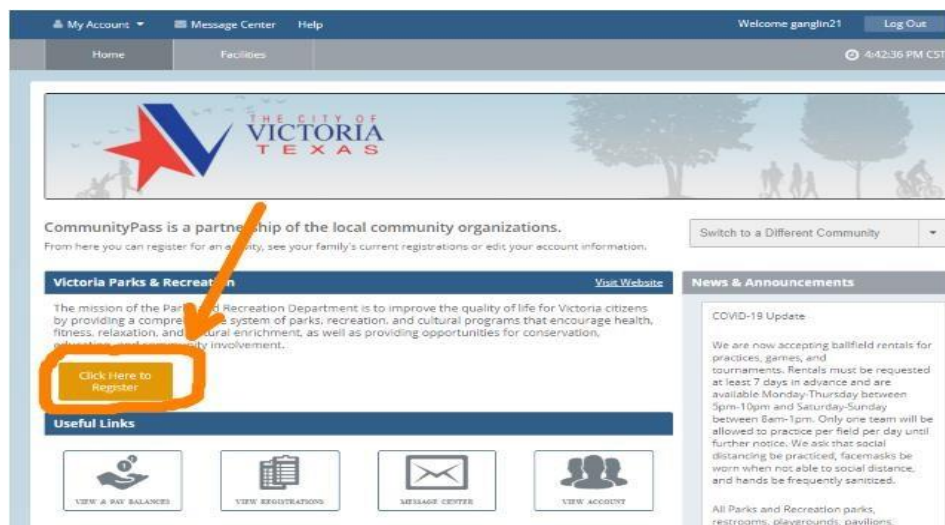


## Step by Step: Community Pass Registration Process

1. Go to [victoriatx.gov/registration](http://victoriatx.gov/registration)
  - a. If you have an existing account on Community Pass, log in with your username and password and click the orange “Log In” button.
  - b. If you do NOT have an existing account, you will need to create one.
    - i. Click the Blue button that says “Create an Account” and follow the steps that the websites prompts you to fill out.
    - ii. See below picture for the process



- c. Once you have created your account, or logged into your existing account, you will click the large orange “Click Here to Register” button.
      - i. Once you click on the button it will prompt you to pick “Facility and Outdoor Reservations” or “Programs and Leagues”, choose “Programs and Leagues”.



- d. Community Pass will then ask you to verify your profile information.
  - i. Make sure your account information is correct and up to date.
  - ii. Click the orange “Continue” button to proceed.
- e. You will then be in the Activity Catalog section of Community Pass.
  - i. Scroll to the bottom of the list and you will see the Car Bingo Session II.
  - ii. Click on “Show Sessions”
  - iii. Click on “Add to cart”
  - iv. Select the person you are wanting to register (You can have multiple names under the same family account). If you are all going to be in one vehicle together, only pick one person to register.
  - v. Then find your “Cart” in the top right of that page and click the orange “Checkout” button.
    1. Fill out the questions CP prompts you to answer.
      - a. You will need to put the total number or people in your vehicle.
      - b. Each person gets ONE bingo card.
        - i. Example: 5 total in the car: 3 of us want virtual cards & 2 of us want physical cards.

The screenshot shows a registration form for a user named Gabby Anglin. At the top, there is a progress bar with three steps: 1. REGISTRATION FORMS (highlighted in orange), 2. Review & Payment, and 3. Checkout. Below the progress bar, the form title is "Registration Form" with a sub-instruction: "Please fill out the registration forms below for each of the intended registrants. Required fields are in red." There is a print icon on the right. The form content includes:  
- Name: Gabby Anglin  
- Question: "How many participants will be in your vehicle?\*" with a dropdown menu showing "5".  
- Question: "How many physical bingo cards will you need? (only 1 needed per person) (you may put 0, if you do not want any of this type) \*" with a text input field showing "3".  
- Question: "How many virtual bingo cards will you need? (only 1 needed per person)(you may put 0, if you do not want any of this type) \*" with a text input field showing "2".  
At the bottom, there are two buttons: "Cancel" (grey) and "Continue" (orange).

- f. Then click “Complete Transaction” and hit “Finish”
2. Congrats! You have been registered for the Car Bingo Recreation Event!