
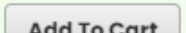
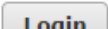


1. Upload the following URL to a web browser on your device:

https://register2.vermontsystems.com/wbwc/codelta.wsc/splash.html?InterfaceParameter=WebTrac_1

2. Click on the 'Youth Sports' or 'Adult Sports' icon/button
3. Scroll to the bottom of the page to view available activities.
4. Identify the activity you are interested in registering for. Click on the  add to cart icon to add the activity registration.
5. Confirm that you would like to add the activity registration to your cart by clicking the  button.






6. A WebTrac login screen should appear. If you have ever registered for a program at the Bill Heddles Recreation Center in the past you will have a default login (credentials listed below). Enter your credentials and click 

USERNAME: 'Household Email Address'

PASSWORD: 'HOUSEHOLD LAST NAME' ALL CAPITAL LETTERS

IF YOU HAVE ALREADY CREATED A LOGIN
PLEASE USE THOSE CREDENTIALS.

Please Note: We often receive multiple email addresses for each household and our data base designates the first one we receive as the default household email address. If the original email address you attempt does not work please try an alternate email address such as a spouse's email address. We also recognize that family structures change in regards to parents/children within a given household. If changes need to be made or if you are struggling to login, please let us know.

7. An account settings tab will appear on the screen. You will be required to establish a new login/password that you determine. A new email address is not required but can be updated to a preferred email address if desired. Make sure to save your new login credentials for future use. Click  to establish new login credentials
8. Each household member eligible to register for the activity will populate the screen. Check the box for each participant you desire to register for the activity selected and click 
9. Answer the questions on the screen and click 
10. Verify that the information on the screen is correct and click 
11. Enter your payment information and click  to complete the registration process.