

Community Pass Information

Tewksbury Memorial High School is now using an online system for registration and payment of athletic, club/activity and parking fees!

If you already have a family account with Community Pass (all Tewksbury Public Schools families have an account set up when first registering with the district), please login and register through your family account. If you are unsure of your login and password, please call or email Mrs. Edson at eedson@tewksbury.k12.ma.us or 978-640-7800 x5001. Do not create a new account.

Please remember, you must register & pay online for athletics, club/activities, and parking permits. For athletics, please register at Sportswear Online and pay the fee through Community Pass. We are no longer accepting paper registrations for parking permits. You must register and pay for parking through Community Pass. If you cannot do this because you do not have access to a computer, please stop by or call our office and we can help walk you through the registration process. We are here to help!

Please follow the directions below to register and pay TMHS fees for athletics, clubs & activities and parking permits:

- Log into https://register.capturepoint.com/reg_admin/
- Choose Tewksbury Public Schools in the drop down menu
- Enter username and password in the orange box on the right of the page
- Click “View Account” to make sure the child you are registering or paying fees for is added to your account. If you do not see them listed, click “Add Child” in the top right corner and follow the instructions to add the child to your account
- Once you have verified your account information is accurate, click the orange “Browse Activities & Register” button on the home page and select the program you want to register for
- Follow the prompts to complete registration and select the child you are enrolling
- You can both register and make payment right online. There is a 2.9% convenience fee for credit card payments and a \$0.40 fee for eCheck payments (EFT). To process a registration and send a check in the mail, choose “send payment” and proceed from there. Be sure to write what you are paying for and include your student’s name and Community Pass Family ID in the memo section of your check. Mail checkers to: Tewksbury Memorial High School, 320 Pleasant St, Tewksbury, MA 01876
- You will be emailed a receipt for any transactions you make
- With the Community Pass system, you can monitor your account, make payments, print receipts, and print year end statements (called flex spending in the system) all in one place. You may need to enter information again each school year, as each school year is considered a “new season.” This is to ensure that all information is current and up to date as phone numbers and emergency pick-up contacts can change.
- If you have questions about registrations or payments, please contact Mrs. Edson at eedson@tewksbury.k12.ma.us or 978-640-7800 x 5001