How to Reserve a Lane Online
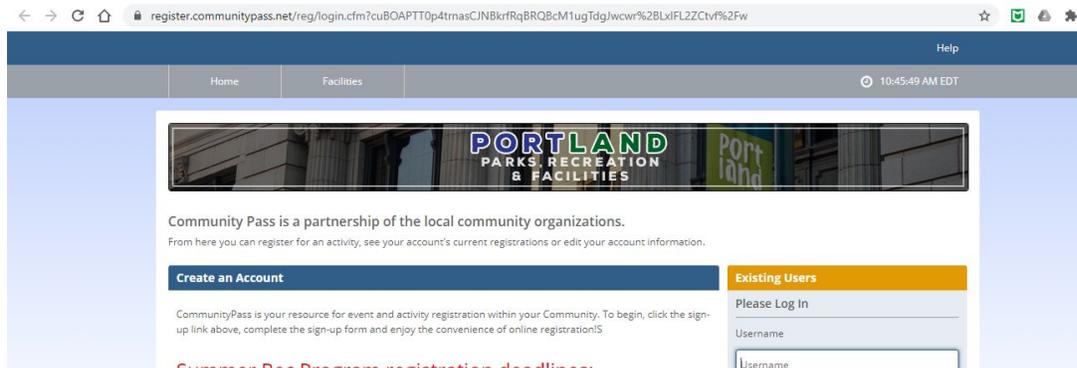
Step 1: First go to this website Register.CommunityPass.net/PortlandCityof. Should look like this:

Step 2: If you don't already have an account with community pass, scroll all the way down to the bottom where it says click "Create an Account." Enter a username and password that will be used each time you sign into your account. Then enter your primary mailing address and your contact information. Under your contact information, please enter a birthdate as it is required when you register for a class. Review your information and if everything is correct, click "Create".

Step 3: Using your username and password - you are now able to login and register for programs. Once logged in, your personal user's home screen should appear. To **register for a program, click on** "**Browse Activities**" (see Figure A).
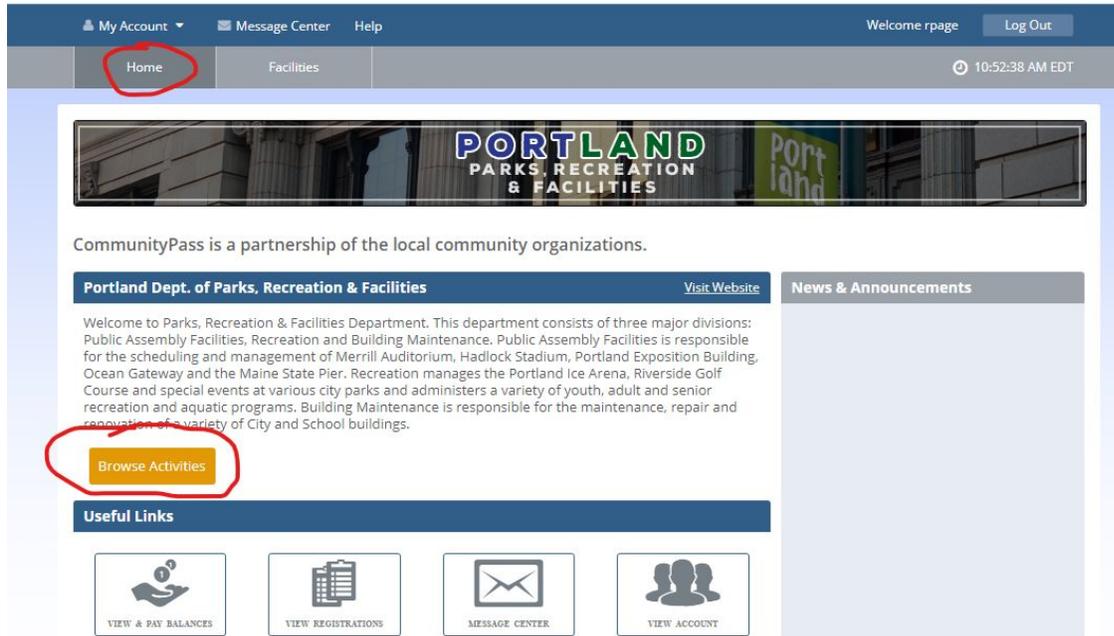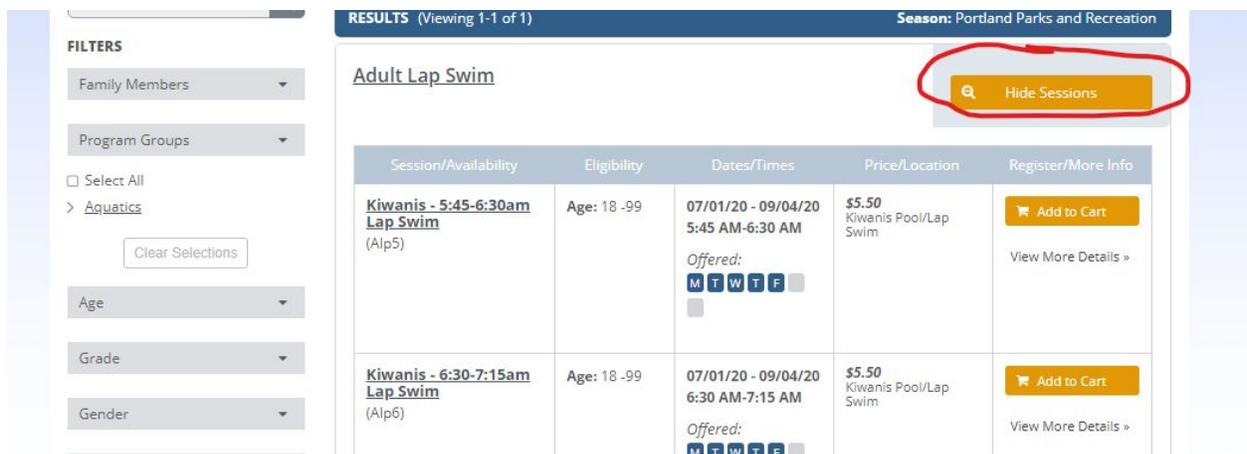
Figure A.

Step 4: A popup window will appear asking you to "**Select a Season**." Click continue (**yellow box**) to the right of "**Portland Parks and Recreation**." On the next page, confirm the information provided for the primary account holder. Update any information needed then click "**Continue**."

Step 5: On this page is where you select a pool and time you would like to register for. Don't worry about dates yet, that's on the next page. To view the pool times just click "Show Sessions" (**yellow button**) to the right of "**Adult Lap Swim**" (See Figure B). If you have a pool and time in mind that you would like to register for, scroll down until you find the correct pool and time slot and click "**Add to Cart**." On the next pop up box that appears, select your name or which family member you are registering for and **click save**.

Step 6: The next dialog box will be where you select which date(s) you would like to register for (Figure B). Note you can select up to a week ahead of time. After you have selected the date(s) you would like to register for, click "**Save**".
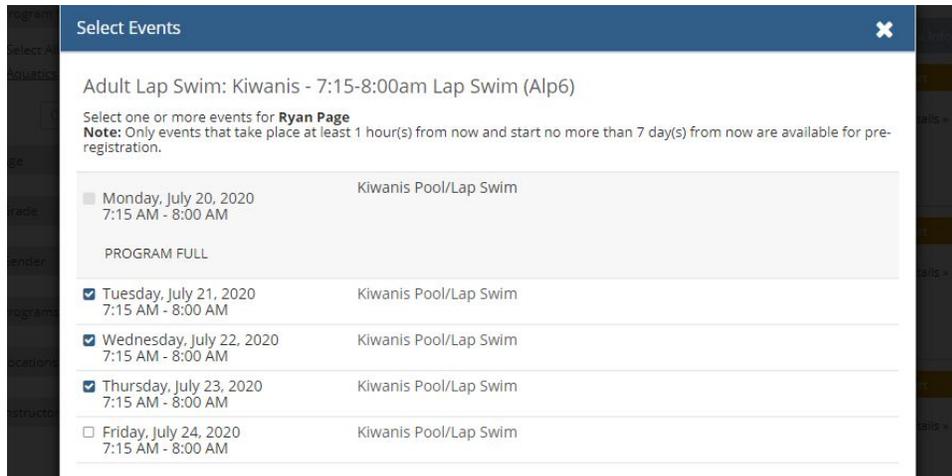
Step 7: A notification box will appear saying "**An item was added to your cart**!" Click it. Please review the information closely, and if dates, times and pool location are correct, click "**continue to check out**." If you missed the notification, your shopping cart is located at the top right hand side of the page and "**click**"on it and you can proceed to "checkout."
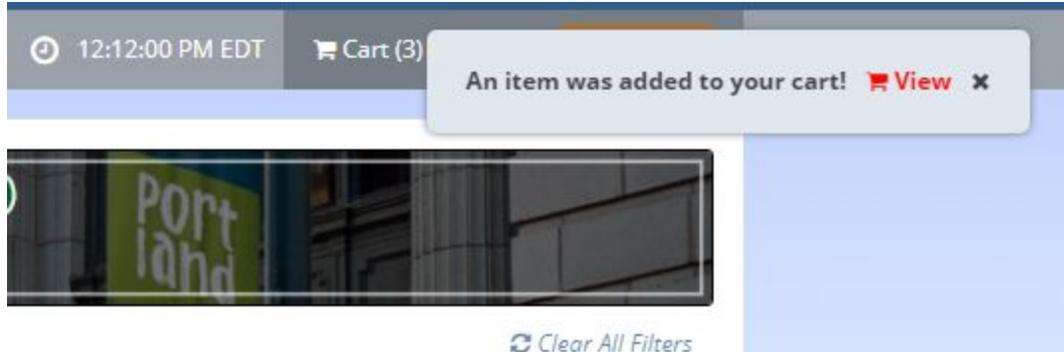
Step 8: After you click "checkout," you will be asked to provide an emergency contact person, please provide a name and number of the person to be contacted in case of an emergency.

Step 9: Please read and check off each box indicating that you agree to our policies. Then provide your electronic signature.

Step 10: Online payment is due at this time.

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PARKS, RECREATION
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