

Shenandoah County



*"We create
community
through
people,
parks,
and
programs."*

Parks and Recreation

Shenandoah County Parks & Recreation (SCPR) is proud to announce that the department will now offer online registration starting with the Spring 2009 Brochure.

If you already have a household with SCPR, please call or email us to get your first-time login information for the online system; a duplicate household will not be allowed, so get your login info. before you attempt to register for the first time. You will need your Household ID and your home telephone in order to login the first time; again, please call or email us and we can provide that information for you.

If you're new to the area and don't already have an account, you can create one during your first visit to the online registration site. Please be sure to complete all required fields or your household will not be accepted. Please note, there is a slight one-two day delay from the time you enter a brand-new household to when your account is activated, thereby allowing you to register online. Please leave plenty of time for this process; be sure to note program deadlines!

For anyone who may need assistance once you are logged into the online registration system (WebTrac), here are some detailed instructions.





WebTrac Registration Instructions

WebTrac is the system that enables you to register online for programs and activities offered by Shenandoah County Parks & Recreation.

1. At the Welcome page, enter your User Name (your household identification number)* and your password (your home telephone number with area code, no spaces or dashes) and click "Sign In."
2. To register for an activity, select the "Register" option on the left sidebar and then select "Activity Enrollment."
3. Enter the 6-digit Activity Code and the 1-digit section number of the desired activity/program.
4. Select the family member that you wish to enroll from the "Family Member to Enroll" pull-down box.
5. Please tell us how you found out about the class for which you are enrolling by selecting from the "How did you find out about this class?" box.
6. Click on the "Add to Cart" icon.
7. Read the Disclaimer and choose "Yes, I agree."
8. Now the system will display 3 decision buttons. Click on "Continue Shopping" to register for another activity (Go back to step #4), "View Shopping Cart" to view a list of activities for which you have enrolled in the current online session, or click on "Proceed to Checkout" to pay for your registrations.

9. First, the system will allow you to review all of your registration selections. If you are satisfied with your selections, then click on "Proceed to Checkout."
10. Enter the appropriate credit card payment information.
11. Review your billing information and click on the "GO" button to begin the payment authorization process.
12. Once the payment authorization process is complete, you'll see a screen that reminds you to review your receipt. Click "ok."
13. The following screen 1) tells you that an email confirmation has been sent to you, 2) gives you an option of opening a PDF of your receipt which you can then print at home, and 3) an option to download Adobe Reader so that you can open, read, and print PDF documents.
14. Once you have viewed and/or printed your receipt, your transaction is complete and you can select from 3 options: "Return to our home page," "Continue Shopping," or "Exit."
15. If you experience difficulties, please call our main office at 540-984-3030.

WebTrac Symbols

	Facility details		Current enrollment numbers
	Fees		More activity information

*Generally, any household that has signed up for an activity with Shenandoah County Parks & Recreation since 2004, will have an account in our database. If you are unsure whether you are in our system, please call 540-984-3030 and ask one of our staff members.