



NAUSET
YOUTH
ALLIANCE

How to register for NYA After School Programs

Using CommunityPass

Benefits of Online Registration

- Input your own information, select contracted days for each child, indicate emergency contacts, pick-up persons, medical and other concerns
- Ability to change pertinent information, i.e., new or temporary medication for child or addition/removal of emergency contact
- Full access to account information with the ability to pay with credit card or electronic check (in addition to regular mail or dropping off at the office)
- Improved communication between NYA and parents
- Better security at sign out
- Paperless, secure, MA EEC licensing-approved process
- Available 24/7 with any device connected to the internet*


**If you do not have access to the internet, you can make an appointment to create your account and register at the NYA office. Please call 508-896-7900 and leave a message.*

Using your computer, tablet or smartphone, go to

<https://register.capturepoint.com/NausetYouthAlliance>

Home Help

6:11:38 AM E

 **NAUSET YOUTH ALLIANCE**
Positively Guiding Today's Youth
Into Tomorrow's World

Community Pass is a partnership of the local community organizations.
From here you can register for an activity, see your account's current registrations or edit your account information.

Create an Account

CommunityPass is your resource for event and activity registration within your Community. To begin, click the sign-up link above, complete the sign-up form and enjoy the convenience of online registration!

Please Note: If you already have a Community-Pass account from another organization or community, please use your existing username and password to log in and register for programs offered through this organization. You do not need to create a new account.

[Create an Account](#)

Existing Users

Please Log In

Username

Password

[Log In](#)

[Forgot username or password](#)

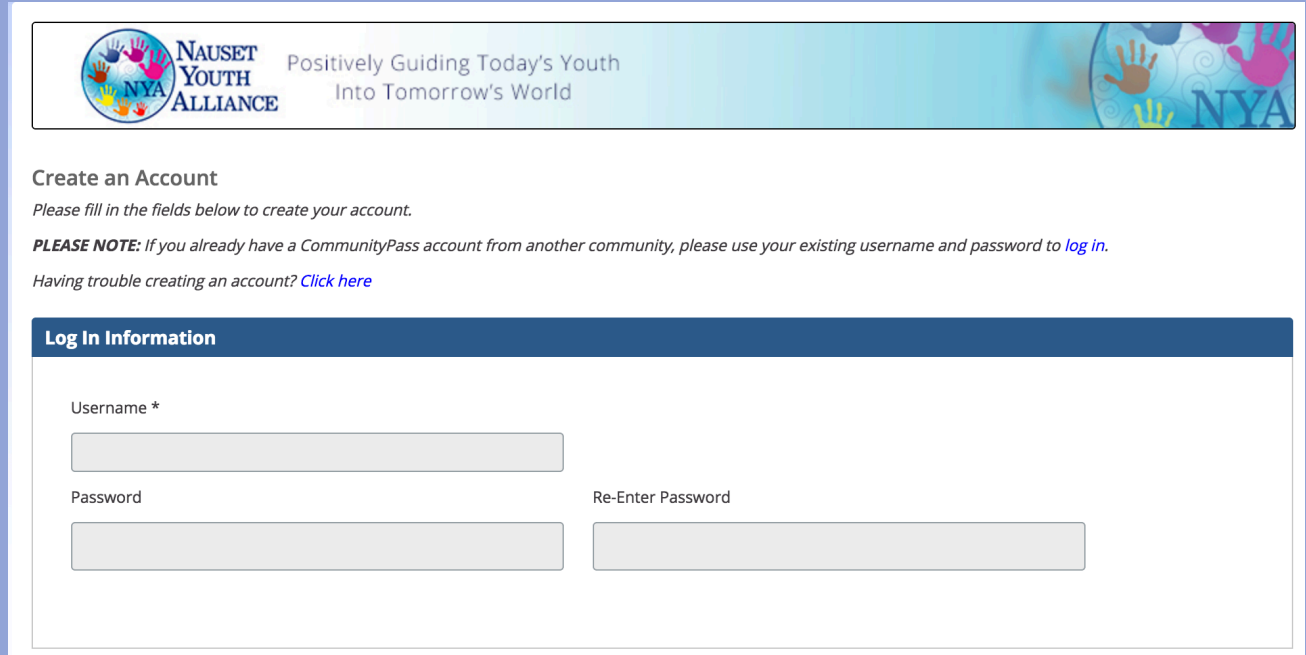
[Need Help?](#)

You will first create an account and be issued an account number.

Username & Password

The person creating the account is the Responsible Party (usually parent, custodial guardian or grandparent). You will add other adults for emergency and child pick-up later in the process.

Registration for NYA is NOT the same registration program used by Nauset Schools or Brewster Recreation.



The screenshot shows the top banner for the Nauset Youth Alliance with the logo and tagline "Positively Guiding Today's Youth Into Tomorrow's World". Below the banner is a "Create an Account" section with a note: "PLEASE NOTE: If you already have a CommunityPass account from another community, please use your existing username and password to log in." and a link "Click here". The "Log In Information" section contains three input fields: "Username *", "Password", and "Re-Enter Password".

Your username should be something you will easily remember but that would be hard for others to guess.



Account Information

Easy! Your address!

Account Information

Address Line 1*

City*

State* Zip*

Primary Contact

Please enter your full name and contact information.

Primary Contact

First Name*

Last Name*

Phone #* ext.

Work Phone ext.

Email*

Alternate Email

Mobile Phone

Mobile Provider:

Receive alerts via text messaging. By checking this box, I understand that standard text messaging rates may apply.

Email Preferences

You can unsubscribe from marketing emails but you cannot deselect Receipts and Alerts.

The screenshot shows the 'Email Preferences' form for 'Nauset Youth Alliance'. It includes a 'Cancel' button and a highlighted 'Create' button. The form contains instructions about opting out of promotional emails and a note that receipts and alerts cannot be unsubscribed from. There are three toggle buttons: 'Receipts' (checked), 'Alerts' (checked), and 'Marketing' (unchecked). A 'Privacy Policy' link is also visible.

Click on "Create" when finished.

You will be taken to a detailed privacy statement that you must accept in order to continue.

The screenshot shows a privacy statement dialog box. It contains text about protecting children's privacy and a recommendation to ask a parent for permission. Below the text are two radio button options: 'Accept' (which is circled in orange) and 'Decline'. At the bottom, there are 'Cancel' and 'Finish' buttons. An orange arrow points from the 'Finish' button to a text box below.

Then click "Finish"

Take a minute to review what is available on this page. Notice that you can link to the NYA website!

To begin the registration process, click on Browse Activities.



Positively Guiding Today's Youth
Into Tomorrow's World

CommunityPass is a partnership of the local community organizations.

From here you can register for an activity, see your family's current registrations or edit your account information.

NAuset Youth Alliance

[Visit Website](#)

NAuset Youth Alliance provides after school and summer child care for youth ages 5-14 in a structured and safe environment at both Eddy and Stony Brook Elementary Schools in Brewster, MA. We also offer enrichment opportunities to the total Brewster elementary school population throughout the school year. During our summer program we invite visitors from out of town to join in on the fun!

[Browse Activities](#)

Useful Links



[VIEW & PAY BALANCES](#)



[VIEW REGISTRATIONS](#)



[MESSAGE CENTER](#)



[VIEW ACCOUNT](#)

Next Steps

After verifying your email preferences, you'll begin adding "participants". Participants are adults (other parent, those who may pick up your child/children) and also the child/children you are registering.

We recommend adding your adults first.

Click on Add New Adult, then Continue.

Nauset Youth Alliance After School Program - Select Participants Help Log Out

[Cancel Registration](#)

[Verify Email Information & Preferences](#)

[Select Participants](#)

[Select Programs](#)

[Confirm Registration](#)

[Checkout](#)

Please check the box next to all of the family members below that you would like to register for this activity. If the family member that you wish to register does not appear in the list please click the "Add Child" or "Add Adult" button below. When finished please hit the "Continue" button.

<input type="checkbox"/>	Mary Tester
<input type="checkbox"/>	Bill Tester

[Add New Adult](#) [Add New Child](#)

[Cancel](#) [Back](#) [Continue](#)

My Account

Account Information >

View/Pay Balances

View Registrations

Family Merge

Payment Methods

Add New Adult

To add an adult, please fill in fields below and hit the "Add Adult" button. If the person you are editing is not a family member (Nanny, House Guest, Health Care Worker... etc.) but resides with the family, please choose "Non-Family Member" in the "Relation" field. Required fields are in red.

First Name:

Last Name:

Relation:

Primary Phone:

Ext.

Work Phone:

Ext.

Mobile Phone:

Mobile Provider:

Receive alerts via text messaging. By checking this box, I understand that standard text messaging rates may apply.

Primary Email:

Alternate Email 1:

Alternate Email 2:

Fill in the information (fields labeled in red are required).

You can opt out of any or all email preference for added Adults. The other parent may want all emails, but perhaps your neighbor on the list wouldn't want to see any.

You'll be brought back to the Select Participants page after each addition.

Email Preferences

Nauset Youth Alliance

[Privacy Policy](#)

✓ Receipts

✓ Alerts

✓ Marketing

Once you've added your adults, it's time to add your child.

Click on Add New Child, then Continue.

Nauset Youth Alliance After School Program - Select Participants Help Log Out

[Cancel Registration](#)

[Verify Email Information & Preferences](#)

[Select Participants](#)

[Select Programs](#)

[Confirm Registration](#)

[Checkout](#)

Please check the box next to all of the family members below that you would like to register for this activity. If the family member that you wish to register does not appear in the list please click the "Add Child" or "Add Adult" button below. When finished please hit the "Continue" button.

<input type="checkbox"/>	Mary Tester
<input type="checkbox"/>	Bill Tester

[Add New Adult](#) **[Add New Child](#)**

[Cancel](#) [Back](#) **[Continue](#)**

Please use your child's legal name (no nicknames). Once entered, birthdates and gender CANNOT be changed except by an administrator.

Pick Up Authorization - Select the adults who may pick up your child. Unless listed here, no other adult may pick up your child.

After you double-check your child's information, click Add Child. Continue to add more children, if applicable. When all adults and children have been added, click Continue to proceed.

Add New Child

To add a new child, please fill in fields below. If the child you are adding is not a family member but resides with the family, please choose "Non-Family Member" in the "Relation" field. Required fields are in red.

First Name:

Katy

Last Name:

Tester

Relation:

Family-Member

*Birthdate:

Mar

25

2009

*Gender:

Male Female

*Genders cannot be changed once entered. To correct an incorrect gender, contact your organization. [Click here](#) for customer service information.

*Birthdates cannot be changed once entered. To correct an incorrect birthdate, contact your organization. [Click here](#) for customer service information.

Pick Up Authorization

Select all of the adults who may pick up this child:

- Bill Tester
- Jane Tester
- Mary Tester

Cancel

Add Child

From this point on you will be selecting grade, school, contracted days, requested start date, emergency information, financial agreement terms, permissions and all of the matters required by NYA and Massachusetts EEC. The process is designed to be clear and thorough, covering all required information. Please indicate your child's START DATE – the form will default to the start date of the first day of school.

Important:

We encourage paying by credit card in the CommunityPass system, however we understand that many people prefer to pay by cash, check, by credit card in the office, or have scholarships or vouchers to supplement their child care costs. If you are not paying directly, please select “No Payment” instead of “Credit Card” when you get to this part of the process. Then, click continue to finish up your registration.

\$50 Registration Fee is due at the time of registration. Please remit by credit or debit card or select “No payment” if paying by cash or check.

NYA After School Programs 2019-2020

CHECKOUT PROGRESS

- 1 Select Participants >
- 2 Profile Verification >
- 3 Select Programs >
- 4 Registration Forms >
- 5 Confirm Registration >**
- 6 Checkout

CONFIRM REGISTRATION Cancel Back Continue

Please check your transaction below, if you would like to remove a registration please select the appropriate "remove" checkboxes then hit the "recalculate" button at the bottom of the page. When your transaction is accurate please choose a payment type and hit continue.

TUITION ENROLLMENT REGISTRATIONS

NAME	PROGRAM	PAYMENT OPTIONS	REMOVE
Katy Tester	After School Care - 3 Day (Full PM)	Adjustments - \$50.00	<input type="checkbox"/>

Remove Selected

AMOUNT DUE

Current Amount Due 50.00

METHOD OF PAYMENT

- Credit Card (Visa,Mastercard,Discover)
- Check
- Purchase Order
- Wire
- Cash
- No payment

If you have any technical issues or need further clarification or instruction, please contact the NYA office and we will answer your questions and concerns. This program is designed to make our enrollment and billing more accurate and secure; it is not a substitute for the relationships we build with our families. If you have a situation that is outside of the box, please let us know!

For technical or content issues: info@nausetyouthalliance.org

For financial questions: drost@nausetyouthalliance.org

For questions concerning your after school schedule: padmiraand@nausetyouthalliance.org

Nauset Youth Alliance