



Dear Wild Rose Parents,

Wild Rose's After School Enrichment (ASE) Program is kicking off for 2018!

To those parents new to Wild Rose, the ASE Program provides our children an opportunity to explore new skills they are interested in, i.e. crafts, sports or just fun things to do! The ASE program will take place throughout the month of February 2018, at Wild Rose Elementary, right after school.

We are pleased to offer our parents an online experience to register and pay for programs using **Community Pass**.

What you need to know . . .

1. Create your family account **NOW** using CommunityPass (link below under **ACCOUNT SETUP**). This will expedite the registration process when programs become available for registration.
2. Registration will begin on **December 22, 2017, and will continue through January 12, 2018.**
 - **Registration will be on a first come, first serve basis ONLY.** Once a class maximum is met, waitlists will be available (details to follow in future communication).
3. You must have a valid email address to register online.
 - **Questions regarding the account setup process?** Please email the ASE team at WildroseASE@gmail.com, or call Alycia Alongi (630.886.6367) for assistance.

ACCOUNT SETUP:

Step 1

From any computer with an internet connection, click on the following link:

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

Step 2

- For a New User, click on "Create an Account".
- For an Existing User, enter your login information and click "Log In" (this will bring you to Step 5, below).

Wild Rose Elementary

Community Pass is a partnership of the local community organizations.
From here you can register for an activity, see your account's current registrations or edit your account information.

Create an Account

CommunityPass is your resource for event and activity registration within your Community. To begin, click the sign-up button below to access the sign-up form and enjoy the convenience of online registration!

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

Username

Password

Password

Log In

[Forgot username or password](#)

[Need Help?](#)



Step 3

- You will be brought to the ‘Create an Account’ page. Complete the family account form by filling in your information and clicking on “Create”.



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

Account Information

Address Line 1 *

City*

State*

--

Zip*

Primary Contact

First Name*

Last Name*

Phone #*

ext.

Work Phone

ext.

Email*

Alternate Email

Mobile Phone

Mobile Provider:

--Please Select--

☐ Receive alerts via text messaging. By checking this box, I understand that standard text messaging rates may apply.

Email Preferences

The organization(s) below would like to email you promotional information about their programs and offerings. To opt-out please click the **marketing** buttons until they turn red.

As the primary contact for your family, you can not unsubscribe from receiving **receipts** and other important **alerts**. These buttons cannot be unchecked.

St. Charles PTO Wild Rose Elementary
[Privacy Policy](#)

☒ Receipts

☒ Alerts

☒ Marketing

Cancel

Create



Step 4

- You will be brought to the 'Privacy Policy'. Please read this policy; if you are in agreement, choose 'Accept' and then click 'Finish'.

Privacy Policy

Please read the privacy policy below and either choose accept or decline, and hit the continue. If you decline, you will not be able to continue.

Capturepoint Privacy Policy

Your privacy is very important to us. We want to make your experience using CommunityPass, Capturepoint's flagship product, as enjoyable and rewarding as possible.

Capturepoint created this Privacy Policy to demonstrate our firm commitment to privacy and security. This Privacy Policy describes how Capturepoint collects information from users of Capturepoint services (the "Services"), how we use the information we collect and the choices you have concerning the collection and use of such information. Please read this Privacy Policy carefully.

Philosophy

The primary objective of CommunityPass is to make it easier for residents, parents and children to participate in community activities and more affordable for organizations within the Community to operate. To that end, following are the founding principles of CommunityPass.

1. To provide a trusted and central location for parents and residents to register themselves and their children for events and activities within their Community.
2. To enable organizations within a community to accept credit card payments at the lowest possible processing cost.
3. To reduce the amount of administration required to process and manage registration data.
4. To enable collaboration and sharing of data across disparate organizations within a community without requiring ongoing coordination or financial commitments between organizations.

☒ Accept

☐ Decline

Cancel

Finish

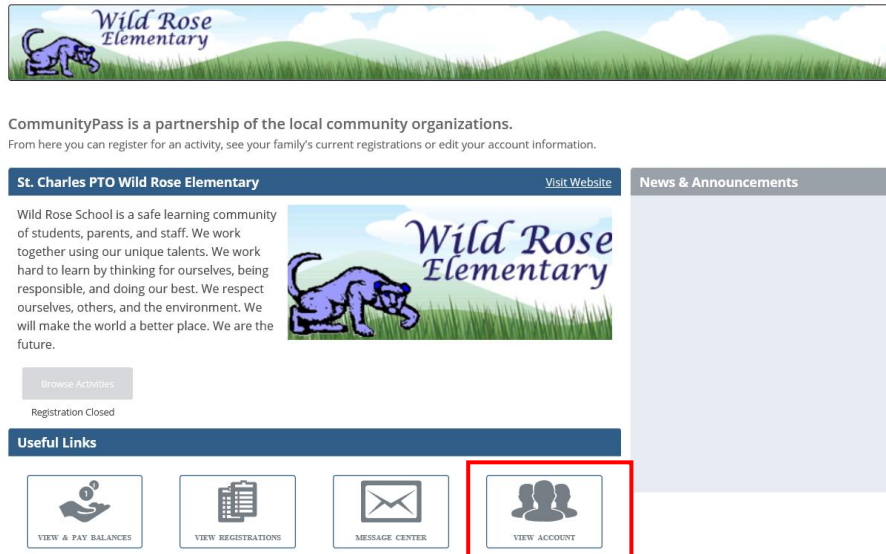
Step 5

- You will be brought to the St. Charles PTO Wild Rose Elementary home page. Currently, it reads 'Registration Closed' beneath the 'Register' button. Once we open registration for ASE, the button will be clickable.

Page 3 of 6

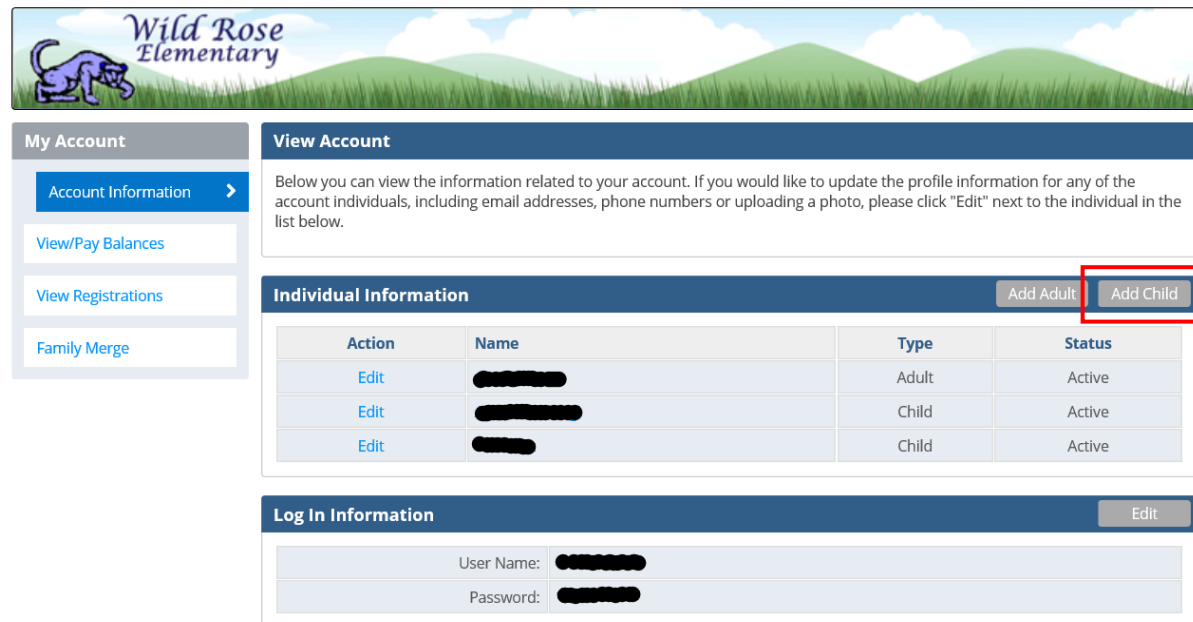


- Add your child(ren) by clicking on the 'View Account button' button.



Step 6

- Click on the 'Add Child' button.



Note: Personal information has been 'grayed out' in the screen shot above.

Step 7

- Enter the Information below, and click 'Add Child'. **The information CANNOT be edited once submitted, so enter your information carefully.**



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.

First Name:

Last Name:

Relation:

***Birthdate:**

-Month-

-Day-

-Year-

***Gender:**

☐ Male ☐ Female

*Birthdates cannot be changed once entered. To correct an incorrect birthdate, contact your organization. [Click here](#) for customer service information.

*Genders cannot be changed once entered. To correct an incorrect gender, contact your organization. [Click here](#) for customer service information.

Cancel

Step 8

- You will be brought back to your account page, and should see your child added. Once you've confirmed you see your information correctly in the system, you may click 'Log Out'.

My Account
Message Center
Help
Welcome [REDACTED]
Log Out

Home

My Account

- Account Information
- View/Pay Balances
- View Registrations
- Family Merge

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, phone numbers or uploading a photo, please click "Edit" next to the individual in the list below.

Individual Information

Add Adult Add Child

Action	Name	Type	Status
Edit	[REDACTED]	Adult	Active
Edit	[REDACTED]	Child	Active
Edit	[REDACTED]	Child	Active

Log In Information

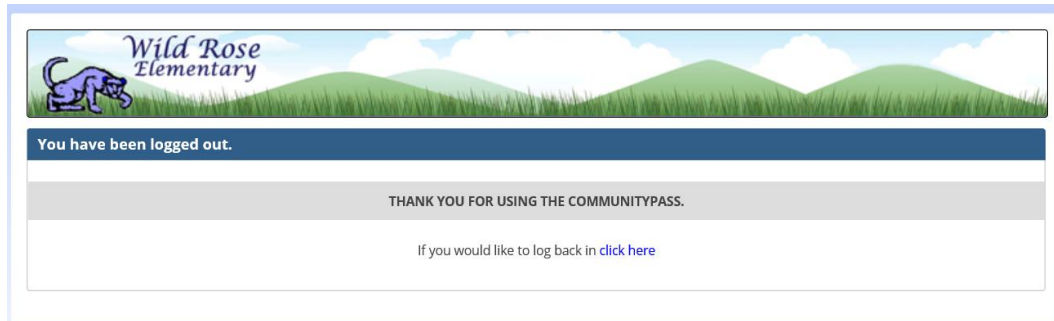
Edit

User Name: [REDACTED]
Password: [REDACTED]

Note: Personal information has been 'grayed out' in the screen shot above.



- Once you click 'Log Out', you will see the page titled 'THANK YOU FOR USING THE COMMUNITYPASS'. Your account is set up – THANK YOU!



*** CALL FOR VOLUNTEERS! ***

Volunteers are needed to bring instructors to class, act as chaperones to class, and help with miscellaneous duties as they arise. Please consider your availability in February 2018 from 2:30 PM – 4:30 PM Monday through Thursday, and **Signup at <http://signup.com/go/nKEvreE>** to make this a successful ASE event!

LIST OF CLASSES, as of 11/10/2017

Below is the list of classes we are anticipating as having as part of the ASE Program... details forthcoming!

- | | | |
|-------------------------------|--------------------------|-------------------------------|
| • Intro to LaCrosse | • Drill Team | • Maker Club Games |
| • Games | • Valentine Planter | • Tie Dye |
| • Pet Care | • Owl Power | • Martial Arts |
| • Baseball | • Japanese | • Pilates |
| • Pilates | • Fun with Robots | • All Things Art Canvas |
| • Light Up Cards | • Mr. Freeze | • Light Up Cards |
| • Robotics Workshop | • Canine Cuisine | • Things that Make you go EWW |
| • Mini Garden in a Pop Bottle | • Fun with Robots | • Cheer! |
| • All Things Art Pottery | • Magician | • Etc... more to come!!! |
| • Fun with Frosting | • Brickz 4 Kids Workshop | |
| • Soccer | • Superhero Nature | |

Questions about the program or volunteering? Please email WildroseASE@gmail.com or call one of our ASE team members listed below:

Alycia Alongi	630.886.6367
April Claussner	630.784.9980
Bethany Cuchna	630.433.7051
Melissa Ishman	817.913.7800