

CommunityPass Instructions

To create a new account, register an existing account, login or register for a program, follow these instructions.

How to Create a New Account

- Go to: <http://www.AvalonClub.org> and click on the 'Avalon CommunityPass System' button.
- From the CommunityPass login homepage click on the "Create an Account" button. Enter all your details and click on 'Create' at the bottom of the page. Passwords must be at least 7 characters, containing at least 1 number and at least 1 letter. ***Please save your login and password for future use. Only one account per family is permitted.***
- Login to your account. Read and accept the CommunityPass Privacy Statement.
- At the bottom right side of the page select the 'View Account' button. Use the buttons on the right-hand side to add any other adult or children to your membership.
- Click on the 'Home' menu on the upper left side of the page.
- Click on the orange 'Click Here to Register' button.
- Locate your membership type (family, couple, single, etc.) and click on 'Show Sessions' for your membership type, then add this to your cart. *Reminder: all new members must add an Initiation fee to their cart in addition to a yearly membership.
- Select all your family members to register.
- Complete payment.

If you already have an existing Community Pass account with another Organization

- Go to: www.AvalonClub.org and click on the 'Avalon CommunityPass System' button. Login to CommunityPass using the login and password for your existing Family account.
- From the Avalon Recreation Association CommunityPass homepage click on the "My Account" tab, select "Update Account Information" and if required, update your profile. If no changes are required, continue to Step 3.
- On the upper right-hand side of your CommunityPass account, click on the "Log Out" of CommunityPass tab. Your account is now active with Avalon Recreation Association.

How to Register for Programs

- Go to: <http://www.AvalonClub.org> click on the 'Avalon CommunityPass System' button. Login to CommunityPass using the login and password for your existing account.
- On the next page, click the orange 'Click Here to Register' button.
- On the Catalog Page, add the applicable program to the "Cart." Please be aware that member prices appear in your shopping cart.
- On the Select Participants Page, select the person(s) registering to the program, then 'Continue'.
- If applicable, continue adding programs to your cart including selecting the person(s) registering for the program.
- When finished with selections, click 'Continue'.
- If applicable, complete payment information.