

Dear Metuchen PTO Families,

As you may know, the Metuchen PT Council has been using Community Pass, an online registration and payment service for membership registration for the past two years. It is now the system by which we will register all volunteers AND create and manage our Student Directory, in addition to membership dues registration.

Registration is available 24/7 on a secure site!

What you need to know . . .

1. If you already have a CommunityPass account from another organization or community or from using it to pay dues in the past, please use your existing username and password to log in. You do not need to create a new account. If you forgot your user name or password, click on the link "Forgot User Name Or Password" and follow the instructions to retrieve your information.
2. If you do not have an existing Community Pass family account, you can create one following the simple instructions in this letter.
3. Please follow the simple instructions found in this notice to login, register and pay online. You must have a valid email address to register online.

Volunteering and Registering is Fast and Easy . . . Here's How . . .

Step 1

From any computer with an internet connection, go to <https://register.capturepoint.com/MetuchenPTOCouncil> to begin.

Step 2

If you already have a CommunityPass account from another organization or community, please use your existing username and password to log in to Community Pass. You do not need to create a new account. If you do not have an existing Community pass account Click on "Create an Account for Your Family Now!" Complete the family account form by filling in your information and clicking on "continue" until you finish your account setup. Your family account is now set up. Clicking "finish" will return you to the CommunityPass homepage.

Step 3

From the homepage, select the orange button "Click to Volunteer/Pay Dues!". Make sure everything is correct on the "Verify Account" and "Email Verification" pages, then click Continue.

Step 4

Select your school-aged children and any adults in your family that wish to volunteer, then click "Continue". Note: You will only be charged once for membership dues, even when selecting multiple family members.

Step 5

From the "Profile Verification" page, enter the grade and school for each child selected. For adults wishing to volunteer, select "N/A – Adult". When finished, click on the "Continue" button.

Step 6

On the next page, select the committees you wish to volunteer for under your name (or your spouses, or another adult in the family). If paying membership dues, select the Membership Dues box next to each family. Select the Directory box next to each child you wish to include. When finished, click "continue".

Step 7

Please follow the remaining steps to complete and pay for your registration, including all form questions and the optional "Too Many Hats" donation page. Payment can be made with a credit card (Visa, MasterCard, American Express or Discover).

Questions? Please contact metptcouncil@gmail.com.

Thanks and looking forward to a great school year!

Metuchen PTCouncil