



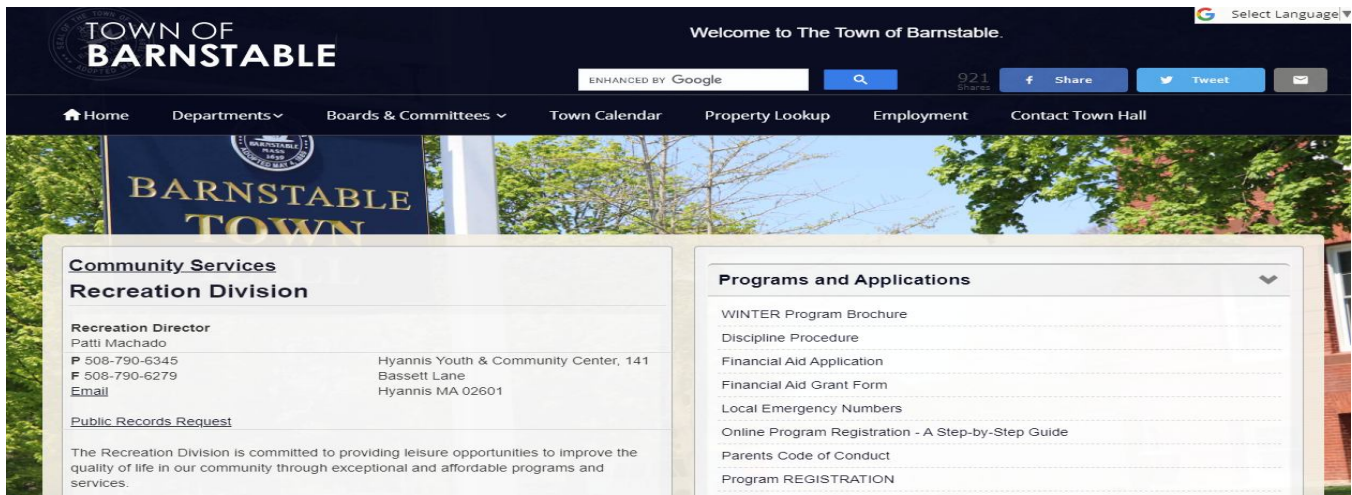
# BARNSTABLE RECREATION

*Connecting the Community*

## HOW TO REGISTER ONLINE: WEBTRAC

### STEP 1:

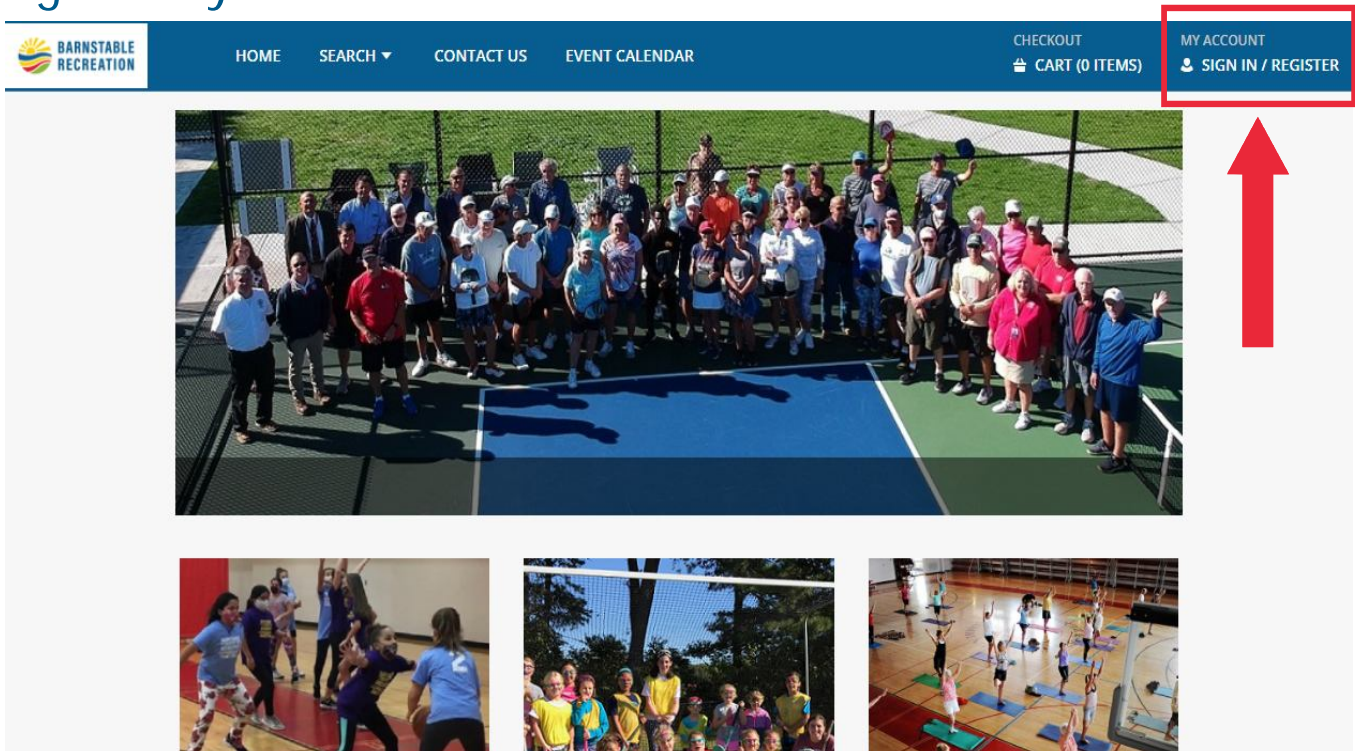
Go to Barnstable Recreation's website:  
[www.town.barnstable.ma.us/departments/Recreation](http://www.town.barnstable.ma.us/departments/Recreation)



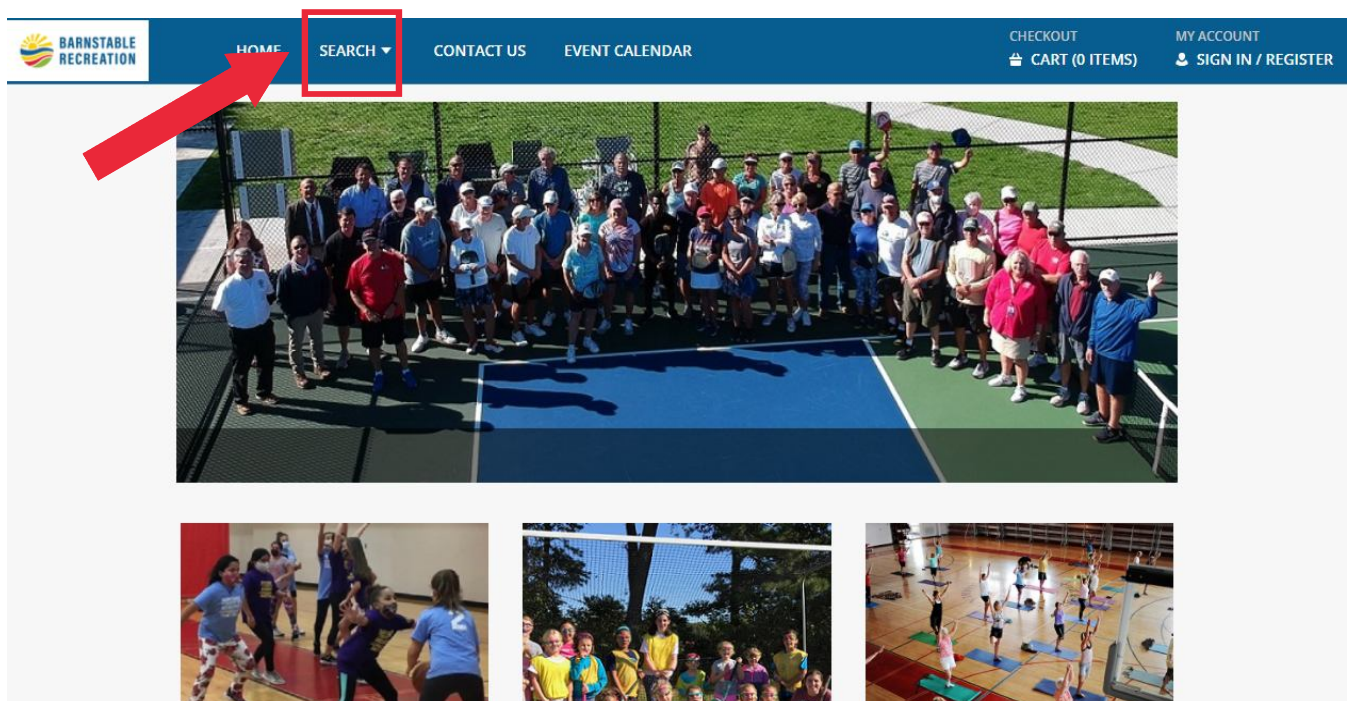
**STEP 2:** Scroll down and click on the "WebTrac Online Program Registration" icon.



**STEP 3:** Please login to your account and/or create a new account by clicking on the "Sign in/Register" icon. Please contact our office (508-790-6345 Ext. 113/114) if you have forgotten your information.

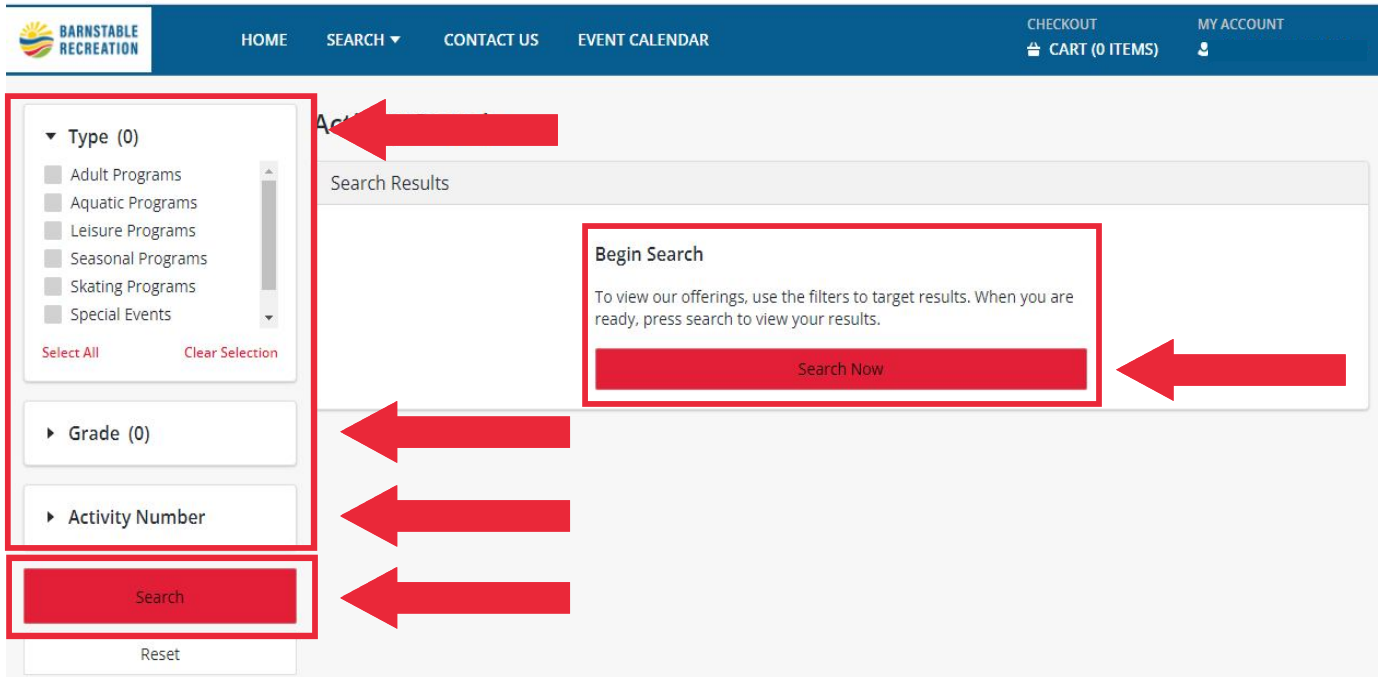


**STEP 4:** Search for activities by clicking on the "Search" button. Select "Activity Search" from the drop down menu.

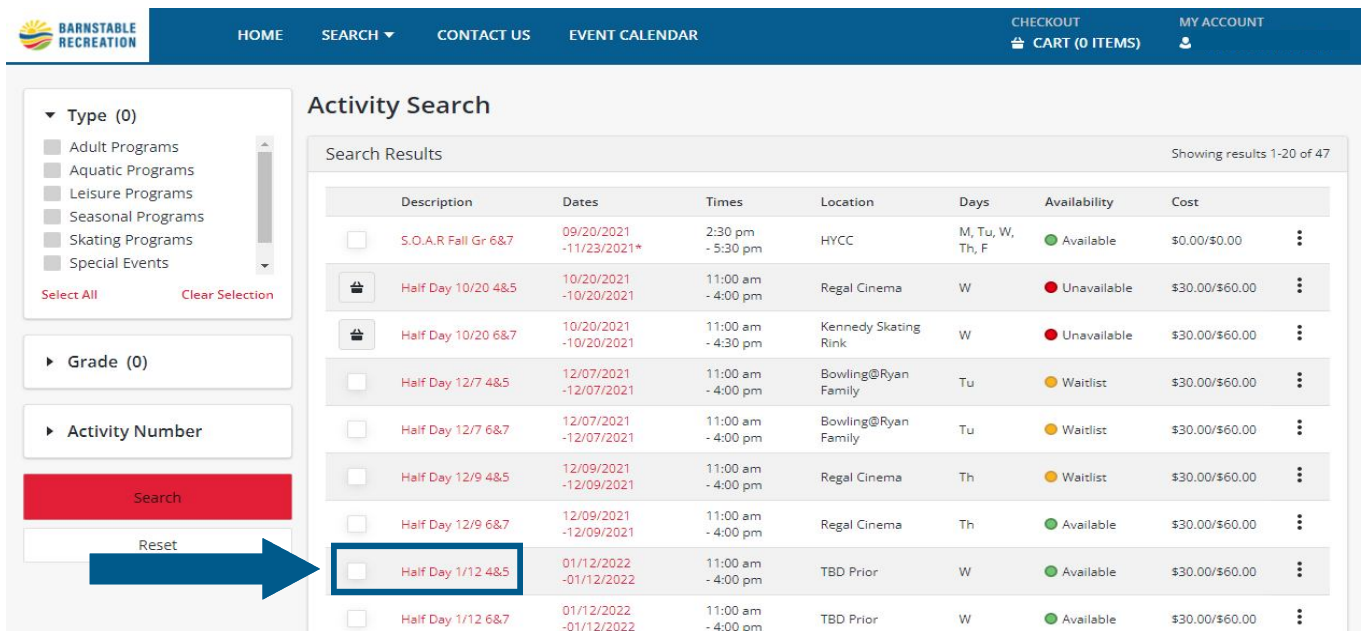


**STEP 5:** Click on “Search Now” or “Search” icon to view all program activities. You can refine your search by:

1. Type
2. Grade
3. Activity Number



**STEP 6:** Click on the activity box you wish to enroll in. Once completed, add the activity to your cart to proceed.



**STEP 7:** Select the child(ren) you want to be enrolled in the activity and hit “continue” to proceed.

BARNSTABLE RECREATION

HOME SEARCH CONTACT US EVENT CALENDAR

CHECKOUT MY ACCOUNT

CART (0 ITEMS)

### Family Member Selection

Half Day 1/12 4&5 (211560-F)

**STEP 8:** Answer the required questions about your child(ren) and hit the “continue” button to proceed.

web1.myvscloud.com/wbws/mabarnstablewt.wsc/AddToCart.html

--- Not Selected ---

Transportation Drop Off

--- Not Selected ---

Transportation Pick Up

--- Not Selected ---

Does the participant require any special services? \*

--- Not Selected ---

If yes, please explain:

Allergies:

Medications:

**STEP 9:** Please review your “Shopping Cart” and click “Proceed to Checkout” to proceed.

**BARNSTABLE RECREATION** HOME SEARCH CONTACT US EVENT CALENDAR CHECKOUT MY ACCOUNT  
CART (1 ITEMS)

New Charges In Shopping Cart

### Shopping Cart

Description	Name	Total Fees
Remove Half Day 1/12 4&5 (211560-F) (Enrolled)	n	\$ 30.00
<b>Grand Total Fees Due</b>		<b>\$ 30.00</b>
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>

**Proceed To Checkout** Continue Shopping Pay Old Balances Empty Cart

**STEP 10:** Please provide necessary credit card and billing information and scroll down to click on “continue” to proceed.

**BARNSTABLE RECREATION** HOME SEARCH CONTACT US EVENT CALENDAR CHECKOUT MY ACCOUNT  
CART (1 ITEMS)

### Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 30.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 30.00
Amount To Be Paid Today:	\$ 30.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*  
Visa

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

Type: Coupon Code:  **Apply**

**STEP 10:** Please enter in your credit card information and click “Submit Payment” to proceed.

The screenshot shows the credit card payment interface. At the top, the Barnstable Recreation logo is on the left, and navigation links for HOME, SEARCH, CONTACT US, and EVENT CALENDAR are in the center. On the right, there are links for CHECKOUT, MY ACCOUNT, and a shopping cart icon labeled CART (1 ITEMS). The main form area is titled "Credit or Debit Card" and features a large grey card graphic with a masked number (dots), a name field containing "John Gleason", and a valid thru date of "10/21". Below the card are input fields for "Enter Card Number", "10" (month), "2021" (year), and "Enter CVV". A blue "SUBMIT PAYMENT" button is at the bottom. On the left side of the form, there is an "EMONEY" logo, contact information (508)790-6345, and logos for American Express, VISA, and Discover. At the bottom left, it shows "Charge: \$30.00" and "v5.1.0".

**STEP 11:** Your transaction is complete. Thank you for registering for a Barnstable Recreation program!

The screenshot shows the "Checkout Confirmation" page. The top navigation bar is identical to the previous screenshot. The main heading is "Checkout Confirmation". Below it, a message states: "Your Online transaction is complete. Please select an option below to continue." There are two links: "View Confirmation Receipt (in .PDF format)" and "View Receipt Document - 1 (in .PDF format)". A note follows: "All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly." Below this is a link: "Click here to download free Adobe Reader software from Adobe.com." A section below contains the text: "A copy of your receipt has been sent to [redacted] if you would like to send a copy to another email address, use the field below." This is followed by a label "Email Address \*" and a text input field. A green "Send Copy" button is positioned below the input field. At the bottom of the page, there are two buttons: "Logout" and "Continue Shopping".