Look for the new **Public Message Center**

PRODUCT UPDATE from CommunityPass

January 28 Release

Public Message Center.

Message Manager has become an important feature for administrative users of CommunityPass. In an effort to ensure that every message is delivered to every registrant in CommunityPass, we've built a "Message Center" into the public site. This ensures that families can always log into CommunityPass to see important messages sent by administrators and that every message you send will be delivered to the message center successfully.

Families can view the Message Center by logging into their family's CommunityPass account. After logging in, a new link will display under "View/Pay Balances" called "Message Center". Clicking on the "Message Center" link will open up the family's inbox and display a list of transactional emails (registration receipts, payment due reminders, etc) as well as any emails sent from your organization via Message Manager (alerts, reminders, promotional e-mails, etc). From here, families can review, search, delete, archive and print emails as PDF type documents. All emails will expire within 90 days of receipt and be removed from the user's inbox, unless the user opts to "archive" the message.

For the initial launch of this new feature, only emails generated since Friday, 1/24 will be available for viewing.

The updated log in page will look like this:

Register Now!

Step 1: Select an organization from the following list.

Appleville Community Center ▼

Step 2: Select an activity and click the Register Now button to register.

Picnic Shelter Reservations ▼

Register Now!

View/Pay Balances

You can view any outstanding balances, pay outstanding balances and review your previous transactions.

Message Center ✉

View all email messages that have been sent to your account.

Update Account Information

If you need to update your information, such as: phone number, address, or change the responsible parent/guardian, or add additional account members, click "Update Account Information" above.

View current registrations and form submissions

To view the current registrations for your account click the link above.