

To purchase a season membership, you must first create an account. If, by chance, you already have an account with Community Pass, please use your login information. Otherwise, click “Create Account” from the homepage.

The screenshot shows the top of the website with the Palmerton Memorial Park logo. Below the logo, there is a section titled "CommunityPass is a partnership of the local community organizations." followed by a sub-header "Create an Account". A blue button labeled "Create an Account" is visible. To the right, there is a section for "Existing Users" with a "Please Log In" header and input fields for "Username" and "Password", along with a "Log In" button and links for "Forgot username or password" and "Need Help?".

Complete all required information. This includes creating a username and password as well as entering your address and primary contact information.

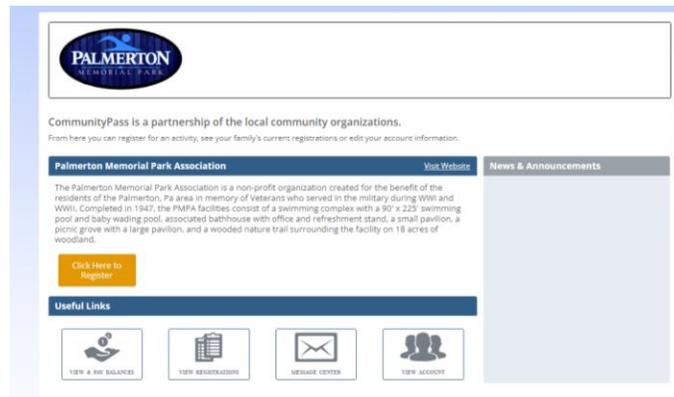
This screenshot shows the "Create an Account" form. It has a section for "Log in information" with fields for "Username*" and "Password*", and a "Re-Enter Password*" field. Below these fields is a note: "(A minimum of 7 characters including at least one number and at least one letter)". The "Account Information" section includes fields for "Address Line 1*", "City*", "State*" (with a dropdown menu showing "PA"), and "Zip*". A "Primary Contact" section is partially visible at the bottom.

Click “Create.”

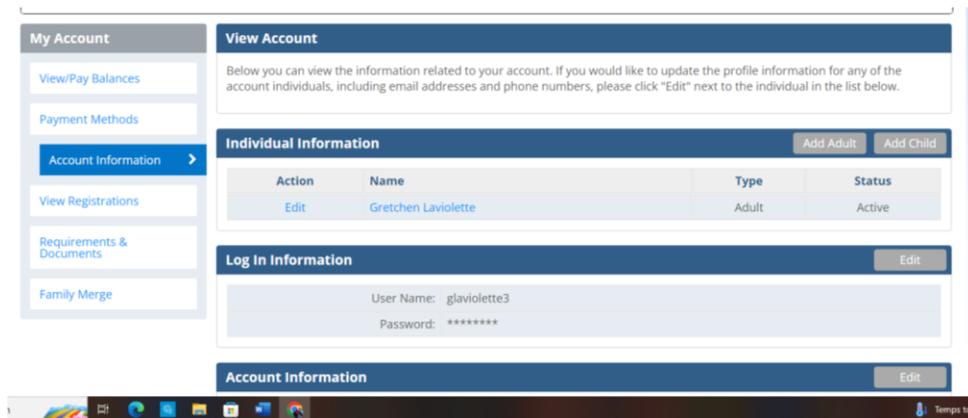
This screenshot shows the "Email Preferences" section. It contains text explaining that the organization(s) below would like to email general information about their programs and offerings. Below this text, there is a table with columns for organization name and checkboxes for "Receipts", "Alerts", and "General Info". The "Palmerston Memorial Park Association" row has all three checkboxes checked. At the bottom, there are "Cancel" and "Create" buttons.

You will then need to login using the account credentials that you just created.

If there are other family members who should be added to the account, please click “View Account.” This should be done if you intend on purchasing a membership for more than just yourself. The good news is that you will only have to do this for this year and the information will be saved for years to come.

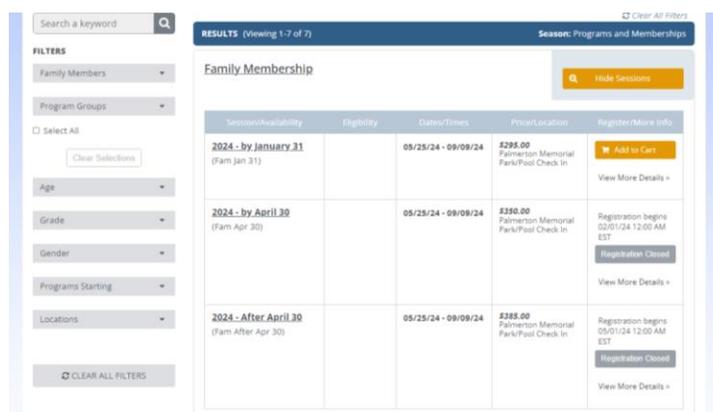


Click “Add Adult” or “Add Child” as appropriate. Please also upload a current picture of each person to make the beginning of the season process much easier!



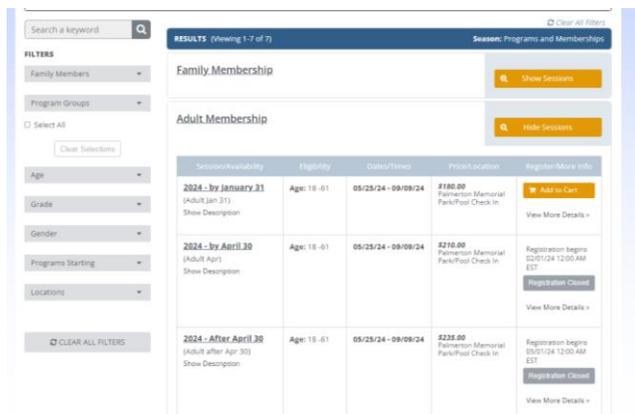
When all family members have been added, click Home towards the top of the screen. Then click “Click Here to Register” and verify account information.

Select the type of membership that you would like to purchase. You can either click on the name and then select the “session” or click on “Show sessions” next to the type of membership. You will notice that only the current session is available based on the date. Click “Add to Cart.”

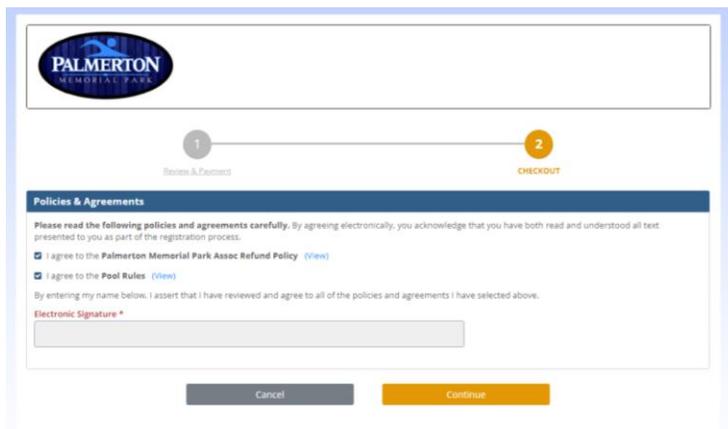


You will then need to select all the individuals who should be included in the membership. Please be sure to select everyone as appropriate. However, please also take note that the appropriate rules are established in the program. For example, a family can only consist of 2 adults. Therefore, you would not be able to select 3 or more.

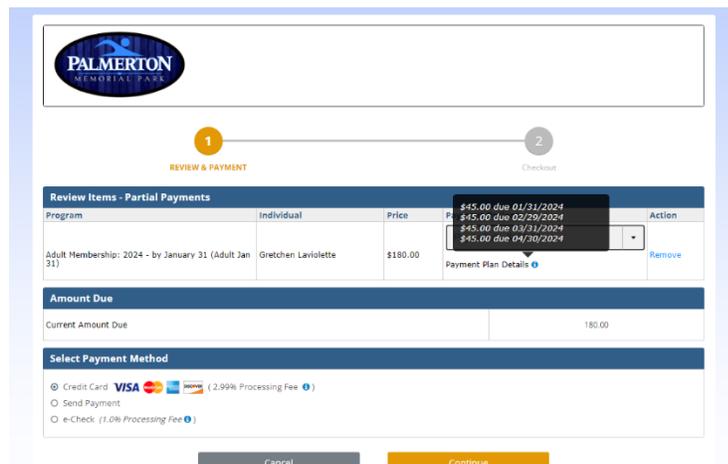
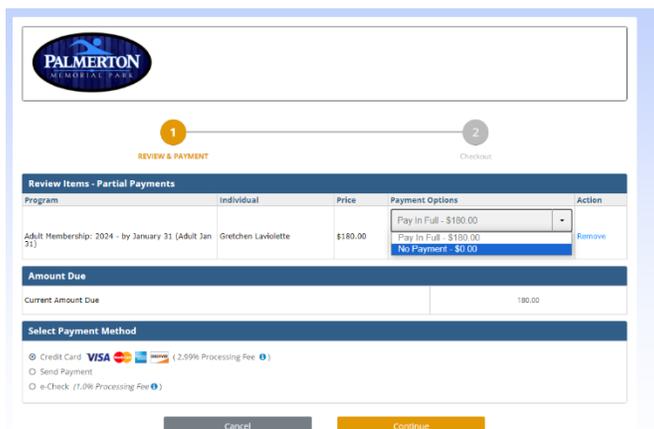
Select any other sessions that you want to include such as swimming lessons. When you have made all your selections, click “Checkout” towards the top right corner of the screen.



Please read and accept our refund policy and our rules and provide your electronic signature.



The program is set to charge for the full amount to be paid immediately. If you are interested in using our payment plan, under “Payment Options,” select “No payment.” The first payment is due January 31 and all future payments will be due the last day of each month February through April. If you hover over the blue “i” next to Payment Plan Details, you will see the amount that is due each month. Please note that the amount will vary depending upon the type of membership and the date of purchase.



Select your payment method. Please note the fees for credit card or e-check payments. To pay by check, select "Send Payment" and be sure to record the account ID number on your check. PMPA expects payment to be made by the end of the discount period or by each due date if using the payment plan, as appropriate. If payment is not made when due, the membership will be cancelled.

Once your payment method is selected, click "Continue" and provide any additional information as necessary.