



# WebTrac Registration Instructions

## First Time users:

1. Enter your phone number with area code, no spaces or dashes for the username. Enter your last name for the password. Click "sign in"
2. The next screen will ask for a valid email address. Click submit. Click OK
3. Update household information. Create a new username and password. Click Submit. If you forget your password please call and we will email your password to you. Passwords will not be given out in person or over the phone.
4. Click ok. Proceed to step 3 below for Other Users.

## Other Users:

1. Enter your User Name, enter your password and click "Sign In".
2. To register for an activity, click the Find Activities link on the blue menu bar. Then choose how you wish to search the activities from the drop down choices and click search.
3. Once you have selected an activity click on the shopping cart for that activity.
4. Select the family member that you wish to enroll from the "Family Member to Enroll" pull-down box. Click on the "Add to Cart" icon.
5. Read the Disclaimer and choose "Yes, I agree."
6. Complete Activity Registration Questions.
9. Click on "Continue Shopping" to register for another activity, click on "View Shopping Cart" to view all current registration items or "Proceed to Checkout" to proceed to the checkout and step #10.
8. Select the type of Credit Card for Payment. Click on Continue.
9. Enter your 16-digit credit card number with no spaces or dashes, and then enter your 4-digit expiration date (e.g., 0506 for May, 2006). You must enter a valid email address to use online registration.
10. Review your billing information and click the GO button to begin the payment authorization process.
11. Next review the on-screen warning, 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.
16. Once you have closed your receipt, your transaction is complete and you can select from 3 options: "Back to our home page", "More Shopping", or "Finished."
17. If you experience difficulties, please call one of our facilities listed below: YPR Office 831-1001, Aquatic & Fitness Center 876-7424.