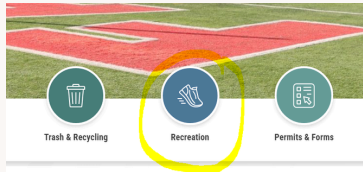


# FAIRFIELD LIBRARY

## Guide to Community Pass & Library Program Registration

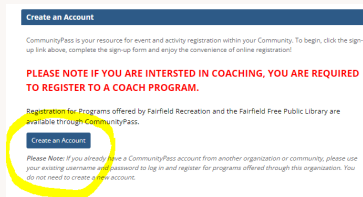
With Community Pass, you can register for an activity, see your account's current registrations or edit your account information. **\*You will need an email to create an account. \*You will need a Fairfield Library card to register.**

**Please Note: If you already have a Community Pass 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.**



### Where to sign up?

- Go to Township of Fairfield, NJ website: [www.fairfieldnj.org](http://www.fairfieldnj.org)
- Click on "Recreation"



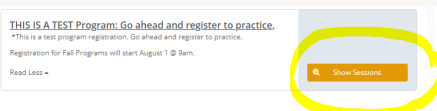
### Create an Account

- Click "create an account".
- Be sure to fill in the required information (in red, with asterisk\*) and click "create" at the end.



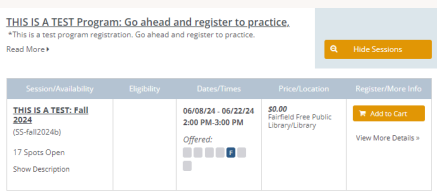
### Verify your Account

- Select Fairfield Free Public Library
- Click here to Register
- Verify Account on the following page
- Click Continue



### Browse Programs

- Programs are arranged alphabetically.
- Find a program that you would like to sign up for
- Click "Show Sessions"
- Click "Add to Cart"



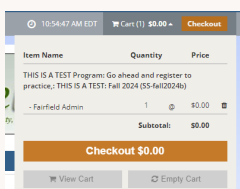
### Add Programs to your Cart

- You can register for as many programs as you like.
- **\*From June 10 - July 19, you can practice signing up for a program.**
- **Sign up on the "THIS IS A TEST PROGRAM" so you can practice.**



### View cart

- Go to your screen's upper right hand corner to view cart.
- Make sure that you have all the programs that you want to sign up for.



### Checkout! You are all set!

**\*Please check your email. You should be receiving a receipt of your registration.**