

PLEASE NOTE THAT THE CAPTURE POINT SYSTEM MAYBE SLIGHTLY DIFFERENT THAN THE FOLLOWING INSTRUCTIONS, BUT THE BASICS HOLD TRUE AND YOU SHOULD BE ABLE TO NAVIGATE THROUGH THE SYSTEM. IF YOU HAVE PROBLEMS PLEASE CALL PAUL CITO AT 862-400-5043

CapturePoint On line Registration System – Instructions for Returning Participants

Click on the URL Link at the end of the instructions which will bring you to the CapturePoint Community Pass Screen. To the right under “Existing Users” enter your user name and password.

This will bring you to the Family Main Page. To the right you will see highlighted in red “Register for an Activity”. Underneath Choose an Activity – select Mt Pleasant Enrichment Spring 2018. Then click Register Now.

This will bring you to the “Verify Account Information Screen” which will show you the information entered when you registered for the fall classes. If everything is ok click the continue button, otherwise change the information and then click continue.

This will bring you to the Mt Pleasant Enrichment – Select Participants Screen. Here you will select the child or children you want to register for classes. Then click continue to proceed to the Profile Verification Screen.

The Profile Verification Screen After completing this click continue to proceed to Registration Page. This will bring you to a list of classes your child is eligible for based on your child’s (or children’s) grade. Click on the program(s) you want to enroll your child in and then click continue. This will bring you to the Participant Form where we collect registration data (Cell number, Emergency contacts, etc. for your child or children. You must make an entry in the Allergies and restrictions box. If not applicable enter NA. You must fill out all the information in order to continue with the registration. If you have two children, after completing the first child’s info check the box for the second child which states “same as above” which will populate all the information for the second child.

Please note to change the Teacher for the second child. After you are done click continue. This will bring you to a screen to confirm the registration information, child, program(s) selected and Price and Amount Due. Click on Credit Card since this is the only option available through the Online Registration Process. Then click continue.

This brings you to the check out screen. After inputting the relevant credit card information click the Complete Transaction. You will receive an email confirming your registration and payment.

Special Note:

If you need to change classes after you register, please contact the Community House at 973-736-1282 Ext 20. Transfers of classes will only be allowed if there is room in the classes you are requesting to transfer to.