### Sonterra Community Pool Community Pass Registration

We are excited to announce that registration for memberships and programs offered by the Sonterra Community Pool are available online via the CommunityPass registration portal!

# We encourage all families that will be using the pool during the 2023 Season to create their CommunityPass Account NOW!

Online registration for 2023 Pool Memberships will open on 4/1/2023.

To create a new account, register an existing account, login or register for a program, follow the instructions found within this document.

#### How to Create a Family Account: (one account per household is all that is needed here)

- 1. Go to: <u>https://register.capturepoint.com/SonterraMUD</u> and click "Create An Account" button.
- 2. On the next page complete the "Account Creation" fields and click on Create at the bottom of the page.
- 3. On the next page you will see the CommunityPass Privacy Statement. After reading, click 'Accept.' Then click 'Finish.'

#### Please save your login and password for future use. Only one account per family/ address is permitted.

# How to Register for Programs: (each individual household person will have their own membership)

- 1. Go to: <u>https://register.capturepoint.com/SonterraMUD</u> and sign in with the login and password for your existing Family account.
- 2. On the next page, Click the 'Click Here to Register' button.
- 3. On the left side of the screen, you can add family members of your household. If you have adult children in the household, select "Add Adult." Continue entering the child/adult information.
- 4. On the Catalog Page, add the applicable program to the "Cart".
  - a. Individual: single member adult, only one pool pass can be issued
  - b. Couple: two adult members, 2 pool passes can be issued for one household
  - c. Family: two adult members and up to 5 children under the age of 26, 7 pool passes can be issued for one household.

\*\*\*households outside of these parameters can be approved at the discretion of the pool manager — address verification will be required.\*\*\*

5. On the Select Participants Page, select the person(s) registering to the program, then 'Continue'.

- 6. If applicable, continue Adding Programs to your Cart including selecting the person(s) registering for the program.
- 7. When finished with selections, click 'Continue'.
- 8. If applicable, complete payment information.
  - a. All memberships are \$0.00 and should not require any payment.

If you have any questions, or require any additional information please email parksandrec@sonterramud.org.

\*\*\*\*After you have created an account on Community Pass and registered for a 2023 program, you will need to come to the pool for your pool pass and take your picture. Stay tuned to social media, email and your water bill for information on pool pass dates.