



How to Register for Parks and Recreation Programs Online

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Part 1: FEE ASSISTANCE

Assistance is available to qualifying Bloomington residents. Deadline to apply is May 14, 2019. Applicants must be approved for fee assistance prior to registering for programs. 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. If you do not qualify for Fee Assistance, consider applying for a payment plan. For information call 952-563-8877.

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 left is the logo with a stylized bird and the text 'BLOOMINGTONMN.gov'. To the right is a search bar with the placeholder 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 bar is a dark green horizontal strip with the following items: HOME, RESIDENTS, BUSINESS, GOVERNMENT, ARTS AND RECREATION (circled in red), and ENVIRONMENT. A dropdown menu is open under 'ARTS AND RECREATION', listing various categories and links. The 'Online Registration' link is circled in red. At the bottom of the page is a row of eight colorful icons with labels: 'ASK THE CITY' (red question mark), 'CALENDAR' (blue calendar), 'CITIZEN ALERT' (orange warning triangle), 'E-SUBSCRIBE' (blue envelope), 'GARBAGE & RECYCLING' (green trash bin), 'JOBS' (red 'City JOBS' logo), 'PASSPORTS' (blue passport), and 'PERMIT PORTAL' (purple computer monitor).

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, 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 4 "Register for Programs"

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?

Forgot your Username?

[Sign In](#)

[Reset](#)

[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 * Resident

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)

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

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

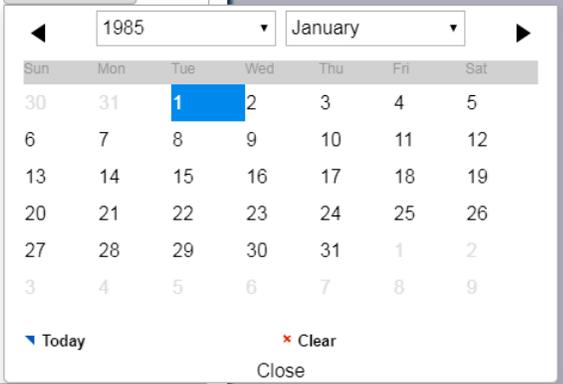
City * State Zip Code *

Country

Phone #1 * Phone #1 Type *

Phone #2 Phone #2 Type

Email #1 * Confirm Email *



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

Add ALL members of your family:

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 ---

(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

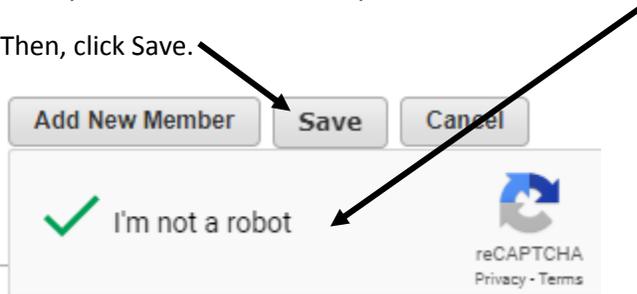
QUALITY SERVICES - AFFORDABLE PRICE

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.

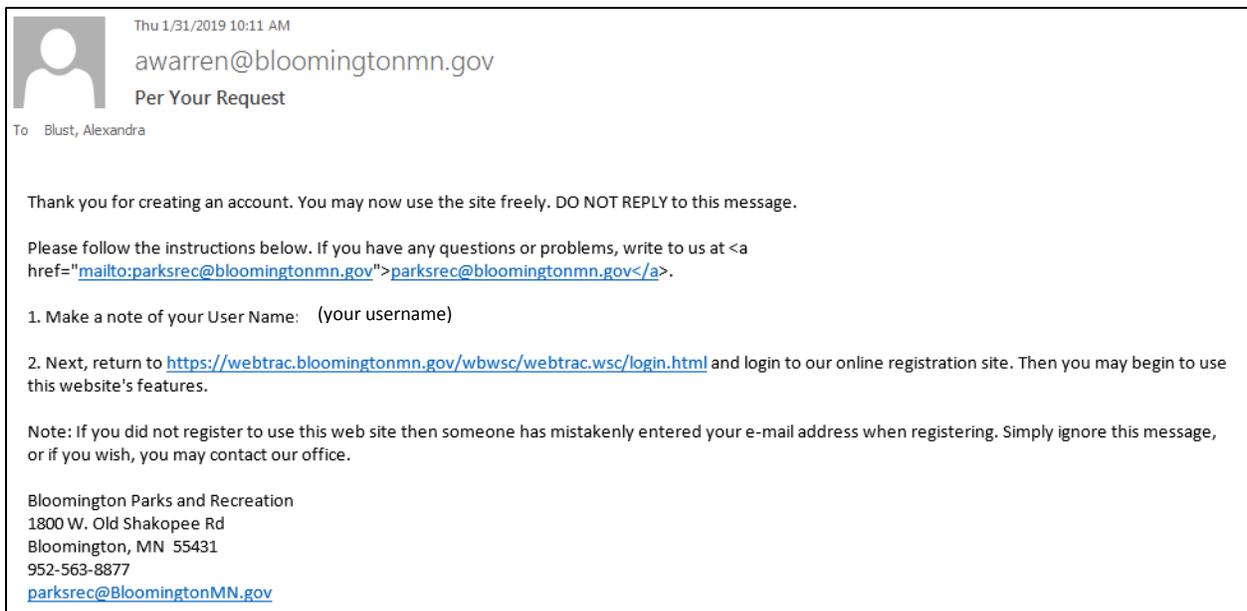


Part 4: WAIT

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: REGISTER FOR PROGRAMS

- 1) Go back to webtrac (for help finding the webtrac website see Part 1)
- 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) Choose the program that you would like to sign up for. You can either click the icon, or click "Activities" under browse and page through your options.



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

Welcome to Online Registration

My Account <ul style="list-style-type: none">Print a Calendar of your EventsChange your PasswordChange Household DataChange Member Data	 <p>Shelter Availability</p>	 <p>Canoe Rack Rentals</p>	 <p>Garden Plot Rentals</p>
Quick Links <ul style="list-style-type: none">Make a DonationContact UsEvent CalendarMy HistoryHousehold CalendarReprint a Receipt	 <p>Youth Ice Skating</p>	 <p>Adaptive Programs</p>	 <p>Leagues</p>
Browse <ul style="list-style-type: none">ActivitiesLeaguesFacilities	 <p>Camp Kota</p>	 <p>The View, Mini View and Galaxy</p>	 <p>Summer Adventures Playgrounds</p>

4) Click the Green + next to the program that you would like to register for.



	Activity	Description	Dates	Times	Meet Days	Locations	Price		Grades	Status
	109-1A	Test Class 1	12/01/2019 -12/01/2019	12:00 pm -12:30 pm	Su	Varies	\$0.00/\$0.00			Available
	161-1A	Family Archery Class	09/29/2018 -09/29/2018	10:00 am -12:00 pm	Sa	Marsh Lake Park	\$20.00/\$20.00			Cancelled
	1721-1A	Snowplow 1 Tue 10A	11/27/2018 -01/22/2019*	10:00 am -10:30 am	Tu	Bloomington Ice Gar	\$85.00/\$85.00			Unavailable
	1721-1B	Snowplow 1 Tue 1P	11/27/2018 -01/22/2019*	1:00 pm -1:30 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00			Unavailable
	1721-1C	Snowplow 1 Sat 10A	12/01/2018 -01/19/2019*	10:00 am -10:30 am	Sa	Bloomington Ice Gar	\$85.00/\$85.00			Unavailable

5) At the bottom of your screen, a green box will appear. Click "Add to cart"

	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
	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
	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
	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
	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
	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
	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

These are the full price for these programs. If you have been approved for fee assistance, a modified price will appear when the program is in your cart.

6) Everyone that is eligible to sign up for the program will be listed on the screen. If the a family member doesn't appear, that family member's grade/age doesn't match the grade/age criteria of the program or the grade/age was entered incorrectly on the account. To change a grade or age, you will need to contact Parks and Recreation, it cannot be done online.

- 7) CLICK THE CHECK BOX next to the family members that you would like to register for this program and click continue.

Please check the box next to the members you would like to sign up for this activity.

Alex Blust

Test Class 1 (109-1A)

Child Blust

Test Class 1 (109-1A)

Continue **Cancel**

- 8) Answer the questions that appear on the following screen. Some programs will have more questions than others.

If you answer yes to a question with an * next to it, please call 952-563-8877 to fill out additional forms to ensure your child's safety.

Please check the box next to the members you would like to sign up for this activity.

Test Class 1 (109-1A) for Child Blust (Purchase)

Questions

Does your child have a disability/medical condition *

Please list/explain.

Is support needed for a disability/medical conditioni *

Is your child diabetic? **

Are there any food allergies/diet restrictions? *

Please list any food allergies/diet restrictions:

List any other allergies-exclude hayfever/seasonal

Epi-pen or similar needed for allergies? **

Please list any medications child is taking:

Will your child need to take meds during program? **

My child's t-shirt size is: *

- Youth M (10-12)
- Youth L (14-16)
- Adult S

*Please call 952-563-8877 to request add. forms.

Having a disability would NEVER disqualify your child for a program, however we need to know if your child has a disability so that we can adequately care for them.

9) Read the information, 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

10) If you would like to sign up for another program, click “Continue Shopping”. Go back to Part 4, step 3.

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 **Continue Shopping** Pay Old Balances Make A Donation Empty Cart

11) When you are done registering for programs, 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		

12) Type in your Billing Information 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.

13) Fill out the payment info and email yourself a receipt.

14) Once you receive a receipt your spot is secured.

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

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](#)

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.