

## How to Create a Community Pass Account

Step 1: Go to <https://register.communitypass.net/YWCAEvanstonNorthShore> and click “Create an Account.”



Welcome to YWCA Evanston/North Shore's program registration system.

### Create an Account

If you do not already have an account, please click the button below to create an account and register for a program.

Create an Account

### Existing Users

#### Please Log In

Username

Username

Password

Password

Log In

Step 2: Fill in all the information to create your account. You can also choose to receive emails from our organization (if you are the primary contact, you will automatically receive receipts and alerts via email).

### 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? [Click here](#)

### Log In Information

Username \*

Password\*

Re-Enter Password\*

Step 3: Accept the Privacy Policy on the following page.

☒ Accept

☐ Decline

Cancel


Finish


Step 4: From your homepage, click “View Account.”


**YWCA Evanston/North Shore**[Visit Website](#)


Click Here to Register

**Useful Links**

  
VIEW & PAY BALANCES


  
VIEW REGISTRATIONS

  
MESSAGE CENTER

  
VIEW ACCOUNT

Step 5: Click “Add Child” next to the heading “Individual Information.”

**eliminating racism  
empowering women**  
**ywca**  
Evanston/North Shore



**My Account**

Account Information >

View/Pay Balances

View Registrations

**View Account**

Below you can view the information related to your account. If you would like to update the profile information for any of the account individuals, including email addresses and phone numbers, please click "Edit" next to the individual in the list below.

**Individual Information**


Add Adult

Add Child

Step 6: Enter in all the following information to add a child to your account.

**Add New Child**

To add a new child, please fill in fields below. If the child you are adding is not a family member but resides with the family, please choose "Non-Family Member" in the "Relation" field. Required fields are in red.

|   |   |
|---|---|
| <b>First Name:</b>  | <b>Last Name:</b>   |
| <input type="text"/>  | <input type="text"/>  |
| <b>Relation:</b>  |   |
| <input type="text" value="Family-Member"/>  |   |
| <b>*Birthdate:</b>  | <b>*Gender:</b>   |
| <input type="text" value="ex: 01/01/2010"/>   | <input type="radio"/> Male <input type="radio"/> Female   |
| <small>*Birthdates cannot be changed once entered. To correct an incorrect birthdate, contact your organization. <a href="#">Click here</a> for customer service information.</small> | <small>*Genders cannot be changed once entered. To correct an incorrect gender, contact your organization. <a href="#">Click here</a> for customer service information.</small> |
| <b>Current Grade:</b>   |   |
| <input type="text" value="--Please Select--"/>  |   |
| for School Year 2019-2020    |   |

Any Questions? Contact [communitypasssupport@ywca-ens.org](mailto:communitypasssupport@ywca-ens.org)