

Using Web Trac

1. Enter your User Name (your household ID number), and your password, and click "Sign In."
2. To register, select "Enroll for an Activity" on the left sidebar.
3. Enter the six-digit Activity Number and the two-digit section number of the desired activity or program.
4. Select the family member that you wish to enroll from the "Family Member to Enroll" pull-down box.
5. Click on the "Add to Cart" icon. (Note: class transfers and cancellations cannot be done through WebTrac.)
6. Read the Disclaimer and choose "Yes, I agree."
7. Now the system will display a decision box. Click on "OK" to register for another activity (go back to Step #4) or click on "Cancel" to proceed to checkout and Step #9.
8. First, the system will allow you to review all of your registration selections. If you are satisfied with your selections, then click on "Proceed to Checkout."
9. Enter your 16-digit credit card number **with no spaces or dashes**, and then enter your four-digit expiration date (e.g., 0506 for May 2006).
10. Review your billing information and click on the "Go" button to begin the payment authorization process.
11. Next, review the on-screen warning, and click the "Continue" button. **You must wait** until your receipt appears before trying to navigate in your browser.
12. Click the "OK" button to view a copy of your receipt.
13. Your receipt should appear in your browser and you can print (printer icon) and/or save (disk icon) your receipt for your records.
14. Once you have closed your receipt, your transaction is complete and you can select from three options: "Back to our Home Page," "More Shopping," or "Finished."

WebTrac Symbols:



Facility Details



Current enrollment



Fees



Activity description