



**Dear City of Pflugerville Parks and Recreation Patron:**

**We are excited to announce that registration for programs offered by the City of Pflugerville Parks and Recreation will soon be available online via the CommunityPass registration system!**

**We encourage all families that will be registering for Fall 2019 Programs to create their CommunityPass account NOW!**

**Once a CommunityPass family account has been created, you will have the ability to register and complete all forms required for our Programs, Memberships and Facility/Field Reservations.**

**To create or register an existing account, login or register, follow the instructions found in this letter or on the CommunityPass site.**

***If you already have an existing Community Pass account with another Organization, please follow these steps to register that account with the Bonita Unified School District:***

1. Go to: <https://register.capturepoint.com/CityofPflugerville>
1. From the City of Pflugerville Parks and Recreation 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.
2. On the upper right-hand side of your CommunityPass account, click on the "Log Out" of Community Pass tab. That's it! Your account is now active with the City of Pflugerville Parks and Recreation.

***How to Create a Family Account:***

2. Go to: <https://register.capturepoint.com/CityofPflugerville>
3. From the City of Pflugerville Parks and Recreation CommunityPass login homepage click on the "Create an Account" tab.
4. On the next page complete the "Account Creation" fields and click on Create at the bottom of the page.
5. 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. Please note that only one account per family is permitted***

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**How to Register for Programs:**

1. Go to: <https://register.capturepoint.com/CityofPflugerville>
2. Log in using the permanent username and password for your account.
3. Click the 'Click Here to Register" button.
4. Verify your account information and Click 'Continue'.
5. Select the program(s) you wish to attend.
6. Select the person registering for the program selected, then 'Continue'.
7. Click on Continue Registering if there are other programs you wish to register for and repeat Steps 5-7
8. When finished with selections, click 'Continue to Checkout'.
9. Please follow the remaining steps to complete your registration including making payment via credit card.

If you have any questions, or require any additional information **please contact 512-990-6350**