



**CITY OF
BLOOMINGTON
PARKS AND
RECREATION**

How to Process a Garden Plot Rental Online

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[Part 1: FEE ASSISTANCE](#)

Assistance is available to qualifying Bloomington residents. Deadline to apply is mid-May, check the website for the exact date. Applicants must be approved for fee assistance prior to renting a garden plot. Applicants must 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. For more information, either call 952-563-8877 or go to: BloomingtonMN.gov, keyword: fee assistance.

[Part 2: GET TO THE WEBTRAC WEBSITE](#)

Option 1:

- 1) Go to BloomingtonMN.gov
- 2) Hover over ARTS AND RECREATION, then click "Online Registration"

The screenshot shows the BloomingtonMN.gov website. At the top, there is a search bar with the text "Enter keywords" and a magnifying glass icon. Below the search bar are links for "A TO Z INDEX", "ASK THE CITY", "CALENDAR", and "NEWS". The main navigation menu is located below the search bar and includes "HOME", "RESIDENTS", "BUSINESS", "GOVERNMENT", "ARTS AND RECREATION", and "ENVIRONMENT". The "ARTS AND RECREATION" menu item is circled in red. A dropdown menu is visible below "ARTS AND RECREATION", listing various categories: "Arts Opportunities", "Activities For All Ages", "Recreational Facilities", "Get Involved", and "Online Registration". The "Online Registration" link is circled in red. Below the dropdown menu, there are several icons for services: "ASK THE CITY", "CALENDAR", "CITIZEN ALERT", "E-SUBSCRIBE", "GARBAGE & RECYCLING", "CITY JOBS", "PASSPORTS", and "PERMIT PORTAL".

Option 2:

Go to webtrac.bloomingtonMN.gov

Part 3: MAKE AN ACCOUNT

- 1) You may unknowingly have an account! If you have ever registered for passes at the pool or at the beach, or if you've registered a member of your family for classes or programs through Bloomington Parks and Recreation, then you have an account even if you did not set it up or register online. Call 952-563-8877 for to retrieve your username and password.
If you already have an account, skip to part 5 "Rent a Garden Plot"
- 2) To make an account, click "Need an Account"



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Welcome to Online Registration

Member Login

Username:

Need an Account?

Password:

[Forgot your password?](#)

[Sign In](#)

[Reset](#)

[Forgot your Username?](#)

[Search as a Guest](#)

- #### Quick Links
- [Event Calendar](#)
 - [Make a Donation](#)
 - [Contact Us](#)

- #### Browse
- [Activities](#)
 - [Leagues](#)
 - [Facilities](#)



The screen will look like this:



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

▲ New Account Information

Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

▲ Account Primary Person Information (Adult 18+)

Select League or Household Residency *

First Name Last Name * Birthday *

Gender

Address Line 1 * Address Line 2

City * State * Zip Code *

Country

Phone #1 * Phone #1 Type *

Phone #2 Phone #2 Type

Email #1 * Confirm Email *

Page 5

▲ Additional Family Member - members not added now will need to be added by our office staff only

▲ Emergency Contacts

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

I'm not a robot 

Page 6

Choose a Login Name and Password



Welcome, Guest | Login | Shopping Cart (0) | Wishlist (0)

▲ New Account Information

Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

Resident: You live in Bloomington
Non-Resident: You live outside of Bloomington
(Richfield, Edina, etc.)
League Teams: You are a team signing up for a league

▲ Account Primary Person Information (Adult 18+)

Select League or Household Residency *

First Name Last Name * Birthday *

Gender

Address Line 1 * Address Line 2

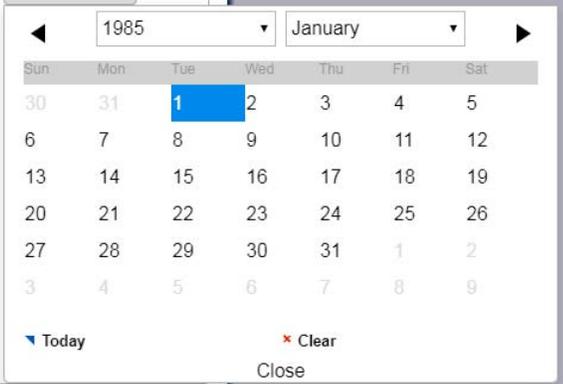
City * State Zip Code *

Country

Phone #1 * Phone #1 Type *

Phone #2 Phone #2 Type

Email #1 * Confirm Email *



The **ADULT/PARENT/GUARDIAN** name, birthday, address, phone number and email.

Add ALL members of your family. (Adding all members is not required but it will help speed things up if you register for classes or purchase pool or beach passes in the future.):

Additional Family Member - members not added now will need to be added by our office staff only

Emergency Contacts

Add New Contact

Click "Add New Member"

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

Add New Member Save Cancel

I'm not a robot

reCAPTCHA Privacy - Terms

QUALITY SERVICES - AFFORDABLE PRICE

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

Additional Family Member - members not added now will need to be added by our office staff only

First Name * Last Name * Birthday *

Gender --- Please Select School Grade 0.00 Relationship --- Select a Rela

Fall 2018 (PreK = .25 Kindergarten = .5 Adult = 13) * Email #1

Remove New Member

Emergency Conta

Add New Contact

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

Read this carefully; make sure that you enter the grade for the correct school year.

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

Add New Member Save Cancel

I'm not a robot

reCAPTCHA Privacy - Terms

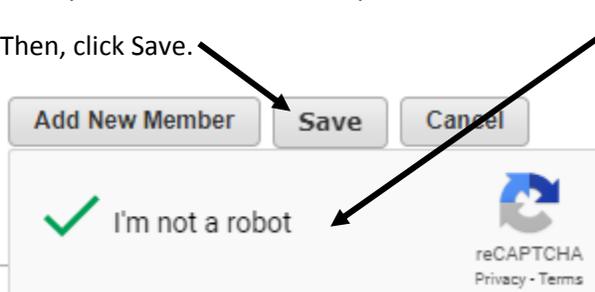
QUALITY SERVICES - AFFORDABLE PRICE

Click Add New Member until you have added every child in your family.

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.

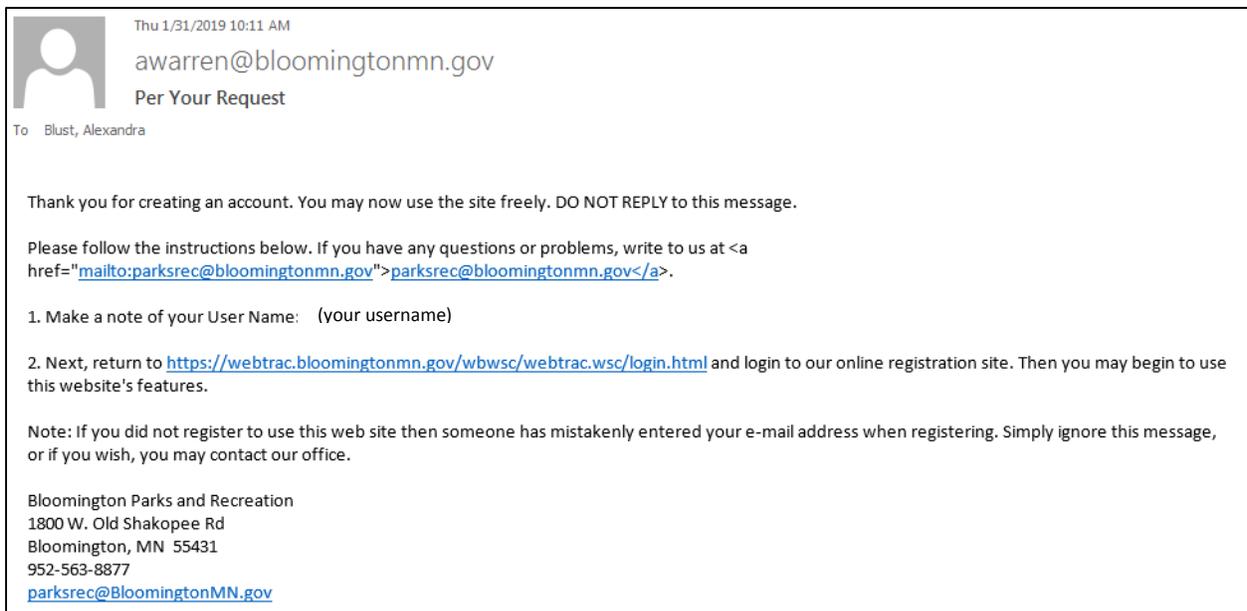


Part 4: WAIT

Parks and Recreation office staff need to manually accept your online account. This can take up to 2 business days.



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



Part 5: RENT A GARDEN PLOT

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

Member Login

Username: [Need an Account?](#)

Password: [Forgot your password?](#)

[Forgot your Username?](#)

[Search as a Guest](#)

- 3) To begin processing your rental click on the Garden Plot Rentals photo.



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

Welcome to Online Registration

My Account

- Print a Calendar of your Events
- Change your Password
- Change Household Data
- Change Member Data

Quick Links

- Make a Donation
- Contact Us
- Event Calendar
- My History
- Household Calendar
- Reprint a Receipt

Browse

- Activities
- Leagues
- Facilities



Shelter Availability



Canoe Rack Rentals



Garden Plot Rentals



Youth Ice Skating



Adaptive Programs



Leagues



Camp Kota



The View, Mini View and Galaxy



Summer Adventures Playgrounds

4) Your screen will show a list of Garden Plots marked “Unavailable”.

To see available plots, **you must change the date** in the Facility Search Criteria to the first date of the Garden rental period (for example, in 2019 it is 4/26/19). This day changes every year, check the bloomingtonmn.gov keyword: garden rental, for the opening day. You should **also enter the name of your garden of interest (Brookside, Harrison, or Smith) in the Keyword Search box** to narrow down your search results.

After you enter the date, **click search**.

Facility Search Criteria

Date: 02/12/2019
Keyword Search:
Keyword Search Option: Match One
Facility: All Facilities
Display Option: Detail
Facility Class: All Classes, Canoe Racks, Garden Plots, Picnic Shelter

Search Reset

These will show as “Unavailable” until you do a search with the correct opening date.

Add the opening date in the first box and the garden name in the Keyword Search box.

Search Results

Showing 1 To 20 Total Results (178)

Garden Plot #01 - GARDN_BROOC_#01

	Facility Description	Location Description	Class Description	Date	Capacity				
x Unavailable	Garden Plot #01	Brookside Covenant	Garden Plots	02/12/2019	N/A				View Map

Garden Plot #01 - GARDN_HAR_#01

	Facility Description	Location Description	Class Description	Date	Capacity				
x Unavailable	Garden Plot #01	Harrison Picnic Grnd	Garden Plots	02/12/2019	N/A				View Map

- 5) Now, the available garden plots will have a green “available” indicator. Click that green button for the plot that you would like to rent.

Search Results

Showing 1 To 20 Total Results (178)

Garden Plot #01 - GARDN_BROOC_#01									
	Facility Description	Location Description	Class Description	Date	Capacity				
+ 12:00 am - 11:59 pm Available	Garden Plot #01	Brookside Covenant	Garden Plots	04/26/2019	N/A				View Map

Garden Plot #01 - GARDN_HAR_#01									
	Facility Description	Location Description	Class Description	Date	Capacity				
x 12:00 am - 11:59 pm Unavailable	Garden Plot #01	Harrison Picnic Grnd	Garden Plots	04/26/2019	N/A				View Map

- 6) At the bottom of your screen, a green bar appears. Click the “Add to cart” button within that bar.

x	1721-1D	Snowplow 1 Sat 11A	12/01/2018 -01/19/2019*	11:00 am -11:30 am	Sa	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable
x	1721-1E	Snowplow 1 Tue 6:30P	11/27/2018 -01/22/2019*	6:30 pm -7:00 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable
x	1721-2A	Snowplow 2 Tue 10A	11/27/2018 -01/22/2019*	10:00 am -10:30 am	Tu	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable
x	1721-2B	Snowplow 2 Tue 1P	11/27/2018 -01/22/2019*	1:00 pm -1:30 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable
x	1721-2C	Snowplow 2 Sat 10:30A	12/01/2018 -01/19/2019*	10:30 am -11:00 am	Sa	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable
x	1721-2D	Snowplow 2 Tue 6:30P	11/27/2018 -01/22/2019*	6:30 pm -7:00 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable
x	1721-3B	Snowplow 3 Tue 1:30P	11/27/2018 -01/22/2019*	1:30 pm -2:00 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00		Unavailable

Test Class 1 (109-1A)

Add To Cart

Clear Selection

- 7) A group of questions may appear on the following screen. If so, answer them as best as you can. Questions in red must be answered to continue with the rental process.

Once you complete the questions, or if there are no questions. Read the waiver section and check the box that says "I agree with the above" and then click continue.

Waivers

Participant: Child Blust Class List: Test Class 1

Waiver: I understand that participation in the activity(ies) or program(s) is completely voluntary and that the activity(ies) or program(s) being offered is for the benefit of the participant(s). The City of Bloomington and the Bloomington Public Schools shall not be liable for any claims, injuries or damages, of whatever nature, incurred by the participant(s) which are directly or indirectly attributable to the negligence, whether passive or active, of the City of Bloomington or the Bloomington Public Schools, their agents or employees, arising out of, or in connection with the activity(ies) or programs. On behalf of the participant(s) and myself, I understand that I am waiving certain legal rights by agreeing to this Waiver and expressly agree to release and discharge the City of Bloomington and the Bloomington Public Schools, their agents or employees, from any such claims, injuries or damages. I also understand this waiver includes any injuries that may result from the condition of facility used in the activity or program.

Tennessee Advisory: The data supplied on this form will be used to enroll you in a recreation and/or social program. Per Minnesota Statute, the requested data is private. It is available to you, as well as the City of Bloomington and Bloomington Public School staff who need this information to perform their duties. It is not available to the public. You are not legally required to provide this data, but the City of Bloomington and Bloomington Public School staff may not be able to complete your registration and/or you may not receive updated information.

Photo Release Agreement: I understand that City of Bloomington and the Bloomington Public School staff may take pictures and videos of participants enjoying the activities for use in marketing and promotion of the activity(ies) or program(s). By agreeing to this waiver and release, I grant permission for the City of Bloomington and the Bloomington Public School staff to take pictures and videos. If I do not grant permission, I will contact the City of Bloomington, Parks and Recreation Department denying in writing permission to use photos for marketing and promotion of the activity(ies) or program(s).

I agree with the above *

[Continue](#) [Cancel](#)

- 8) If you would like to rent another garden plot, click "Continue Shopping". Go back to Part 5, step 3.

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
x	Test Class 1 (109-1A) (Enrolled)	Child	\$ 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](#)

- 9) When you are done processing your rentals, click "Proceed to Checkout". Payment in full is required to process the online registration.

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
<input type="checkbox"/>	Test Class 1 (109-1A) (Enrolled)	Child	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due			\$ 0.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout

- 10) Your Billing Information will be filled in by the information on your account. If anything needs to be changed, do that now and click continue.

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.00
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 0.00

Billing 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.

- 11) Fill out the payment info and click continue.

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

Submit

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.

Continue Shopping

Logout

12) Once you receive a receipt your garden plot has been secured.

Sometimes you will receive two receipts emailed to you. Check that both receipts have the same receipt number, and items. If so, rest assured that you haven't been charged twice.

Prior to working in plot, you must place the permit decal sticker on the sign post of your plot. These permits will be mailed out to the address listed on the account in mid-April.