

Instructions on how to register online:

Online website: <https://webtrac.cityofwestlake.org/wbWSC/webtrac.wsc/splash.html>

1. **Member Login-** Log into your account- if you have never used our system before. The user name is your ten digit phone number (no dashes- i.e. 123456789) and the temporary password is your last name with a capital letter (i.e. Smith). Select **LOGIN**.



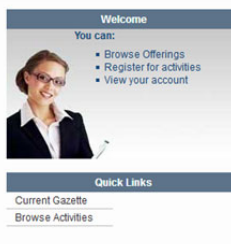
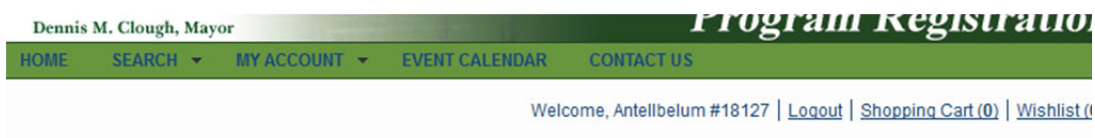
2. **First time users** will be asked to change their user name and password for security purposes only. Please confirm your information for our system.

Household Primary Person Information					
First Name *	Lady	Last Name *	Antellbelum	Category	Resident
Address Line 1 *	12340 Main Street	Address Line 2		Gender	Female
State *	OH	Zip Code *	44145	City *	Westlake
Phone #1	4400174421	Phone #1 Extension		Country	--- Select A Country
Phone #2 Extension		Phone #2 Type	--- Select A Phone	Phone #1 Type	Home Phone
Authorize	No	Participate in	No	Phone #2	
				Email #1 *	recinfo@cityofwestl
				Birth Day	01/05/1971
				Organization	Lady Antellbelum

Hit **SAVE** when done.

3. **Ways to Search for classes:**

- Click on Search button (tool bar in green)



OR Browse Activities

4. In the **Activity number box**, type in the ID number for the time and location you wish (i.e. 901-
*01 is fitness room at 5am). See attached for complete list (see page 4).

Select **SEARCH**.

Activity Number	Class Title	Dates	Times	Price	Ages	Info	Wish List	Share	Status
901-01	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	5:00 am - 6:00 am	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available
901-02	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	6:15 am - 7:15 am	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available
901-03	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	7:30 am - 8:30 am	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available
901-04	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	8:45 am - 9:45 am	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available
901-05	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	10:00 am - 11:00 am	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available
901-06	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	11:15 am - 12:15 pm	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available
901-07	Fitness Room Mon thru Fri	06/01/2020 -06/05/2020	12:30 pm - 1:30 pm	\$0.00/\$0.00	18-99	📄	🌟	🔗	Available

5. A list of times for the week will appear

6. Once you select the **CALENDAR** icon on the left hand side of the Activity Number. A calendar will appear.

Select the time you want. There are different numbers for each area as well as weekday and weekend times. Click on the icon on the left of the number. You will be brought to the calendar.

7. Each box available is highlighted in green. Click on the “+” on each day that you want to register for. Once you select a day, the box will turn blue and it will be added to the green box on the bottom of your screen.

8. Click on **ADD to CART** button. If you have only one person in the account, you will be brought to the shopping cart.

9. If you are registering more than one person, you will have to select each person you want and then hit **CONTINUE**.

10. Once you have completed your reservations. Select **Proceed to Checkout**. If you do not do this, your reservation will NOT be made. Click the **Continue** button to generate a confirmation receipt.

The screenshot shows a 'Shopping Cart' window with a table of items. The table has columns for 'Description', 'Name', and 'Total Fees'. There are three rows of items, each with a small 'x' icon in the first column. Below the table, there are buttons for 'Proceed To Checkout', 'Continue Shopping', 'Pay Off Balances', and 'Empty Cart'.

Description	Name	Total Fees	Total Results (2)
<input checked="" type="checkbox"/> Fitness Room Mon Thru Fri (901-04) On 060120 (Enrolled)	Lady	\$ 0.00	
<input checked="" type="checkbox"/> Fitness Room Mon Thru Fri (901-04) On 060220 (Enrolled)	Lady	\$ 0.00	
<input checked="" type="checkbox"/> Fitness Room Mon Thru Fri (901-04) On 060420 (Enrolled)	Lady	\$ 0.00	
Grand Total Fees Due		\$ 0.00	
Total OM Balances Not in Shopping Cart		\$ 0.00	

11. There is no charge on your credit card. Click on **VIEW CONFIRMATION RECEIPT IF YOU WANT A COPY**.

Here is the list of Reservation Times and Activity Numbers associated with those times. Please note that registration will open each week on Sundays at 9am.

Weekday:	5-6am	6:15-7:15am	7:30-8:30am	8:45-9:45am	10-11am	11:15-12:15pm	12:30-1:30pm	1:45-2:45pm	3-4pm	4:15-5:15pm	5:30-6:30pm	6:45-7:45pm
Fitness Room	901-01	901-02	901-03	901-04	901-05	901-06	901-07	901-08	901-09	901-10	901-11	901-12
Lap Pool	902-01	902-02	902-03	902-04	902-05	902-06	902-07	902-08	902-09	902-10	902-11	902-12
Soaking Pool	903-01	903-02	903-03	903-04	903-05	903-06	903-07	903-08	903-09	903-10	903-11	903-12
Diving Well	904-01	904-02	904-03	904-04	904-05	904-06	904-07	904-08	904-09	904-10	904-11	904-12
Lazy River	905-01	905-02	905-03	905-04	905-05	905-06	905-07	905-08	905-09	905-10	905-11	905-12
Indoor Track (running)	906-01	906-02	906-03	906-04	906-05	906-06	906-07	906-08	906-09	906-10	906-11	906-12
Indoor Track (walking)	907-01	907-02	907-03	907-04	907-05	907-06	907-07	907-08	907-09	907-10	907-11	907-12

Weekend:	8-9am	9:15-10:15am	10:30-11:30am	11:45-12:45pm	1-2pm	2:15-3:15pm	3:30-4:30pm
Fitness Room	911-01	911-02	911-03	911-04	911-05	911-06	911-07
Lap Pool	912-01	912-02	912-03	912-04	912-05	912-06	912-07
Soaking Pool	913-01	913-02	913-03	913-04	913-05	913-06	913-07
Diving Well	914-01	914-02	914-03	914-04	914-05	914-06	914-07
Lazy River	915-01	915-02	915-03	915-04	915-05	915-06	915-07
Indoor Track (running)	916-01	916-02	916-03	916-04	916-05	916-06	916-07
Indoor Track (walking)	917-01	917-02	917-03	917-04	917-05	917-06	917-07