

Getting Started with Avalon's CommunityPass System

How to Create a New Account

1. From our website homepage (www.AvalonClub.org) click on the 'Avalon CommunityPass Registration System' button.
2. You will be directed to the CommunityPass login homepage click on the 'Create an Account' button and enter your personal information and then click on the 'Create' button.
3. At the bottom of the page select the 'View Account' button. **Add family members** to your membership by choosing the 'Add Adult' or 'Add Child' button on the right-hand side. After all family members have been added, click on the 'Home' menu.
4. Select the 'Click Here to Register' button
 - a. **New members** must add Initiation Fee (Full or Tennis Only) and yearly membership to their cart
 - b. **Returning** members should add yearly membership to their cart

How to Register for Programs:

1. Go to: www.AvalonClub.org click on the 'Avalon CommunityPass Registration System' button. Login to CommunityPass using the login and password for your existing Family account.
2. Select the 'Click Here to Register' button.
3. On the Catalog Page, add the applicable program to your "Cart". Please be aware that member prices appear in your shopping cart.
4. On the Select Participants Page, select the person(s) registering to the program, then 'Continue'.
5. If applicable, continue adding programs to your shopping cart including selecting the person(s) registering for the program.
6. When you have finished with selections, click 'Continue' to complete payment information.

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

1. Go to: www.AvalonClub.org and click on the 'Avalon CommunityPass Registration System' button. Login to CommunityPass using the login and password for your existing Family account.
2. 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.
3. On the upper right-hand side of your CommunityPass account, click on the 'Log Out' of Community Pass tab. Your account is now active with Avalon Recreation Association.