



CITY OF
BLOOMINGTON
MINNESOTA
PARKS AND RECREATION

Online Garden Plot Rental Instructions

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For instructions on other ways to complete a rental, please contact us or visit our website.

Phone: 952-563-8877
Email: parksrec@bloomingtonmn.gov
Address: 1800 West Old Shakopee Rd, Bloomington, MN 55437
Website: <https://blm.mn/gardens>

[Section 1: FEE ASSISTANCE](#)

Assistance is available to qualifying Bloomington residents. Check the [website](#) for application deadlines. Applicants must be approved for fee assistance prior to registration and reapply for fee assistance each year. It may take up to one week to determine eligibility. Fees are based on a two-tier schedule determined by the documentation you provide. If you do not qualify for Fee Assistance, consider applying for a payment plan.

For more information, call 952-563-8877 or go to: [BloomingtonMN.gov](#), search: [fee assistance](#).

[Section 2: WEBTRAC](#)

- **Create or log in to your WebTrac account.**
 - Confirm your household information is complete and accurate.
 - If you have access to your account, skip ahead to the next section.
 - If you do not know your login information, retrieve your account details by selecting “[Forgot your password?](#)” and/or “[Forgot your Username?](#)”.
- **Adding or changing family member information** can only be done when creating your account.
 - To add a new household member to your account, please contact our office.
- **You may already have an account.**
 - You have an account if you have ever rented a facility, registered for a program, or purchased passes, even if you did not set it up yourself or register online.

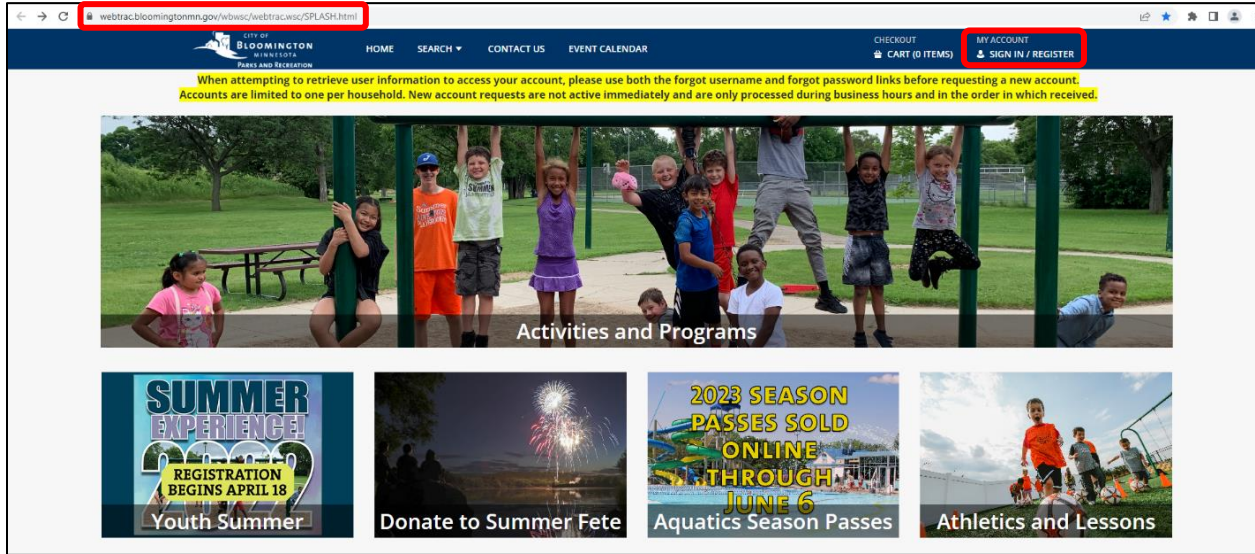
[Account Set-Up](#)

- 1) Go to [webtrac.bloomingtonmn.gov](#)
- 2) In the upper right corner, select “Sign In/Register”.
- 3) Select “Don’t have an account? Sign Up Now”.
- 4) Complete the steps for each section (pictured below).
 - A. Login Information
 - B. Account Primary Person Information
 - C. Additional Family Member(s)
 - D. Emergency Contact(s)
- 5) Review and save your information.
- 6) Proceed to the next section to complete your rental or registration.

For assistance, call 952-563-8877 or email parksrec@bloomingtonmn.gov.

STEP 1-2: WebTrac Home Page

- Go to webtrac.bloomingtonmn.gov
- In the upper right corner, select "Sign In/Register".



STEP 3: Sign Up

- Select "Don't have an account? Sign Up Now".

WebTrac Login

Username *

Password *


Login

[Forgot Username?](#)
[Forgot Password?](#)

Don't have an account? Sign Up Now

STEP 4A: Login Information

- Enter a username or email address under 'Login' (case-sensitive).
- Set and confirm your password (case-sensitive).



▲ Login Information

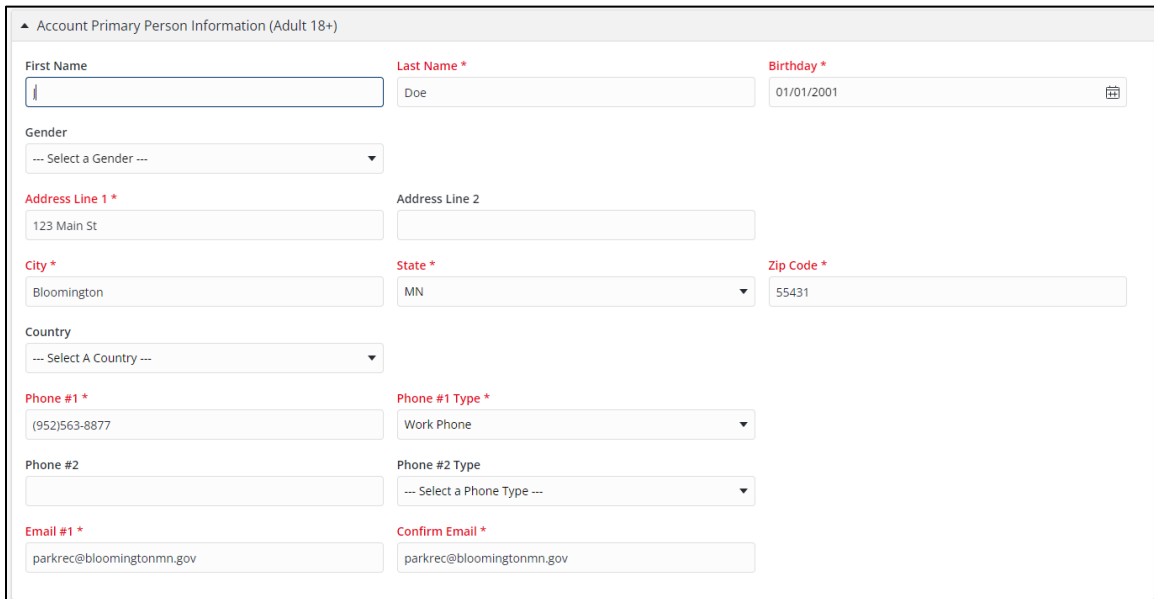
Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

Step 4B: Account Primary Person

- Add information for the primary adult (age 18+) on the account.
 - Residency is determined by the city/zip code listed for the primary guardian.
- If your information matches an existing account, you will see a pop-up notification.
 - Use the “Forgot password” and “Forgot username” functions to access your account”.



▲ Account Primary Person Information (Adult 18+)

First Name: [] Last Name *: Doe Birthday *: 01/01/2001

Gender: --- Select a Gender ---

Address Line 1 *: 123 Main St Address Line 2: []

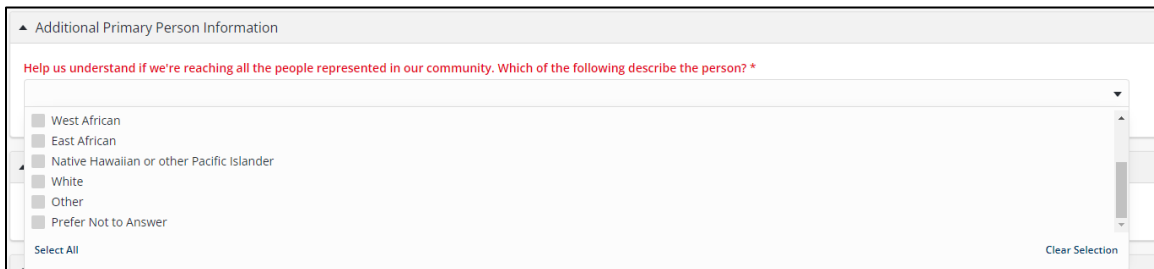
City *: Bloomington State *: MN Zip Code *: 55431

Country: --- Select A Country ---

Phone #1 *: (952)563-8877 Phone #1 Type *: Work Phone

Phone #2: [] Phone #2 Type: --- Select a Phone Type ---

Email #1 *: parkrec@bloomingtonmn.gov Confirm Email *: parkrec@bloomingtonmn.gov



▲ Additional Primary Person Information

Help us understand if we're reaching all the people represented in our community. Which of the following describe the person? *

West African

East African

Native Hawaiian or other Pacific Islander

White

Other

Prefer Not to Answer

Select All Clear Selection

Step 4C: Additional Family Members

- Select “Add New Member” to add information for **ALL other family members**.
 - Members cannot be added or changed online after creating the account.
 - Contact Parks and Recreation at 952-563-8877 to update your household information.

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

Add New Member

Children in the household ages 18 or older should create their own account and children under age 18 should only be added if the primary person on the account is the child's parent or legal guardian.

First Name * K Last Name * Doe Birthday * 01/01/2021

Gender --- Please select a Gender --- 2022-23 school grade (1-12): Adult (13): Prek (.25): Kindergarten (5) * 0.25 Relationship * Dependent

Phone #1

Help us understand if we're reaching all the people represented (1) Prefer Not to Answer

Remove New Member

During summer, use next year's grade level

Step 4D: Emergency Contact

- Select “Add New Contact” to enter information for an emergency contact. Repeat as desired.

Emergency Contacts

Add New Contact

First Name * L Last Name * Doe Address 1

Address 2 City State MN

Zip Code Relation Email #1

Phone #1 * (123)456-7890 Phone #1 Extension

Remove New Contact

Step 5: Review and Save

- Review the information you entered to make sure it is correct and complete.
- Check the box next to “I’m not a robot”, then select “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

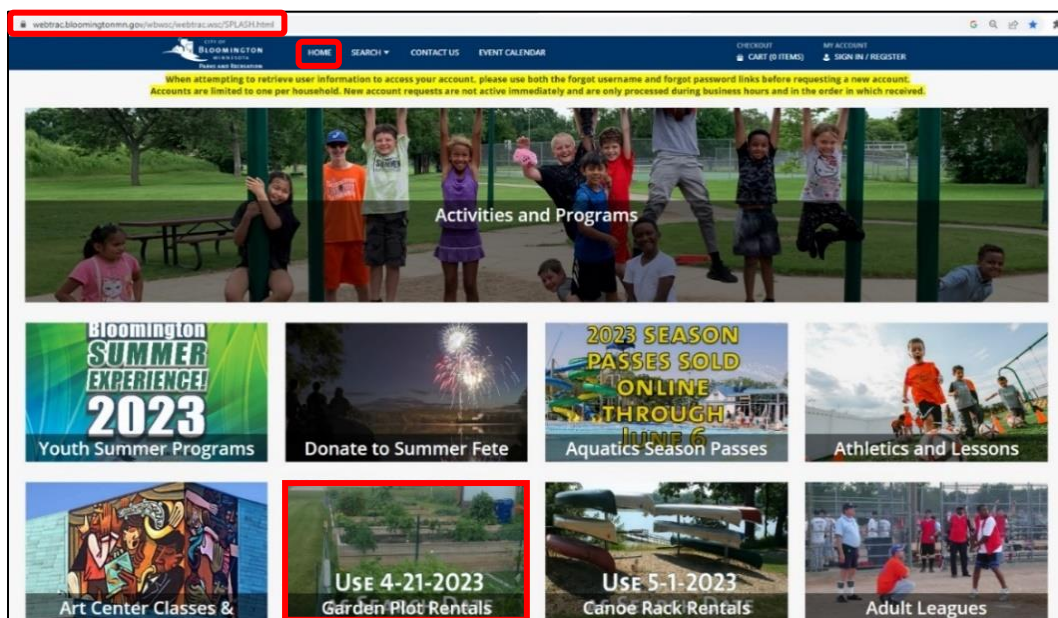
Section 3: RENTALS

APPLICATION DATES	OPEN	CLOSE
RETURN Garden Plot Renters	January 18, 2023	February 10, 2023
NEW Garden Plot Renters	March 6, 2023	When full

- 1) Log in to WebTrac (webtrac.bloomingtonmn.gov) and go to the Home page.
- 2) Select “Garden Plot Rentals”.
- 3) Under “Date” on the left side of the screen, **select April 21st (04/21/23) then click “Search”**.
 - a. If you do not select the date or click Search, all facilities will appear unavailable.
 - b. Use the Keyword Search on the left side of the screen to narrow your search.
- 4) Find the garden plot(s) you want to rent to check availability.
 - a. Use “Display Option” under “Search Results” section to change the view.
 - b. Hover over the times listed to check availability – it will say Book Now or Unavailable.
- 5) Check the box for your selection(s), then click “Add to Cart”.
- 6) Read and respond to any questions or waivers that appear, then select “Continue”.
 - a. Repeat as needed for all items being added to your cart.
- 7) Proceed to Checkout.

Steps 1-2: Navigate

- Log in to WebTrac (webtrac.bloomingtonmn.gov) and go to the Home page.
- Select the “Garden Plot Rentals”.



Steps 3-5: Search, Select, and Add to Cart

- Under “Date” on the left side of the screen, **select April 21st (04/21/23) then click “Search”**.
IMPORTANT: If you do not select the date or click Search, all garden plots will appear unavailable.
- Find the garden plot(s) you want to rent to check availability.
 - Use the Keyword Search on the left side of the screen to narrow your search.
 - Use “Display Option” under “Search Results” section to change the view.
 - Hover over the times listed to check availability – it will say Book Now or Unavailable.
- Check the box for your selection(s), then click “Add to Cart”.
- Read and respond to any questions or waivers that appear, then select “Continue”.
 - Repeat as needed for all items being added to your cart.
- Proceed to Checkout.

Facility Search

Search Results Showing results 1-20 of 54

Display Option: Detail

Date	Facility Description	Location Description	Class Description	Capacity	
Apr 21	Garden Plot #01	Smith Park	Garden Plots	N/A	Item Details
Book Now: 12:00 am - 11:59 pm					
Apr 21	Garden Plot #02	Smith Park	Garden Plots	N/A	Item Details
Book Now: 12:00 am - 11:59 pm					
Apr 21	Garden Plot #03	Smith Park	Garden Plots	N/A	Item Details
Book Now: 12:00 am - 11:59 pm					

2 Selected Items

Garden Plot #05 (GARDN_SMITH_#05): 04/21/2023 @ 12:00 am - 11:59 pm
Garden Plot #06 (GARDN_SMITH_#06): 04/21/2023 @ 12:00 am - 11:59 pm


Clear Selection **Add To Cart**

Section 4: CHECKOUT

- 1) Review your shopping cart, then select “Proceed to Checkout”.
 - a. Select “Continue Shopping” to add or change items.
 - b. Select “Empty Cart” to remove all items.
- 2) Select a payment method.
 - a. Credit cards are the only accepted payment method for online registration.
 - b. To arrange payment with cash or check, call 952-563-8877.
- 3) Enter your contact details under “Customer Information”.
- 4) Enter your billing details under “Payment Information”.
- 5) Check the box next to “I’m not a robot”, then select “Continue”.
- 6) Check your email for a confirmation receipt.
 - a. Don’t forget to check your spam folder!
 - b. If you receive multiple receipts, check that they have the same receipt number to confirm that you were not charged twice

Shopping Cart			
	Description	Name	Total Fees
Remove	Practice Lottery Enrollment (109-1C) (Lottery)	Lau	\$ 0.00
Remove	Practice registration 1 (109-1A) (Enrolled)	Lau	\$ 0.00
Remove	Practice registration 1 (109-1A) (Enrolled)	Kau	\$ 0.00
Remove	Practice registration 2 (109-1B) (Enrolled)	Kau	\$ 0.00
Grand Total Fees Due			\$ 0.00
Total Old Balances Not in Shopping Cart			\$ 0.00

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

Payment Information	
Name on Card *	<input type="text"/>
Credit Card Number *	<input type="text"/>
Expiration Month *	01
Expiration Year *	2023
CVV *	<input type="text"/>
Billing Street Address *	<input type="text"/>
Billing Zip Code *	<input type="text"/>
<input type="checkbox"/> I'm not a robot	
Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.	
Continue	Add a Donation Back To Cart