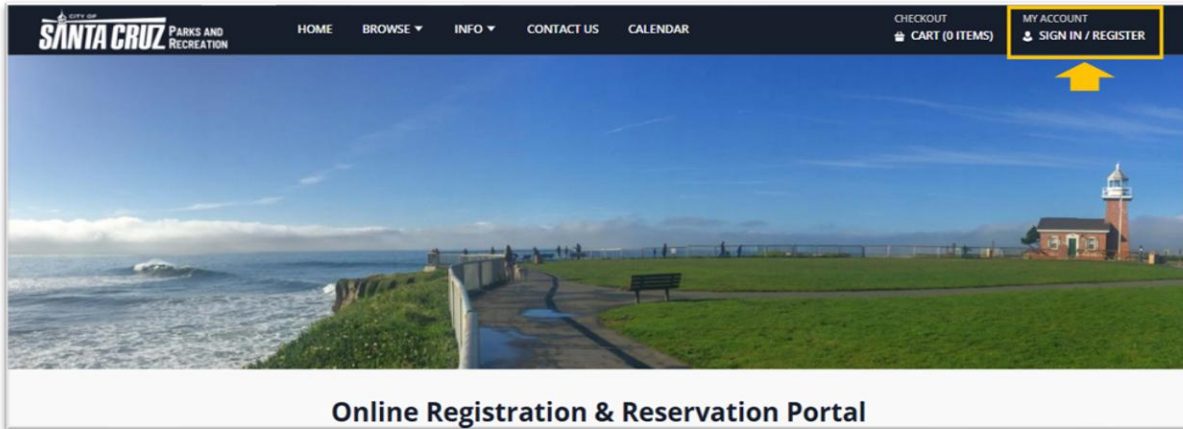




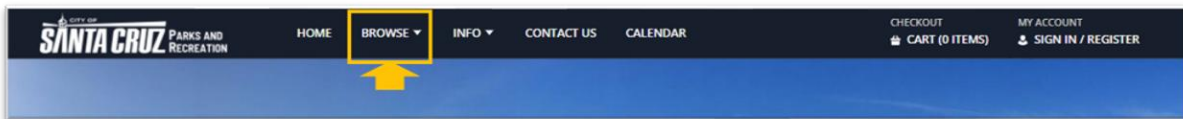
## Parks and Recreation WebTrac Helpful Hints Guide

### Using a Youth Scholarship for Online Registration

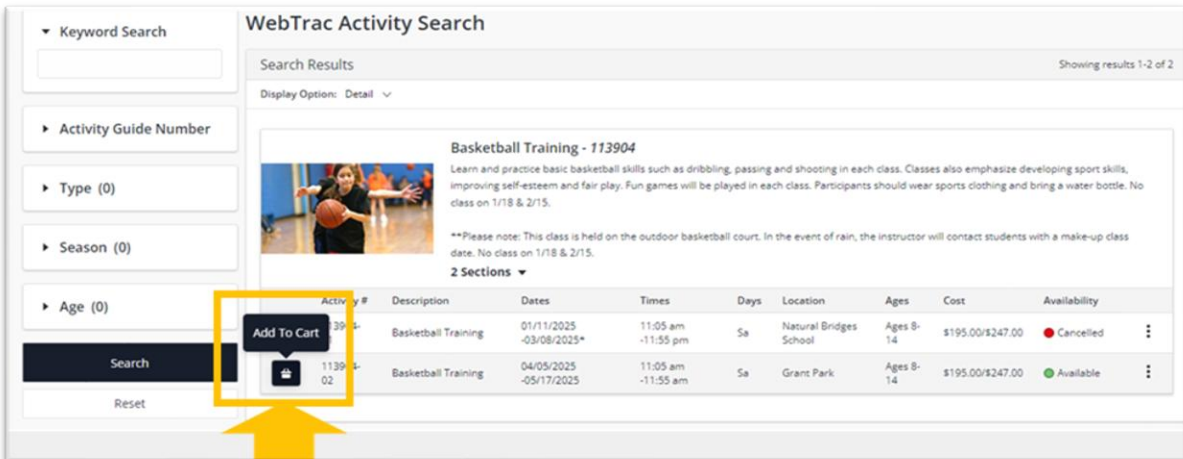
1. Go to the [On-Line Registration Portal](#).
2. Sign into your account (upper right) with your WebTrac username and password.



3. From the top ribbon, Select "Browse" and search available classes and activities.



4. Add your selected classes to the cart.





## Parks and Recreation WebTrac Helpful Hints Guide

### Using a Youth Scholarship for Online Registration

5. The Shopping Cart will display the name of the class, the child's name and the amount of the class.

You can leave blank the "Apply Coupont/Gift Certificate/Punch Payment/Reward" Section, including the "Type" and "Code" fields.

Shopping Cart

Description	Name	Total Fees
Basketball Training (113904-02) (Enrolled)	Jefferson	\$ 195.00
Grand Total Fees Due		\$ 195.00
Total Old Balances Not in Shopping Cart		\$ 0.00

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type: Coupon

Code: **Disregard**

Apply

Proceed To Checkout Continue Shopping Pay Old Balances Make A Donation Empty Cart

6. Click "Proceed to Checkout"

Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 348.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 348.00
Amount To Be Paid Today:	\$ 348.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

Credit Card

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type: Coupon Code: Apply

7. At the "Checkout" page, a box says "The Following Information is Required to Complete Your Transaction" - this is ONLY required if the class cost exceeds the scholarship award.
8. Look for the next section "Apply Coupon/Gift Certificate/Punch Payment/Scholarship". For "Type," use the down arrow to find your awarded Youth Scholarship. The available amount for the child should be visible in the box.
9. Enter the cost of the class for which you are registering.
10. Check the box for "I'm Not a Robot" and click "Continue."

This will complete the registration and you will receive an email with a "PDF" attachment, which is the registration confirmation. This document will also indicate if there is a remaining available balance on the scholarship.