



**CITY OF  
BLOOMINGTON  
PARKS AND  
RECREATION**

# **Online Canoe Rack Rental Instructions**

**Contents:**

Part 1: [GET TO THE WEBTRAC WEBSITE AND MAKE AN ACCOUNT](#).....2

Part 2: [WAIT](#).....7

Part 3: [RENT A CANOE RACK](#).....8

## Part 1: Make an Account

Enter this URL into your web browser: <https://webtrac.bloomingtonmn.gov/>

Next, click “Sign in / Register in the top right of your screen.”

The screenshot shows the website header with navigation links: HOME, SEARCH, CONTACT US, EVENT CALENDAR, CHECKOUT, and CART (0 ITEMS). The 'SIGN IN / REGISTER' button is circled in red. Below the header, a yellow warning message reads: "When attempting to retrieve user information to access your account, please use both the forgot username and forgot password links before requesting a new account. Accounts are limited to one per household. New account requests are not active immediately and are only processed during business hours and in the order in which received." Below this is a large banner image of children at a playground with the text "Activities and Programs". Below the banner are eight promotional tiles: "SUMMER EXPERIENCE! Youth Summer REGISTRATION BEGINS APRIL 18", "Donate to Summer Fete", "ONLINE PASS SALES Now CLOSED. BUY IN PERSON AT BLOOMINGTON FAMILY AQUATIC CENTER Aquatics Season Passes", "Athletics and Lessons", "Art Center Classes & Programs", "Garden Plot Rentals Use 4-22-2022", "Canoe Rack Rentals Use 5-1-2022", and "Adult Leagues".

**You may unknowingly have an account!** If you have ever registered for passes at the pool or at the beach, or if you or a member of your family has registered for classes or programs through Bloomington Parks and Recreation, you have an account (even if you did not set it up or register online)! Use the “Forgot your password” and “Forgot your username” buttons to retrieve your user information. If you no longer have access to the email address we have on file, call 952-563-8877 for assistance in retrieving your username and password.

**If you already have an account, skip to part 3 “Register for Programs”**

To make an account, first click on “Don’t have an account? Sign Up Now”

CITY OF BLOOMINGTON  
Parks and Recreation

HOME SEARCH CONTACT US EVENT CALENDAR

CHECKOUT  
CART (0 ITEMS)

MY ACCOUNT  
SIGN IN / REGISTER

When attempting to retrieve user information to access your account, please use both the forgot username and forgot password links before requesting a new account.

Accounts are limited to one per household. New account requests are not active immediately and are only processed during business hours and in the order in which received.

### Login

WebTrac Login

Username \*

Password \*

Login

[Forgot Username?](#)

[Forgot Password?](#)

[Don't have an account? Sign Up Now](#)

Follow us on Social Media

Supported Browsers

©2022 Vermont Systems, Inc. 3.1.10.13.02

Fill out your information to make a new account. This is the screen you will see at first.

### Create New Household

▲ Please be aware activation of the account you are requesting is not immediate. Accounts are only processed during business hours.

ⓘ Please be aware activation of accounts is not immediate. Accounts are processed during business hours only.

Login (up to 50 chars) \*

Password (up to 50 chars) \*

Re-Type to Confirm

▲ Account Primary Person Information (Adult 18+)

First Name Last Name \* Birthday \*

Gender  
... Select a Gender ...

Address Line 1 \* Address Line 2

City \* State \* Zip Code \*

Country  
... Select A Country ...

Phone #1 \* Phone #1 Type \*  
... Select a Phone Type ...

Phone #2 Phone #2 Type  
... Select a Phone Type ...

Email #1 \* Confirm Email \*

▲ Additional Family Member - MEMBERS NOT ADDED NOW WILL NEED TO BE ADDED BY OFFICE STAFF ONLY

Add New Member

▲ Emergency Contacts

Add New Contact

ⓘ Please be sure to add all family members before saving. Many changes are only able to be made by our main office.

Save Cancel

I'm not a robot

 reCAPTCHA  
Privacy - Terms

### Create New Household

▲ Please be aware activation of the account you are requesting is not immediate. Accounts are only processed during business hours.

ⓘ Please be aware activation of accounts is not immediate. Accounts are processed during business hours only.

Login (up to 50 chars) \*

Password (up to 50 chars) \*

Re-Type to Confirm

Choose a login and password

▲ Account Primary Person Information (Adult 18+)

First Name

Last Name \*

Birthday \*

Gender  
--- Select a Gender ---

Address Line 1 \*

Address Line 2

City \*

State \*

Country  
--- Select A Country ---

Phone #1 \*

Phone #1 Type \*  
--- Select a Phone Type ---

Phone #2

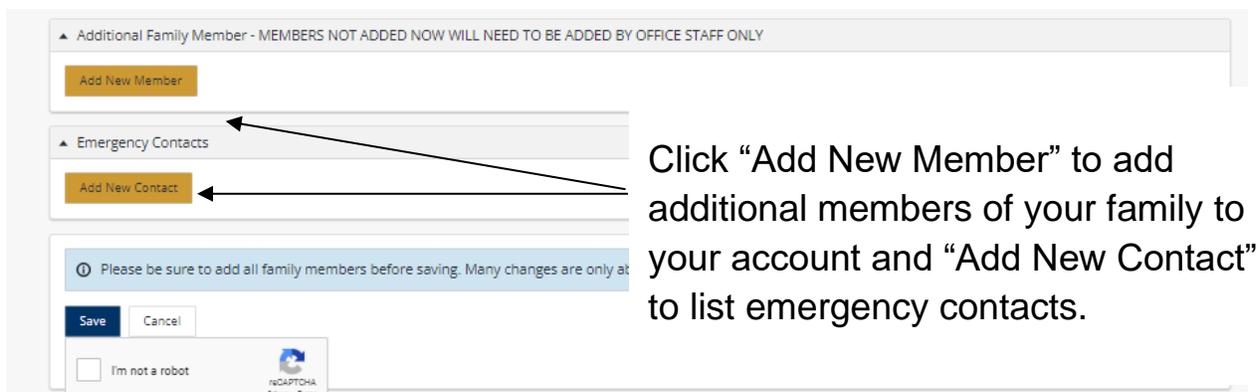
Phone #2 Type  
--- Select a Phone Type ---

Email #1 \*

Confirm Email \*

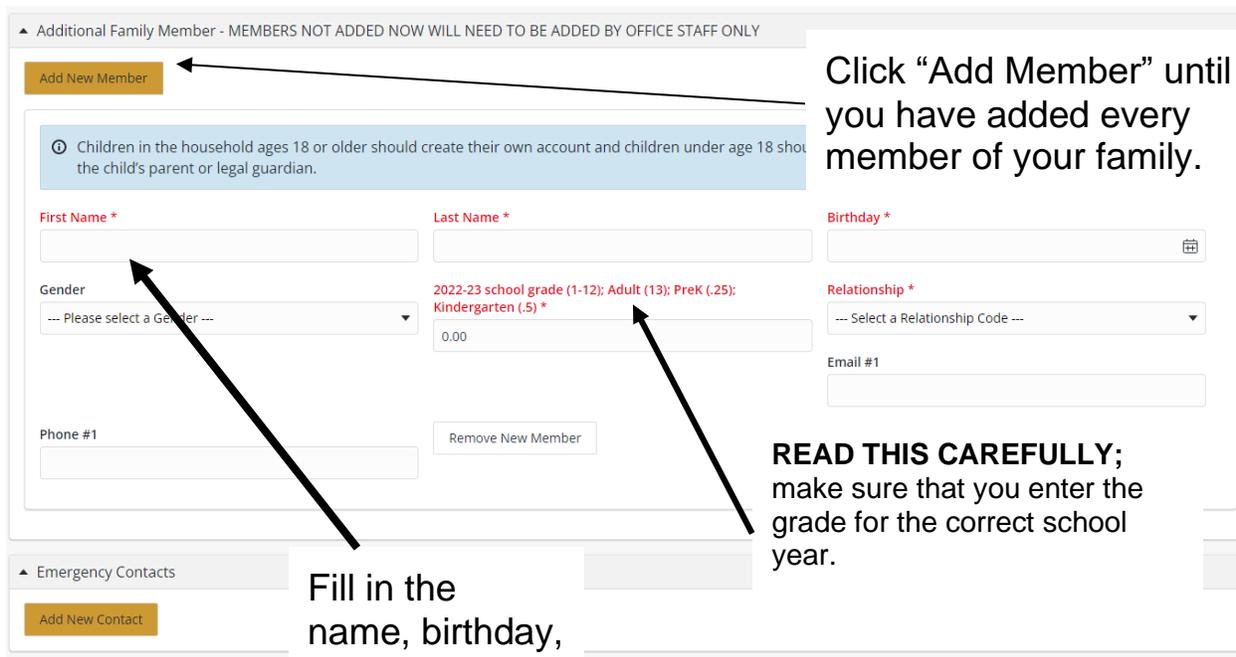
The **ADULT** in household: name, birthday, address, phone number and email.

Add **ALL** members of your family (not a requirement, but since you're setting up the account you may as well – it might speed things up if you in the future). If you're adding family members you should also take a moment to list emergency contacts:



Click "Add New Member" to add additional members of your family to your account and "Add New Contact" to list emergency contacts.

When you click "Add New Member" a new section will pop up under the Additional Family Member tab.



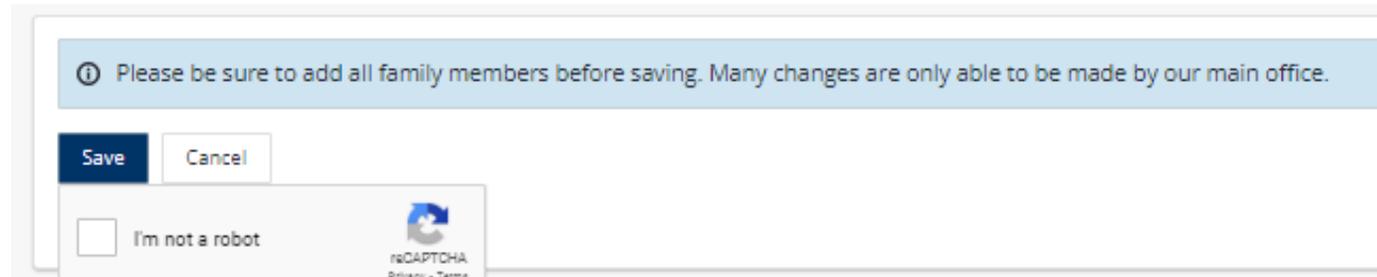
Click "Add Member" until you have added every member of your family.

**READ THIS CAREFULLY;** make sure that you enter the grade for the correct school year.

Fill in the name, birthday, and grade of the **CHILD**.

**Make sure that you add all family members!** If you need to add a family member later, you will need to call the Parks and Recreation office at 952-563-8877.

After you have added all family members, click “I’m not a robot”  
Then, click Save



Please be sure to add all family members before saving. Many changes are only able to be made by our main office.

Save Cancel

I'm not a robot

reCAPTCHA  
Privacy - Terms

## Part 2: WAIT

**Parks and Recreation office staff need to manually accept your online account.**

This process is typically done multiple times within each business day but can take up to 2 business days.



When your account has been created, you will receive an email like this one:

	Thu 1/31/2019 10:11 AM awarren@bloomingtonmn.gov Per Your Request
To: Blust, Alexandra	
<p>Thank you for creating an account. You may now use the site freely. DO NOT REPLY to this message.</p> <p>Please follow the instructions below. If you have any questions or problems, write to us at &lt;a href="mailto:parksrec@bloomingtonmn.gov"&gt;parksrec@bloomingtonmn.gov&lt;/a&gt;.</p> <ol style="list-style-type: none"> <li>1. Make a note of your User Name: alexblust</li> <li>2. Next, return to <a href="https://webtrac.bloomingtonmn.gov/wbwc/webtrac.wsc/login.html">https://webtrac.bloomingtonmn.gov/wbwc/webtrac.wsc/login.html</a> and login to our online registration site. Then you may begin to use this website's features.</li> </ol> <p>Note: If you did not register to use this web site then someone has mistakenly entered your e-mail address when registering. Simply ignore this message, or if you wish, you may contact our office.</p> <p>Bloomington Parks and Recreation 1800 W. Old Shakopee Rd Bloomington, MN 55431 952-563-8877 <a href="mailto:parksrec@BloomingtonMN.gov">parksrec@BloomingtonMN.gov</a></p>	

### Part 3: Rent a Canoe Rack

1. Go back to webtrac (for help finding the webtrac website see Part 1)
2. Log in using your username and password, and click Sign in.

#### Login

WebTrac Login

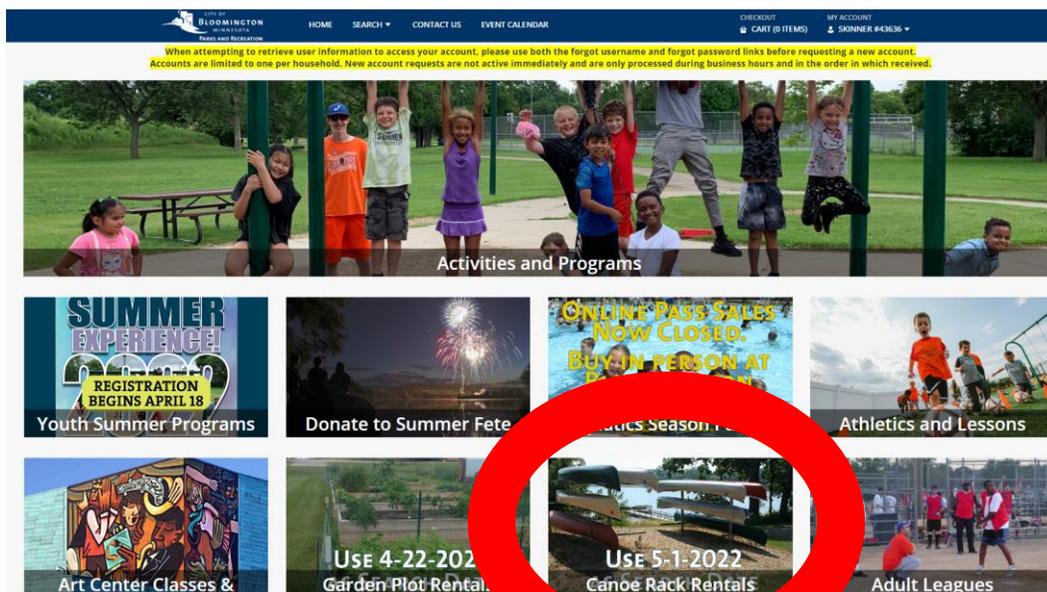
Username \*

Password \*

**Login**

Don't have an account? Sign Up Now

3. Click on the Canoe Rack Rentals photo



- 4. Your screen will show a list of Canoe Racks marked “No Times Available”. To see available racks, you must change the date in the Facility Search to the first date of the canoe rack rental period, which is typically May 1st.

After you enter 05/01/20XX, click search.

**Facility Search**

Search Results Showing results 1-20 of 97

Display Option: Detail

Canoe Rack #01					
Date	Facility Description	Location Description	Class Description	Capacity	
Nov 4	Canoe Rack #01	West Bush Lake	Canoe Racks	N/A	<a href="#">Item Details</a> <span>⋮</span>
No Times Available					

Canoe Rack #02					
Date	Facility Description	Location Description	Class Description	Capacity	
Nov 4	Canoe Rack #02			N/A	<a href="#">Item Details</a> <span>⋮</span>
No Times Available					

Canoe Rack #03					
Date	Facility Description	Location Description	Class Description	Capacity	
Nov 4	Canoe Rack #03	West Bush Lake	Canoe Racks	N/A	<a href="#">Item Details</a> <span>⋮</span>

**Annotations:**

- Callout 1: Add the opening date here **05/01/20XX**
- Callout 2: These will show as “No times available” until you do a search with the correct opening date.

- 5. Now the available canoe racks will have a blue time slot indicator. Click the time slot for the canoe rack you would like to rent.

The screenshot shows a 'Facility Search' interface. On the left is a sidebar with filters: Date (05/01/2023), Keyword Search, Keyword Search Option (Match One), Facility, Facility Class (0), and Max Available Blocks to Display (20). The main area shows search results for three canoe racks. Each result includes a table with columns: Date, Facility Description, Location Description, Class Description, and Capacity. Below each table is a 'Book Now' button with a time slot '12:00 am - 11:59 pm'. A red arrow points to the 'Book Now' button for Canoe Rack #01.

Date	Facility Description	Location Description	Class Description	Capacity
May 1	Canoe Rack #01	West Bush Lake	Canoe Racks	N/A

Date	Facility Description	Location Description	Class Description	Capacity
May 1	Canoe Rack #02	West Bush Lake	Canoe Racks	N/A

Date	Facility Description	Location Description	Class Description	Capacity
May 1	Canoe Rack #03	West Bush Lake	Canoe Racks	N/A

- 6. At the bottom of your screen, a blue and white bar will appear. Click "Add to Cart" to rent your selection.

The screenshot shows the same 'Facility Search' interface as above. A red arrow points from the 'Book Now' button in the search results to the 'Add to Cart' button in the 'Selected Items' section at the bottom. The 'Selected Items' section shows 'Canoe Rack #01 (CANOE\_BUSHW\_#01): 05/01/2023 @ 12:00 am - 11:59 pm' with 'Clear Selection' and 'Add To Cart' buttons.

1 Selected Items  
Canoe Rack #01 (CANOE\_BUSHW\_#01): 05/01/2023 @ 12:00 am - 11:59 pm  
Clear Selection Add To Cart

7. There will be questions that appear on the following screen. Answer them as best you can. Questions listed in red **must** be answered to continue with the rental process.

Questions

Reservation Purpose

Type of Watercraft \*

Length of Watercraft \*

Color of Watercraft \*

MN Watercraft Expiration Year (If 10 feet or less in length, enter N/A) \*

Do you intend to use this rack for more than one watercraft? \*

Type of 2nd Watercraft

Length of 2nd Watercraft

Color of 2nd Watercraft

MN 2nd Watercraft Expiration Year (If 10 feet or less in length, enter N/A)

- 8. Read the waiver section and click the box that says "I agree with the above" and then click continue.

**Waivers**

I hereby certify that I am the registered owner of the craft described on my application and that the address shown is my legal address.  
I hereby agree that all persons using this craft will obey all rules and regulations of the Parks and Recreation Department, City Ordinances and State Laws pertaining to watercraft use.  
It is expressly agreed that if the above statement is shown to be false; or if any rules or regulations of the Parks and Recreation Department, City Ordinances or State Laws are violated by the craft owner, or persons using the craft, the City of Bloomington is authorized to remove the craft from the lake. In case of such removal, I agree to pay the City of Bloomington the cost of the removal including storage costs incurred. The City of Bloomington may retain possession of the craft until costs are paid in full.  
I have read, and agree to abide by, the City of Bloomington's Canoe Rack Procedures and Policies (available online at blm.mn/rentals).  
I agree to remove my watercraft from its rack no later than the required date. I understand that if my craft is not removed by the above date it may be impounded with a minimum service fee of \$50.00 required to reclaim the watercraft.  
I agree to assume all risks incident to or in connection with the rental and use of the canoe rack and shall be solely responsible for all accidents or injuries of any kind.  
I further agree to indemnify and hold harmless the City, its officers and employees from and against all claims, damages, losses and expenses resulting from the rental and use of the canoe rack according to this agreement  
IT IS FURTHER UNDERSTOOD AND AGREED that if the permit is revoked for any of the above reasons the permit fee will not be refunded.  
***Applicant's signature and/or online acknowledgement on the Canoe Rack Application acknowledges receipt and agreement to the policies contained within this Canoe Rack Rental Agreement.***

I agree with the above \*

**Continue**

- 9. If you would like to rent a second rack, click "Continue Shopping". Repeat the steps you just completed starting on Page 7, step 3.

**Shopping Cart**

Shopping Cart

	Description	Name	Total Fees
<input type="button" value="Remove"/>	Canoe Rack #01 on 05/01/2023 at 12:00 am to 11:59 pm at West Bush Lake (Firm)	Henry	\$ 87.00
<b>Grand Total Fees Due</b>			<b>\$ 87.00</b>
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type:  Code:

10. When you are done processing your rental(s), click "Proceed To Checkout". Payment in full is required to process the online registration.

### Shopping Cart

Shopping Cart			
	Description	Name	Total Fees
<a href="#">Remove</a>	Canoe Rack #01 on 05/01/2023 at 12:00 am to 11:59 pm at West Bush Lake (Firm)	Henry	\$ 87.00
<b>Grand Total Fees Due</b>			<b>\$ 87.00</b>
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>

[Proceed To Checkout](#) [Continue Shopping](#) [Pay Old Balances](#) [Make A Donation](#) [Empty Cart](#)

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type	Code	
Coupon	<input type="text"/>	<a href="#">Apply</a>

11. The billing information should be filled in from your account information but if you need to make changes, make sure to do those before you click continue.

12. Fill out the payment information and click "Continue"

Summary of Charges	
New Charges In Shopping Cart:	\$ 87.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 87.00
Amount To Be Paid Today:	\$ 87.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

Select A Payment Method

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

Type	Code	
Coupon	<input type="text"/>	Apply

Customer Information

First Name: \*

Last Name: \*

Home Phone w/area code: \*

Email: \*

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

13. Confirmation:

[Welcome, Blust #37052](#) | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Your Online transaction is complete. Please select an option below to continue.

**View Confirmation Receipt (in .PDF format)**

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

Email confirmation sent to: \*

ablust@bloomingtonmn.gov

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Once you receive a receipt your spot is secured. Sometimes duplicate receipts are emailed to you. Check that both receipts have the same receipt number (upper left column) to confirm it is just a duplicate receipt - so you can rest assured that you haven't been charged twice!

14. Additional questions can be directed to 952-563-8877 Monday-Friday 8:00 AM-4:30 PM or parksrec@BloomingtonMN.gov.