

CREATING A NEW ACCOUNT ONLINE

Note: Please do not create a new account if you have forgotten your Username or Password. Click the Sign-In button, select "Forgot Username/Password", and follow the on-screen directions.



Click on the **Sign-In** button to bring up the Sign-In screen. Select **New Account**. A Welcome message will appear. Select **I'm New**.

CREATE NEW ACCOUNT CUSTOMER INFORMATION SCREEN

This screen collects information on the responsible party (adult) for this account. You may add additional family members (children, spouse, etc.) to your account later in this process.

- Fill in all required fields
- **Phones:** Two (2) phone numbers are required. You may use the same number in each field if providing only one number. To allow text message updates to your cell phone please select the appropriate text option and supply your phone carrier (service provider).
- **E-mail:** Multiple email addresses may be entered. If you do not have email, please enter etrakplus@gmail.com to continue.
- **Login ID & Password:** Password must be a minimum of six (6) characters and include both alpha and numeric characters (one (1) alpha character must be upper case).
- Select **OK** to continue

Registration Accepted – your account is now active.

If you wish to add family members (children, spouse, etc.) to your account select **Add family member(s)**.

ADDING FAMILY MEMBERS

- Select **Create a new family**. A box will appear with your last name listed under Family Name and a check box indicating that you are the responsible party for this family. Select **Add a family member**.
- A dialog box will open asking if the family member you are about to add is already in our system. Select **NO (create new person)**. *Note: Adding a person who is already in our system to your family must be done by Parks & Recreation staff. Selecting YES will generate a request to do so.*
- Complete the required fields for each family member you wish to add.

REGISTERING FOR CLASSES & ACTIVITIES



After signing-in, select the **Register** button. *Note: You may always browse classes without signing-in, however, you will be asked to sign-in when adding items to your cart.*

- From the Catalog select a class or activity and add it to your cart.
- Select a participant for this class from your family list and click **Next**.
- Select **I Agree** on the registration waiver and click **Next**.
- Continue shopping or select **Checkout** from your cart when ready to pay.
- Enter your credit card information and select **Next** to complete your transaction. A receipt will be emailed to you.