

Online Registration Guide – How to Create an Account

Home 9:35:49 AM CDT

CAMBRIDGE LAKES
COMMUNITY ASSOCIATION

Welcome to our online registration!

Create an Account

Please login with your username and password.

If you have not registered before, please begin by creating an account below!

Create an Account

Please Note: If you already have a CommunityPass 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.

Existing Users

Please Log In

Username*

Password*

Log In

[Forgot username or password](#)

[Need Help?](#)

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Please Note: If you already have a CommunityPass 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.

1. Copy and paste our online registration link to your search bar. Click on the blue “Create an Account”.

Create an Account

Please fill in the fields below to create your account.

PLEASE NOTE: If you already have a CommunityPass account from another community, please use your existing username and password to [log in](#).

Having trouble creating an account? [Access support contact information here.](#)

Log In Information

Username

Password

Re-Enter Password

(A minimum of 7 characters including at least one number and at least one letter)

Account Information

Address Line 1

City

State

Zip

IL

Primary Contact

First Name

Last Name

Phone #

ext.

Work Phone

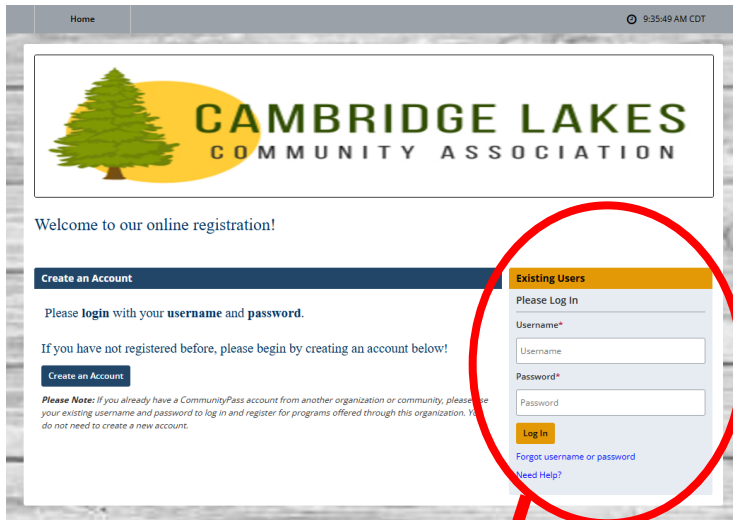
ext.

2. Please fill out all required information as well as a username and password.

Note: When creating the account, the email used will receive all alerts, receipts, and general information from our online registration.

<https://register.communitypass.net/CambridgeLakesCommunityAssociation>

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Existing Users

Please Log In

Username*

Username

Password*

Password

[Log In](#)

[Forgot username or password](#)

[Need Help?](#)

3. In a few minutes you should receive a confirmation email to the email used at the time of creation.

You will log in under the yellow “Existing Users”.

4. Please be sure to log in with the username and password created.

Note: If for any reason your username or password is not working, please use the “Forgot username or password” option below where to log in

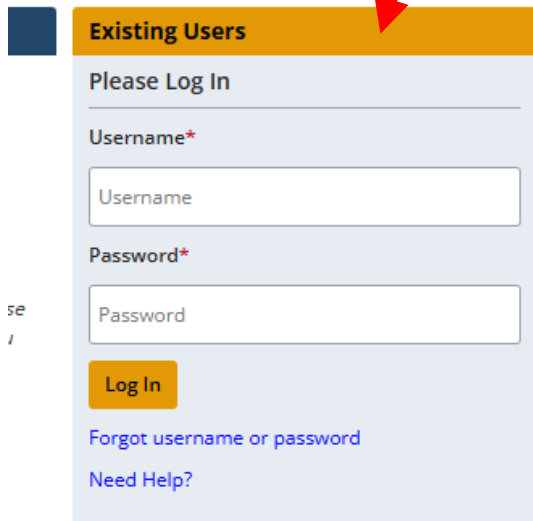
Note: If these options do not work for you, please contact our staff by either

Email:

Front.desk@mycambridgelakes.com

OR

Phone: 847-464-1515



Existing Users

Please Log In

Username*

Username

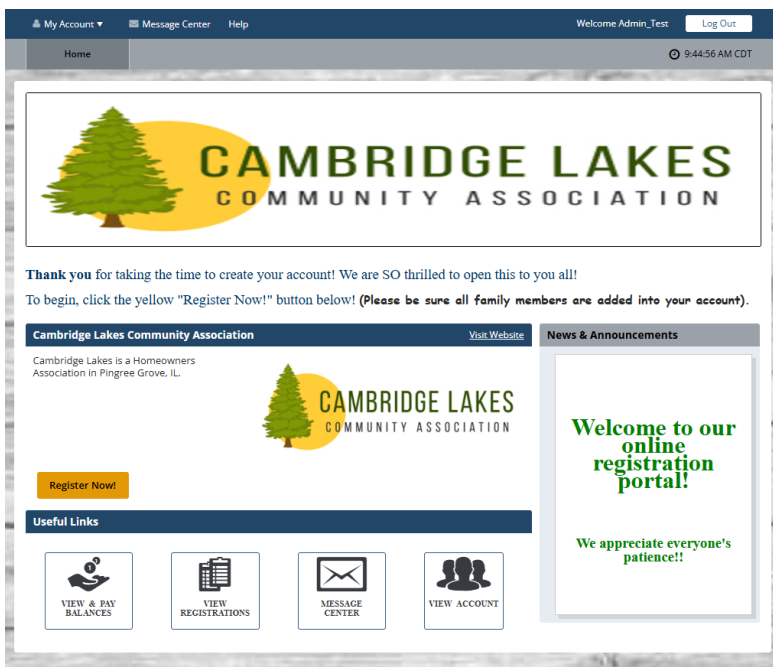
Password*

Password

[Log In](#)

[Forgot username or password](#)

[Need Help?](#)



My Account Message Center Help Welcome Admin_Test Log Out

Home 9:44:56 AM CDT

CAMBRIDGE LAKES
COMMUNITY ASSOCIATION

Thank you for taking the time to create your account! We are SO thrilled to open this to you all!
To begin, click the yellow "Register Now!" button below! (Please be sure all family members are added into your account).

Cambridge Lakes Community Association [Visit Website](#)

Cambridge Lakes is a Homeowners Association in Pingree Grove, IL.

[Register Now!](#)

Useful Links

[VIEW & PAY BALANCES](#) [VIEW REGISTRATIONS](#) [MESSAGE CENTER](#) [VIEW ACCOUNT](#)

News & Announcements

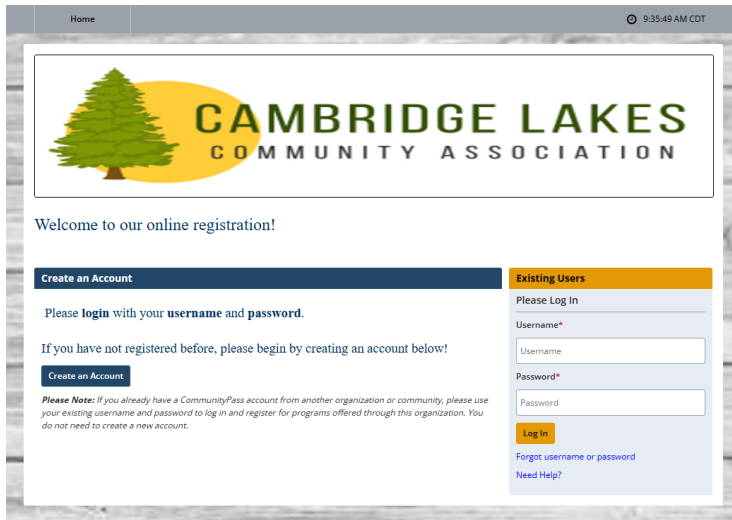
Welcome to our online registration portal!

We appreciate everyone's patience!!

5. Once logged in please click on the yellow “Register Now”. Clicking on this button will send you to our "Catalog".

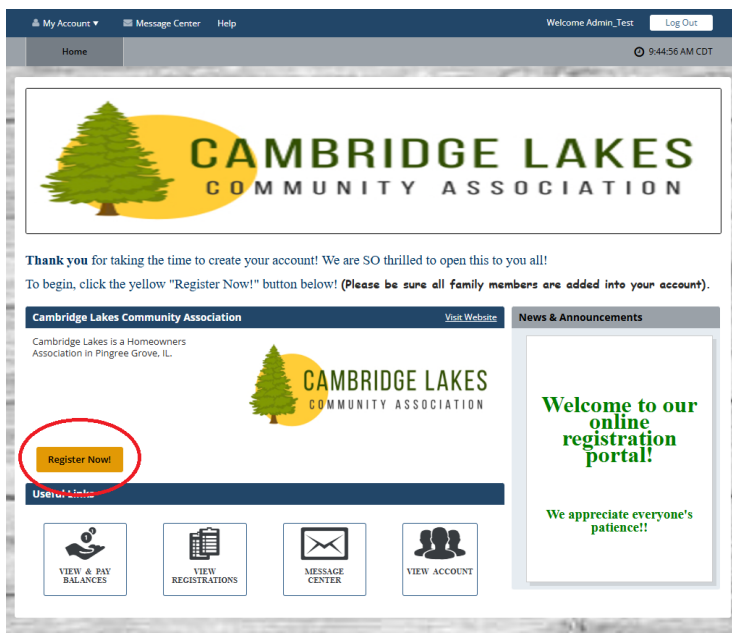
<https://register.communitypass.net/CambridgeLakesCommunityAssociation>

Online Registration Guide – How to Register



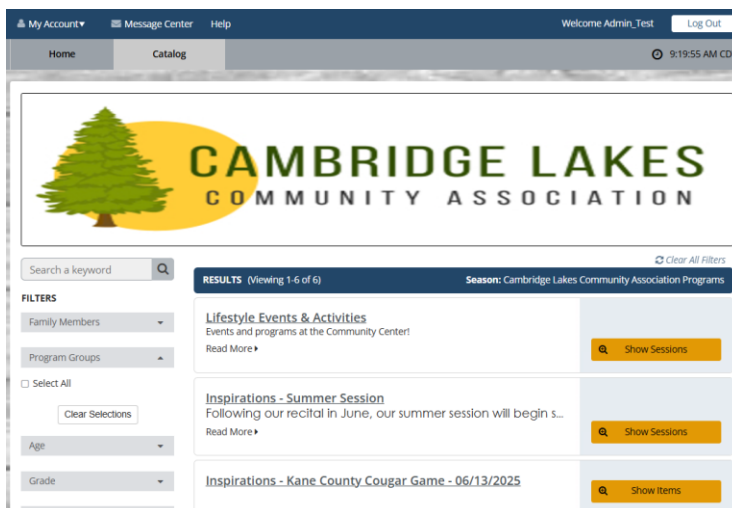
1. Log into your account with the username and password you created.

Note: If you have not created an account, please do so by clicking on the dark blue “Create an Account”, fill out the necessary information and email to log in. Follow the next steps once you’ve finished.



2. Once you have logged in, you will be sent to the homepage, from there you will click on the orange button titled “Register Now!”

3. You will be asked to verify account, go on ahead and click continue.



4. You should then be sent to the Cambridge lakes Community online Catalog for our event, programs, and activities.

From here you can either click on the title of the items listed, or you can click on the orange “Show Sessions” button and a drop down of all available items will drop down.

Online Registration Guide – How to Register

Select Participants

18+ Full Court Tuesday Nights!: May 13th

Please check the box next to all of the family members below that you would like to register for this activity.

☐ Household Member 1

☐ Household Member 2

☐ Household Member 3

☐ Household Member 4

☐ Household Member 5

CANCEL SAVE

5. Locate the event, program, or activity you are search for and click on “Add to Cart”, a window with will ask for you to “select Participants”

Note: You must add in your household members manually online, go to page ## to see that is done.

After selecting all that are participating, you may click save.

Cart (1) \$0.00 Checkout

An item was added to your cart! View

6. Once you are completed, you may click “Checkout”



Review Items			
Program	Individual	Price	Action
18+ Full Court Tuesday Nights!: May 13th (BBALL)	Household Member 1	\$0.00	Remove

Amount Due	
Current Amount Due	0.00

Cancel Complete Transaction

7. When you check out you are free to review what you have selected. Be sure to click “Complete Transaction” once everything is correct.

Registration Receipt

Below is your receipt for your transaction.

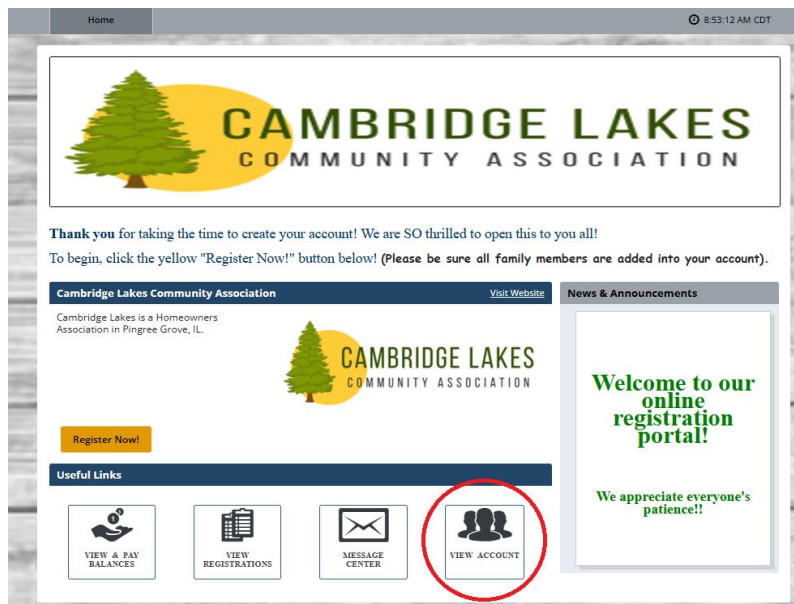
Registrations: Cambridge Lakes Community Association Programs					
Name	Program	Price	Adjustments	Qty	Total
Household Member 1	18+ Full Court Tuesday Nights!: May 13th (BBALL)	0.00	0.00	1	0.00
Registration Total				1	0.00

Amount Due	
Registration Total	\$0.00
Credit Applied	\$0.00
Current Paid	\$0.00
Balance	\$0.00

Finish

8. Once payment is confirmed you will see a “Registration Receipt” on your screen and your email will receive a receipt as well.

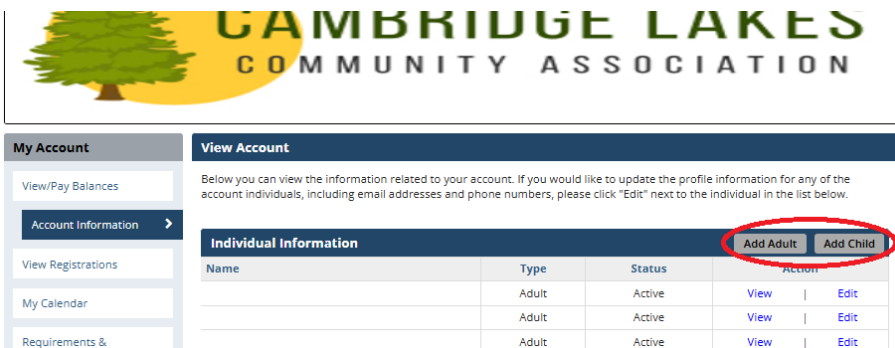
Online Registration Guide – How to add members



Need to add in your household members?

Be sure you are logged in to our Online Registration website! Link is at the bottom of this page!

1. Once you are on the homepage of our Online Registration click on the “View Account” button.



2. Once you’ve clicked on “View Account”. Click on either “Add Adult” to add an adult to your account or “Add Child” to add a child to your account.

Note: Please be sure that all children are assigned as children with accurate ages as some events can have discounts.

The screenshot shows the 'Add New Adult' form. It includes fields for First Name, Last Name, Relation (a dropdown menu), Primary Phone, Ext., Work Phone, Ext., Mobile Phone, Mobile Provider (a dropdown menu), Primary Email, Alternate Email 1, Alternate Email 2, Birthdate, and Gender (a dropdown menu). There are also checkboxes for receiving alerts via text messaging and a note about birthdates not being changeable once entered. The form is titled 'Add New Adult' and has a 'Back' button.

Example: Ages 2 & Younger are free for select events. They will always be stated when applied.