HOW TO MAKE A FACILITY RENTAL ONLINE

1. Utilize the URL below on a web browser to open the Online Registration Portal:

   https://register2.vermontsystems.com/wbwsc/codelta.wsc

2. Click on the image that is titled **'Recreation Center Reservations'**

3. Input the date that you desire to schedule your reservation. If you are on a desktop you will find this option on the left-hand side of the screen. If you are on a mobile device you will find this option by clicking on the blue filter icon located in the top right corner. Once you have input the desired date click the blue **search** tab located below.

4. The listing for each room rental provides a photo of the space and includes a brief description. Listed below the description are the reservation time slots. Available times are colored blue while unavailable times are black. Click on the available time slot(s) that you desire and then click the blue '**Add to Cart**' button at the bottom of the page.

5. A WebTrac Login screen should appear. If you have registered in the past for a program or made a facility rental at the Bill Heddles Recreation Center you will have a default login.

   Username (default): Household Email Address

   Password (default): HOUSEHOLD LAST NAME – ALL CAPITAL LETTERS

   If this is your first time in our system you may utilize the Sign Up Now link at the bottom.

   PLEASE NOTE: We often receive multiple email addresses per household and our database designates the first one as the default household email. If your email address does not work try an alternate email address or that of a spouse/partner.

6. Answer the questions regarding the reservation and click **continue.**

7. Verify that the information on the reservation is correct and click **proceed to checkout**.

8. Input/verify your Billing Information and click **continue.**

9. Enter your payment information and click **continue** to complete the registration process.