


# How to Register and Pay in Advance for Aquatic Drop in Programs

## Registration

- Login to our online registration software: [register.communitypass.net/portlandcityof](https://register.communitypass.net/portlandcityof).
- Click **“Browse Activities”**
- Scroll down to the program name whether “Lap Swim”, “Aerobics”, “Community Swim”, or “Masters”. For this example, we will use “Adult Lap Swim”.
- **Select which pool and what time slot** you want to sign up for. For example, “Riverton – Adult Lap 6-9AM.” Select **“Add to Cart”**
- Next, **select your name** or which family member you are registering for.
- Under the “Select Events” window, **choose however many days you want to register and pay for** and then click save. (Note only events that take place at least 1 hour(s) from now and start no more than 7 day(s) from now are available)
- **Click Checkout.**

## Checkout

- **If you have a punch pass, click the little red icon next to the fee in the checkout cart and select which pass to use by clicking the grey box.**

Individual	Fee	Action
in Page	\$5.00 	Edit   Remove
	\$5.00	
	-\$1.00	
	\$4.00	

Continue to Checkout

### Use a Punch Card

Adult Lap Swim: Riverton - Adult Lap - 6-9AM

Individual: Ryan Page

Aquatic Punch Passes: Masters 20 Punch Ticket (Mast20)  
Ryan Page  
(18 remaining)

Aquatic Punch Passes: Adult Lap 12 Punch Ticket (RLAP)  
Punch-1)  
Ryan Page  
(12 remaining)

Don't Use Punch Card

- **Otherwise, click “continue”** to Checkout.
- Fill out the **Emergency Contact Form** and click Continue
- Click on each checkbox to select that you **agree to each policy (Required)**. **Then type in your name** where it says “electronic Signature.”
- Then Under “Select Payment Method,” **select credit card** if using a card and click continue. (If you selected a pass, then this step will be skipped).
- **Fill out all the required information** to process your card.
- And then finally, **click “Complete Transaction.”**

\* A Receipt will be email to the email address you provided. Note: it may take up to a couple days if the server is busy. Also check your spam folder if you have not received it by then.