## How To Register for Classes & Programs

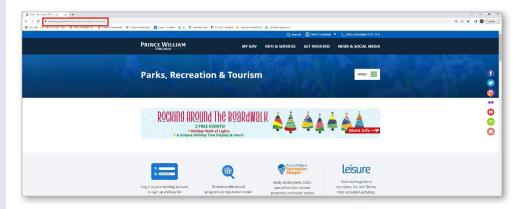


**Desktop Version** 





### 1. In your web browser, visit www.pwcparks.org



### Logging In

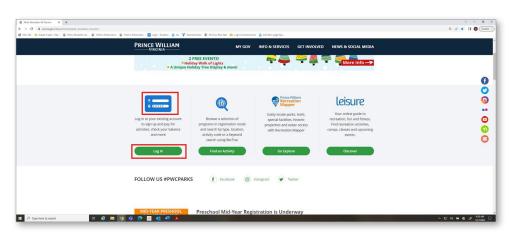
2. On the homepage, click the green 'Login' button.

#### **For Existing Users**

If you are an existing user, login with your username and password.

#### **For New Users**

If you do not yet have an account, click on Register for a New Account.



HOME SEARCH - CONTA	ACT US CALENDAR	CHEOROUT	AV ACCOUNT SIGN IN / REGISTER
	Web Login		
	WebTrac Login		
	O Welcome to Prince William County Parks, Recreation & Tourism Online Class Registration System.		
	Username *		
	Password *		
	To Shop, you must sign in as a registered user. However, you may browse our offerings as a Guest.		
	REGISTER FOR A NEW ACCCUNT.		
	Forgot your username.		
	Forgot your password.		
	Login		

To create your new account, fill out the form and click save. Once you've created a new account, you will receive an email with your username and password.

Once you are logged in, you can Search for Activities, view the Leisure online guide and more.

Please note: To Shop, you must sign in as a registered user. However, you may browse our offerings as a Guest.

#### Updating My Household

Note: To register for Children's Programs, your child(ren) will first need to be added to your household within your account. The system will not allow you to register for any Children's Programs before doing so.

From the homepage, click 'Update Household.'

At the bottom of the page, click 'Add New Member'.

Household Add			
<ul> <li>Household Primary Person Information</li> </ul>	tion		
First Name *	Last Name *	Address Line 1 *	
City *	State *	Zip Code *	
	- Select -	•	
Phone #1 *	Phone #2	Email #1 *	
Confirm Email *	Gender *	Birthday *	
	Select a Gender	•	Ē
Authorize Contacts Via Email	Organization Name		
No	-		
<ul> <li>Additional Family Member</li> </ul>			
Frank Contractor			
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I'm not a robot			



Additional Emergency Contacts	-	<ul> <li>Addition;</li> </ul>	al Family Member			
		<ul> <li>Addition.</li> </ul>	al Emergency Conta	cts		
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#### Fill out the form and click Save

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Mole	test	child		<b>#</b>
Remove New Member  Additional Emergency Contacts	Gender *	Email #1 *	Relationship	
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Save Add New Kember Add New Emergency Contact	<ul> <li>Additional Emergency Contacts</li> </ul>			

#### Finding Activities By Category

1. To quickly find upcoming programs by categories that are happening in the near future, scroll down and click on the tile you wish to view programs for. For example, if you wish to register for an upcoming Children's program, click on Children's Programs.

2. Once you've selected the tile you wish to view programs for, you can now view detailed information on specific programs. Clicking on each grey box will auto populate additional information for that specific program.

For example, if you would like to view more information on Spring Break Camps, click the grey Spring Break Camp box.



r Tab 🥳 Adopt A Spot - Kee 🔕 Parks, Recreation & 🚇 Historic Preserve	ton 🔘 Historic Preservatio 🔃 Login - Dropbox	🕽 Du  Seamless Docs 🔟 #12mos. Pess Sale 🚨 Login to ScreenCloud 💧 Edit Basic page Spo		
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		WINTER BREAK CAMP - 307100 2 Sections		

#### You will now see all the corresponding classes for Spring Break Camp.

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		CODING IN NINECEST WITH LUK	PAT WHITE CENTER AT BEN LOWOND	HL. 14	04/05/2023 04/07/2023	9:00 am 4:00 pm	M, Tu, W, Th, F	\$395.00	O Anailaida		I	
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		MINECRAFT MODDING	PAT WHITE CENTER AT BEN LOMOND	18- 14	04/03/2020 -04/07/2020	9:00 am - 6:00 per	M, Tu, W, Th, F	\$395.00	O Analiable		1	
		SPRING BREAK CAMP. GRO.ING IN THE GARDEN	JAMES LONG PARK	15	04/05/2023	9:00 am 12:00 pm	M, TH, W, Th	\$107.00	8 Analasia	-	1	
		SPRING BREAK CAMP. GRO ING IN THE GARDEN	JAVIES LONG PARK	- 68	04/03/2323	1.00 pm - 4.00 pm	M, Tu, W, Th	\$107.00	O Available		1	
		WINTER BREAK CAMP - 3071 2 Sections	60									
		YOUTH ACTIVITIES - 170303										

# Registering for a Program

1. To register for a program, click the blue Add to Cart button next to the program for the date and time you wish to register.

For example, if you wish to register for Archery Camp at Locust Shade Park April 3 – 6, click the blue Add to Cart button within that row.

Note: If you are a new user and you are registering for Children's Programs, you will first need to make sure your child is added to your household in your account BEFORE you can register. You can do this by updating your household.

To update your household, see Updating My Household instructions in the beginning of this guide.

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		MINECRALT MODDING	PAT WHITE CENTER AT BEN LOMOND	8.9	04/03/2023 .04/07/2023	9:00 Am - 4:10 pm	M; Tai, W; Th, F	\$195.00	Available	=	1
		MINECRAFT MODDING	PAT WHITE CENTER AT BEN LOMOND	18- 14	04/03/2023	9:00 am -4:00 pm	M, Tai, W, Th, F	\$395.00	Avuilable	٠	1
		THE GARDEN	JAMES LONG PARK	45	-04/06/2023	909 am -12:00 pm	M, IN, W, Th	\$107.00	Available	=	1
		SPRING BREAK CAMP - GRO ING IN THE GARDEN	JAMES LONG PARK	6-8	04/03/2023 04/06/2023	1:00 pm -6:00 pm	M, Tai, W, Th	\$107.00	Available	-	1
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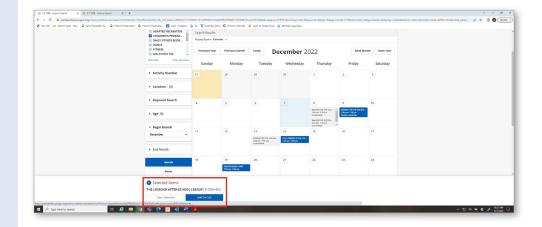
You can also view these classes by Listing or Calendar. To do this, change your Display Option by clicking Listing or Calendar.

Keep in mind however, if you select the Calendar display option, you will not be able to see full details for programs. You will only see the name of the program, the activity number and an 'Add to Cart' button. Any programs on the calendar in grey are not currently available for registration. Programs in blue can be added to cart.

Note: You can easily add more than one program at a time to your cart by clicking on blue programs. If you accidentally add too many programs to your cart, click Clear Selection and start over. Otherwise, click 'Add to Cart' and all the programs you have selected will be added to your cart.

2. Once you've added all your desired programs to your shopping cart, you can begin to checkout. Click the Proceed to Checkout button.

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Reset	SPRING BREAK CAMP - 102 11 Sections	200								
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	CHINN SPRING BREAK CAMP	CHINN AQUATICS & HTNESS CENTER	5-14	04/03/2023	9:00 am - 5:00 pm	M, Tu, W, Th, F	\$220.00	Available		- 1



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3. Select your payment method and click 'Apply'. Enter your payment details.

Amount To Be Paid Today: *			
\$ 90.00			
Using This Payment Method: *			
DiscoverCard			
Select A Payment Method			
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Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt

I'm not a robot

Continue Back To Cart

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

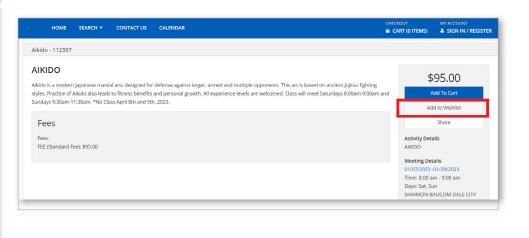
That's it, you are now registered!

#### Add a Class/ Program to Wishlist

If there is a program or class you would like to save but are not ready to checkout, you can add the class/program to your wishlist and then add it to your cart at a later time. To do this, make sure you are logged into your account. Once you've clicked on the class or program, click the 'Add to Wishlist' button on the far right.

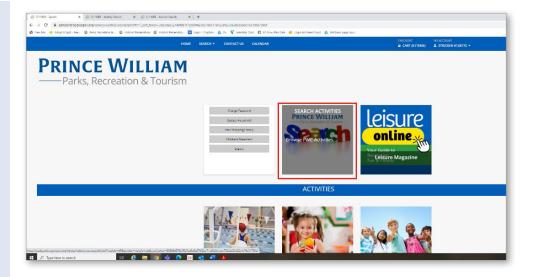
#### Using Search Activities

You can also find activities using the Search Activities button at the top of the homepage. To do this, click Search Activities.



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Use the left window to find programs based on Category, Activity Number, Location, Keyword Search, Age or Begin Month. Then, click Search. To clear your results, click 'Reset'.

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