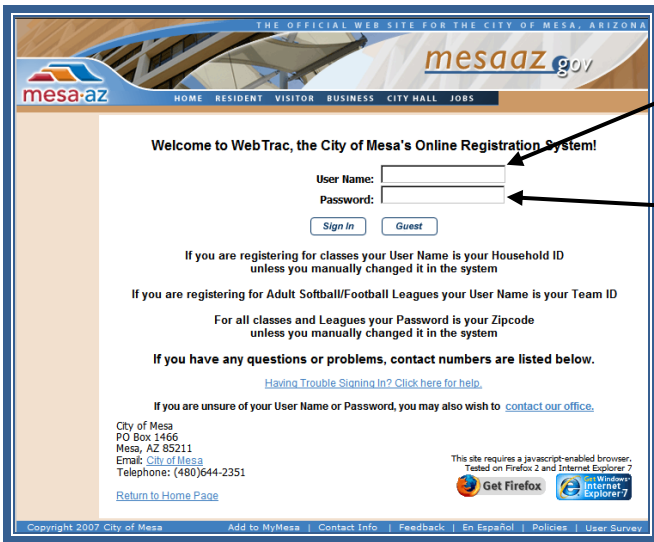


WebTrac Help (This is a 2 page printable document)



Enter your User Name

This is your customer ID #, unless you changed it in WebTrac.

Enter your Password

This is your zip code, unless you changed it in WebTrac.

If you do not have a customer ID# established, or if you don't remember it, please contact us, and someone will respond to your e-mail. To expedite the process, fill out the online form at <http://mesaaz.gov/parksrec/timeout/howtoreg.aspx>

Please call 480-644-4271, Mon-Thur 7am-6pm, if you need additional assistance with WebTrac.



Click "Search"

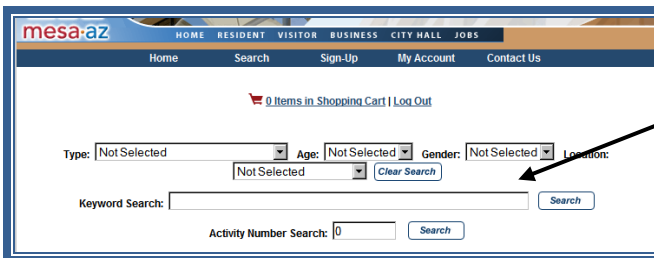
Click "Activity"

Click "Brochure"

You can search by age, gender, location, type or activity number.

Use the "Keyword Search" if you know what type of class you are looking for (ex: exercise, toddler, crafts, karate). Type in the keyword and click on SEARCH.

You can type in the keyword "mesa" to see all classes offered. We also have a printable "activity listing" at <http://mesaaz.gov/parksrec/timeout/default.aspx>



Click the "Cart" symbol to add the class to your cart.

Web Trac Symbols:

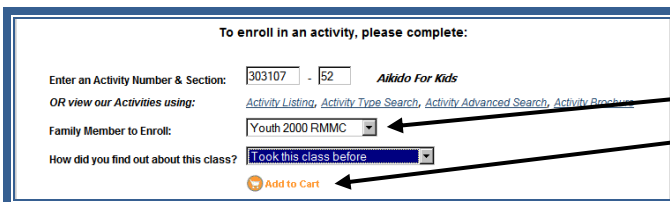
- Add to cart
- Facility details
- Enrollment Numbers
- Map to facility
- Activity notice
- Fees
- Activity details

Activity-Section	Ages	Dates	Days	Description	Fees	Location	Notes	Time
303307-11	13 yrs and up	01/04/2010 to 01/29/2010	M,F	Aikido Teen/Adult	\$55	Red Mtn. MG Center		7:15P to 8:45P
303307-21	13 yrs and up	02/01/2010 to 02/26/2010	M,F	Aikido Teen/Adult	\$55	Red Mtn. MG Center		7:15P to 8:45P
303307-31	13 yrs and up	03/01/2010 to 03/29/2010	M,F	Aikido Teen/Adult	\$55	Red Mtn. MG Center		7:15P to 8:45P
303307-41	13 yrs and up	04/02/2010 to 04/30/2010	M,F	Aikido Teen/Adult	\$55	Red Mtn. MG Center		7:15P to 8:45P
303307-51	13 yrs and up	05/03/2010 to 05/28/2010	M,F	Aikido Teen/Adult	\$55	Red Mtn. MG Center		7:15P to 8:45P

Use the drop down box to

select the family member you want to enroll.

Click "Add to Cart"



...or City of Mesa programs. I understand that there are risks or physical injury to the participant(s). Considering all possible risks, on behalf of the participant(s) and myself, I voluntarily waive, release, discharge, and hold harmless the City of Mesa, its employees, supervisors, appointed officials, agents, representatives and volunteers from all claims for all injuries to participant(s) no matter how severe. Furthermore, I give consent for emergency medical treatment to the participant(s). This waiver does not extend to any such claim or liability that is caused solely and exclusively by the gross negligence of the City of Mesa or its employees, supervisors, appointed officials, agents, representatives and volunteers."

The City of Mesa reserves the right to dismiss a student from the program for inappropriate conduct if necessary. This includes unsafe use of equipment, materials or supplies. Dismissal/permanent removal is at the discretion of faculty.

ALL CLASSES ARE SUBJECT TO A CANCELLATION FEE.
Please call if you have questions regarding the cancellation policy.

Read the activities waiver carefully and **select "Yes, I agree"** if you agree to the terms of the waiver.

You have been enrolled for Activity 313001-31. What would you like to do next?

Continue Shopping to add another class. or **View Shopping Cart** to double check your registrations or **Proceed to checkout** to complete your enrollment.

Summary of Charges:

New Charges In Shopping Cart:	\$ 20.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 20.00
Minimum Amount Due Today:	\$ 20.00

The Following Information is Required to Complete Your Transaction:

Amount To Be Paid Today * \$ 20.00

Credit Card Type *

* REQUIRED DATA

Click 'Continue' to continue the payment authorization process and generate a confirmation receipt.

Review the Summary of Charges and **click "Continue"**

Credit Card Information is Required to Complete Your Transaction:

Amount To Be Paid Today \$ 16.00

Credit Card Type Visa/MC/Discover/AMEX

Card Number *

Expiration (MMYY) *

Billing Information

Cardholder Name *

Billing Address *

Mailing Address

City *

State *

Postal/Zip Code *

Email Confirmation

* REQUIRED DATA

Click 'Continue' to begin the payment authorization process and generate a confirmation receipt.

Enter Card number with no dashes or spaces
Enter 4 digit expiration date (ex: 0710 for July 2010)
Verify billing information
Click "Continue"

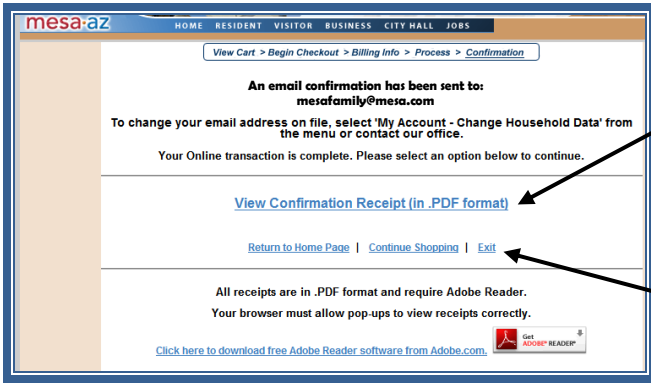
PLEASE READ CAREFULLY

Once the payment authorization process starts, it may take a minute or more. Please be patient... **DO NOT** click BACK or REFRESH your browser. Doing so can result in being charged twice. When the process is complete, your confirmation receipt will automatically display.

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

If you are ready to begin, click 'CONTINUE'.

Review the payment processing instructions, **click "Continue"** DO NOT click "BACK" or REFRESH while payment is processing.

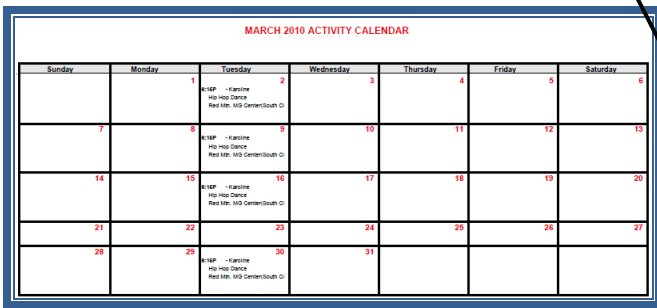


An e-mail confirmation will be sent to you.
 You can view your receipt now
 or you can review or reprint later (see below).

Click Exit, to log out of the system



To reprint your receipt:
 Select "My Account" and "Reprint Receipt"



You can also print out a Household Activity Calendar:
 Select "My Account" and "Household Activity Calendar".
 Select your date and options, print, and post on the refrigerator!

If you would like to sign up to receive e-mail news, registration updates etc, please visit the City of Mesa Listserv sign-up page at <http://mesaaz.gov/Home/ListServ.aspx> and check the box that says "Parks and Recreation – Programs/Classes"