

Community Pass Information

1. Create an account <u>Community Pass</u> If you have an account with Community pass in another town, use that login.



2. After login, you will see Bay Head Recreation page On this page you can click on (*Click here to Register*)



3. Before reserving a court, you will need to purchase a membership. Click Continue, next to Borough of Bay Head Recreation Programs.



- 4. On the next page, confirm Account info, then click continue.
- 5. The next page will have a list of programs and reservation membership. Choose which program you are interested in and add to thecart.



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- 6. If you are registering on a phone or tablet, the cart will be on the top of the screen.
- 7. Court Reservation

Go back to #3 and click on Court Reservation Confirm account info, click continue, confirm email, and click continue Highlight next Court Reservations. Click Continue

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stru	ctions: Select	the court,	the date and the time you would like to reserve. Only one hour per family per day allowed.	
1	Account	>	2023 Court Reservations	
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			Date*: Please select the date of reservation	
			Time*: Start Time Please enter the start and end time for this reservation End Time	
			Comments: Please enter any comments that are relevant to this reservation	4
			Estimated Number of Attendees*1	

For availability, click on the circle next to the court, then click on available to the right of the court. A schedule of the court reservations will display. Then, pick the date, time and # of attendees, for the court selected. You will be asked to confirm your selection, then checkout.