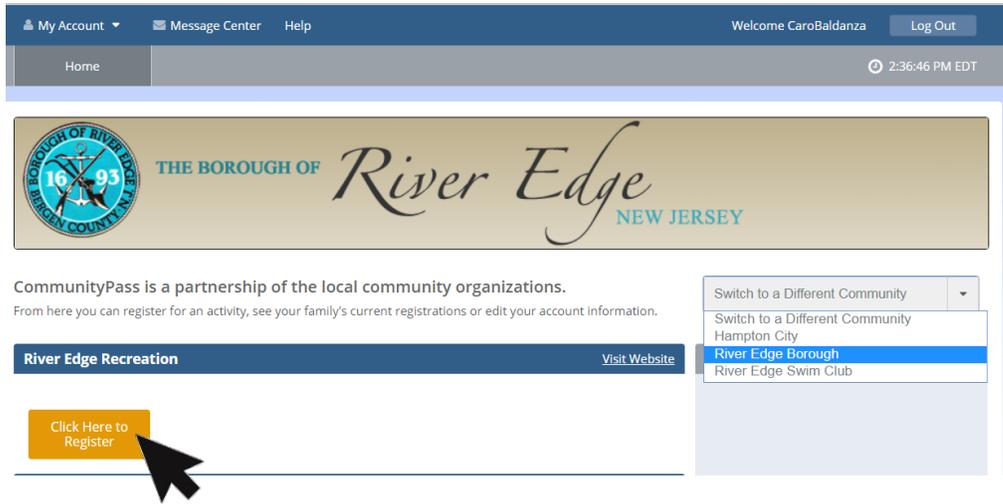
1. Go to <https://register.capturepoint.com/RiverEdgeBorough/>
2. Log in as an Existing User
3. River Edge Borough should appear in your Community drop down menu



“Community” Drop down menu to navigate between organizations

HOW TO REGISTER FOR PROGRAMS

1. Go to <https://register.capturepoint.com/RiverEdgeBorough> to log back into the system.
2. Log in using the permanent username and password for your account.
3. Click the 'Click Here to Register' button.
4. Select the applicable Catalog by clicking the 'Continue' button next to your choice.
5. Verify email. Click 'Continue'.
6. Select the program(s) you wish to attend "add to cart"
7. Select the person registering, then 'Continue'.
8. Select "Continue Registering" if you wish to register for more programs. If you are finished select "Continue to Check out"
9. Complete Registration Form, Review Payment, and "Finish"



Permits (Park Reservations)

Program Registration