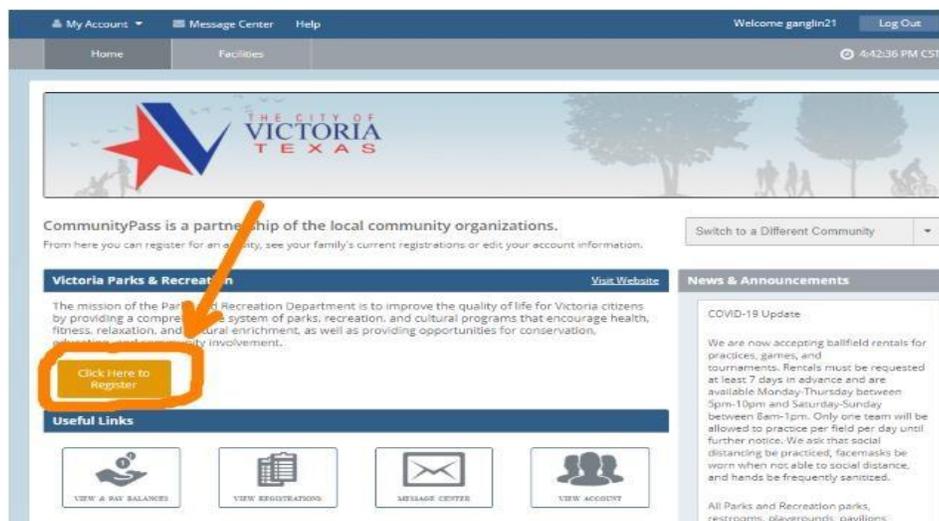


## Step by Step: Community Pass Registration Process

1. Go to [victoriatx.gov/registration](http://victoriatx.gov/registration).
  - a. If you have an existing account on Community Pass, log in with your username and password and click the orange “Log In” button.
  - b. If you do NOT have an existing account, you will need to create one.
    - i. Click the Blue button that says “Create an Account” and follow the steps that the websites prompts you to fill out.
    - ii. See below picture for the process.



- c. Once you have created your account, or logged into your existing account, you will click the large orange “Click Here to Register” button.
      - i. Once you click on the button it will prompt you to pick “Facility and Outdoor Reservations” or “Programs and Leagues”, choose “Programs and Leagues”.



- d. Community Pass will then ask you to verify your profile information.
  - i. Make sure your account information is correct and up to date.
  - ii. Click the orange “Continue” button to proceed.
- e. You will then be in the Activity Catalog section of Community Pass.
  - i. Click on “Riverside Campout.” It should be the first program on the list.
    - a. If you’re wanting to reserve a tent, select “Spring 2021- Tent Reservation.”
    - b. If you have your own tent and would just like to RSVP for the campout, select “Spring 2021- Riverside Campout Reservation.”
  - ii. Click on “Add to cart.”
  - iii. Select the person you are wanting to register (You can have multiple names under the same family account, but you just need to select one, preferably yourself).
  - iv. Then find your “Cart” in the top right of the page and click the orange “Continue to Checkout” button.
    1. Answer the question CP prompts you to answer.
      - a. You will need to let us know how many people will be attending.

**Registration Form**  
 Please fill out the registration forms below for each of the intended registrants.  
 Required fields are in red.

Jaymie Heibel Ring

How many people will be attending? \*

1

Cancel Continue

- f. Click “Continue,” then “Complete Transaction,” then “Finish.”
2. Congrats! You have been registered for the Riverside Campout and Movie Night featuring The Little Rascals!