

**Registration for programs offered by the Township of Ocean Recreation Office,
Colonial Terrace Municipal Golf Course and The Township of Ocean Pool and Tennis Facility
can be completed on-line using a credit card!**

If you have already established a Family Account you will just need your User Name and Password to register on-line for upcoming programs. If you've forgotten this information, please contact the Recreation Office @ 732-531-2600 prior to registration dates. The information will be computer generated and forwarded to the email address you provided on your Family Account.

If you have not previously used this on-line registration procedure during a prior registration period, please follow the easy steps below. No more waiting on lines, no more missed deadlines. You can now register 24/7 on a secure site.

What you need to know...

1. Create your family account using CommunityPass. You can reach CommunityPass following the simple instructions below. On-line transactions require a credit card (Mastercard or Visa) and a valid email address.
2. Registration for **Summer Recreation & Summer Project Extend** will begin on **Wednesday, February 20 @ 8:30 a.m.** For the **spring cycle** of recreation activities, on-line registration will begin **Wednesday, March 6 @ 8:30 a.m.** Registration for the **summer cycle** of activities will begin **Wednesday, May 1 @ 8:30 a.m.** During that time, you can follow the simple instructions found here or on the site to login, register and pay online. Non-residents may also register on-line during the established non-resident registration dates.

First-time registering is fast & easy...Here's How...

From any computer with an internet connection, go to www.oceantwp.org and click on the **Recreation & Human Services** tab at the top of the page then click on **Recreation Registration** to begin or logon directly to <https://register.communitypass.net/oceantwp>. Click on "Create Your Account Now".

Step 1

Sign Up by completing the Log In Information & Family Information sections and click on "Continue". Your family account is now set up and you are back at the CommunityPass homepage.

Step 2

From the drop down box above "Register Now!" select the appropriate activity category; **Summer Rec. & Summer PE 2013, Spring 2013 Recreation Programs, Summer 2013 Recreation Programs, 2013 Ocean Community Pool and Tennis Facility, Rec. Soccer 2013, etc.** and click "Register Now". (*Only current activities for which we are accepting registrations will display in the drop down box*).

Step 3 Verify Account:

Verify your general family account information is accurate.

Step 4 Select Participants:

Use this screen to add other family members (ie. spouse, children) not yet listed; click on "Add New Child" or "Add New Adult". When done entering family members, select those family members that you are interested in registering for a program and click "Continue". **We suggest that you always select all family members so you can review all programs available to all members of the family.**

Step 5

From the "Profile Verification" page, enter the required information for each individual you are registering (ie. appropriate grade, dates of birth). When finished, click on the "Continue" button. **You can always reference where you are in the registration process by viewing the menu posted on the left side bar.**

Step 6

A list of age/grade appropriate program(s) for each family member will display. Click on the activities for which you want to register. You can view specific program information by clicking on **detail** to the right of the program name. This program information is also listed in our **2013 Spring & Summer Recreation brochure** posted online at www.oceantwp.org.

Step 7

Please follow the remaining instructions on your screen to complete and pay for your registration. CommunityPass will calculate your cost on your confirmation page. Payment for online transactions is accepted with a credit card (Visa or Mastercard) only.