



Positively Guiding Today's Youth  
Into Tomorrow's World

## How to register for NYA Summer Program using CommunityPass

Log into your existing account. If you do not have an account, using your computer, tablet or smartphone, go to <https://register.capturepoint.com/NausetYouthAlliance>

Click on “**Browse Activities**”; then select “**NYA 2019 Summer Program**”

**Step 1 Verify Account:** If you are an existing user of CommunityPass, you will first verify or update your account information. You may also add children (participants) or other adults at this point.

NYA 2019 Summer Program Help with this page

**CHECKOUT PROGRESS**

- 1 Verify Account
- 2 Select Participants
- 3 Select Programs
- 4 Confirm Registration
- 5 Checkout

**VERIFY ACCOUNT INFORMATION** Cancel Continue

Please select the individual that will be considered the Primary Contact for this account. This person will receive receipts and other contacts from the CommunityPass system. You can change this designation by clicking the radio button next to the appropriate individual.

Please ensure that your email address(es) are up to date. Your email can be updated by clicking the Edit link below.

**PRIMARY CONTACT** Add New Parent/Guardian

<input checked="" type="radio"/> <b>Mary Tester</b> [redacted]@gmail.com 5085551212 Family-Member <span>Edit Info</span>	<input type="radio"/> <b>Bill Tester</b> [redacted]@gmail.com 5085551212 Family-Member <span>Edit Info</span>	<input type="radio"/> <b>Jane Tester</b> [redacted]@gmail.com 2035551212 Family-Member <span>Edit Info</span>
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**EMERGENCY CONTACT INFORMATION**

Name:

Phone 1 (w/ areacode):  ext.

Phone 2 (w/ areacode):  ext.

**ALTERNATE ADDRESS**

Address Type:

Address:

City:

State:

Zip:

**ACCOUNT INFORMATION**

Last Name:

Address:

City:

State:

Zip:

Phone (w/ areacode):  ext.

Cancel Continue

**Step 2 Select Participants:** Select the child or children you wish to register. Children not listed can be added at this point.

The screenshot shows the 'SELECT PARTICIPANTS' step of the registration process. On the left, a 'CHECKOUT PROGRESS' sidebar lists five steps: 1. Verify Account, 2. Select Participants (highlighted), 3. Select Programs, 4. Confirm Registration, and 5. Checkout. The main area is titled 'SELECT PARTICIPANTS' and includes a 'Cancel' button and a 'Continue' button. Below the title, there is a paragraph of instructions: 'Please check the box next to the child/ren listed below who you would like to register for the Summer program. If the child you wish to register does not appear in the list please click the "Add Child" button below. When finished please hit the "Continue" button.' A 'PARTICIPANTS' list contains four entries: 'Mary Tester' (unchecked), 'Bill Tester' (unchecked), 'Jane Tester' (unchecked), and 'Katy Tester (03/25/2009)' (checked). To the right of the list are two buttons: 'Add New Adult' and 'Add New Child'. At the bottom of the main area are 'Cancel' and 'Continue' buttons.

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**After Participants are selected they will be registered one at a time.**

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**Step 3 Profile Verification:** Confirm Grade. Please use the grade your child will be entering next September.

The screenshot shows the 'PROFILE VERIFICATION' step. The 'CHECKOUT PROGRESS' sidebar on the left now highlights step 3, 'Profile Verification'. The main area is titled 'PROFILE VERIFICATION' and includes 'Cancel', 'Back', and 'Continue' buttons. Instructions state: 'Please complete the form for each member listed below. For the members below please choose the appropriate grade. When finished please hit the continue button.' A section for 'KATY TESTER' is shown with a 'Grade' dropdown menu set to '5th Grade'. At the bottom are 'Cancel', 'Back', and 'Continue' buttons.

**Step 4 Select Programs:** Select the weeks (Programs) you want to register for.

**NYA 2019 Summer Program** Help with this page

**CHECKOUT PROGRESS**

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

**SELECT PROGRAMS** Cancel Back Continue

Your family members are eligible for the following programs. Please select the appropriate program(s) for each member of the family. When finished please hit the "Continue" button.

**KATY TESTER (CHILD)**

- NYA Summer Program Week One  
*Field Trip to Water Wizz is Thursday, June 27 - You must select AM & PM (full day) if attending on Thursday.* [details](#)
- NYA Summer Program Week Two  
*Closed on Thursday, July 4. No All Day Field Trip This Week* [details](#)
- NYA Summer Program Week Three  
*Field Trip to Scussett Beach is Thursday, July 11 - You must select AM & PM (full day) if attending on Thursday.* [details](#)
- NYA Summer Program Week Four  
*Field Trip to New Bedford Whaling Museum is Thursday, July 18 - You must select AM & PM (full day) if attending on Thursday.* [details](#)
- NYA Summer Program Week Five  
*Field Trip to Water Wizz is Thursday, July 25 - You must select AM & PM (full day) if attending on Thursday.* [details](#)
- NYA Summer Program Week Six  
*Field Trip to Sesuit Harbor is Thursday, August 1 - You must select AM & PM (full day) if attending on Thursday.* [details](#)
- NYA Summer Program Week Seven  
*Field Trip to Scusset Beach is Thursday, August 8 - You must select AM & PM (full day) if attending on Thursday.* [details](#)
- NYA Summer Program Week Eight  
*No all day field trip this week.* [details](#)

Cancel Back Continue

A screen will appear each time you select a week. You will select the days you want for that week and also the session for each day. Choices are AM (8 AM to 12 PM), PM (12 PM to 6 PM), or AM & PM (8 AM to 6 PM). Click OK to be brought back to the Select Program page.

Please select at least 1 day for NYA Summer Program Week One

06/24/2019 Monday	<input type="radio"/> AM Open <input type="radio"/> PM Open <input checked="" type="radio"/> AM & PM Open <input type="radio"/> None
06/25/2019 Tuesday	<input type="radio"/> AM Open <input type="radio"/> PM Open <input checked="" type="radio"/> AM & PM Open <input type="radio"/> None
06/26/2019 Wednesday	<input type="radio"/> AM Open <input type="radio"/> PM Open <input checked="" type="radio"/> AM & PM Open <input type="radio"/> None
06/27/2019 Thursday	<input type="radio"/> AM Open <input type="radio"/> PM Open <input checked="" type="radio"/> AM & PM Open <input type="radio"/> None
06/28/2019 Friday	<input type="radio"/> AM Open <input type="radio"/> PM Open <input checked="" type="radio"/> AM & PM Open <input type="radio"/> None

OK Cancel

After choosing all the weeks and days your child will be attending you will complete the Child Information form to choose T-Shirt size, specify swim ability, advise of medical information, complete emergency information, and agree to terms and conditions. Many fields will be pre-populated with prior information but you can edit if necessary. *Please use next year's grade when selecting child's grade.*

**Step 5 Confirm Registration:** Review your selections. The first week of attendance will show the \$50 family registration fee and also the \$18 charge for the NYA Summer T-Shirt. You can make changes to your selections at this point by selecting the Program and then "Remove Selected". Once registration is confirmed, only NYA administrators can make schedule changes.

- METHOD OF PAYMENT**
- Credit Card (Visa,Mastercard,Discover)
  - Check
  - Purchase Order
  - Wire
  - Cash
  - Waiver
  - No payment

Help with this page

**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.

NAME	PROGRAM	PRICE	REGISTRATION FEES	NYA T-SHIRT CHARGE	REMOVE
Katy Tester	NYA Summer Program Week One (Week 1 2019) (Jun 24 AM & PM, Jun 25 AM & PM, Jun 26 AM & PM, Jun 27 AM & PM, Jun 28 AM & PM)	270.00	50.00	18.00	<input type="checkbox"/>
Katy Tester	NYA Summer Program Week Two (Week 2 2019) (Jul 01 AM & PM, Jul 02 AM & PM, Jul 03 AM & PM, Jul 05 AM & PM)	216.00	0.00	0.00	<input type="checkbox"/>
Katy Tester	NYA Summer Program Week Three (Week 3 2019) (Jul 08 AM & PM, Jul 09 AM & PM, Jul 10 AM & PM, Jul 11 AM & PM, Jul 12 AM & PM)	270.00	0.00	0.00	<input type="checkbox"/>
<b>Sub-Total</b>		<b>756.00</b>	<b>50.00</b>	<b>18.00</b>	<input type="button" value="Remove Selected"/>

**AMOUNT DUE**

Current Amount Due 824.00

**Step 6 Checkout:** Payment – You can pay your summer balance in full at registration or be billed. If you wish to be billed, select "No Payment" to complete your registration. We will be billing June 3 for the first two weeks, June 17 for the next two weeks, and July 1 for the remainder of the program. If payment is not received prior to the next billing your child may be suspended or withdrawn from the program.

After you click on Continue, you will be brought to the Registration Receipt that will be sent to you and NYA administrators. Click Finish to return to your family home page.

Questions? 508-896-7900

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