Online Canoe Rack Rental Instructions
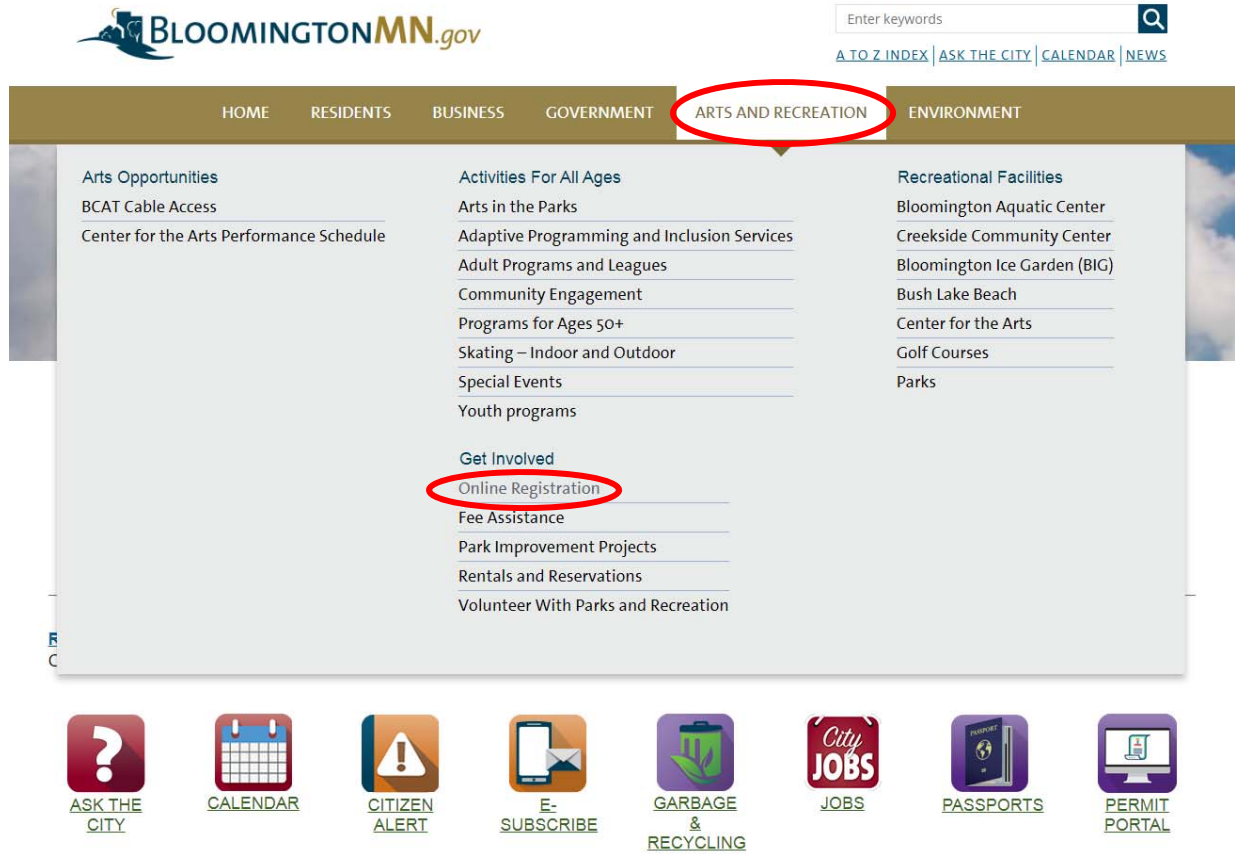
Contents

Part 1: GET TO THE WEBTRAC WEBSITE

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

Option 2:

Go to webtrac.bloomingtonmn.gov

Part 2: 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 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 5 "Register for Programs"

2) To make an account, click "Need an Account"

The screen will look like this:

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   --- Please Select

Address Line 1 *   Address Line 2

City *   Bloomington   State *   MN   Zip Code *   55431

Country   --- Select A Cour

Phone #1 *   Phone #1 Type *   --- Select A Phor

Phone #2   Phone #2 Type   --- Select A Phor

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

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.

Add New Member   Save   Cancel

☐ I'm not a robot

Page 6

Choose a Login Name and Password

BLOOMINGTON MN GOVERNMENT SITE
CityWEB

CITY OF
BLOOMINGTON
MINNESOTA

Home   Search   Contact Us   RSS   Event Calendar

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

New Account Information

Login (up to 50 chars) *   SampleLogin

Password (up to 50 chars) *   ●●●●●●●●●●

Re-Type to Confirm   ●●●●●●●●●●

Resident: You live in Bloomington
Non-Resident: You live outside of Bloomington
(Richfield, Edina, etc.)

Account Primary Person Information (Adult 18+)

Select League or Household Residency *   Resident ▼

First Name   John   Last Name *   Smith   Birthday *   01/01/1985

Gender   --- Please Select ▼

Address Line 1 *   Address Line 2

City *   Bloomington   State *   MN ▼   Zip Code *

Country   --- Select A Cour ▼

Phone #1 *   Phone #1 Type *   --- Select A Phor ▼

Phone #2   Phone #2 Type   --- Select A Phor ▼

Email #1 *   Confirm Email *

◄	1985 ▼	January ▼	►
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

◥ Today   ✕ Clear
                    Close

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.

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.

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"
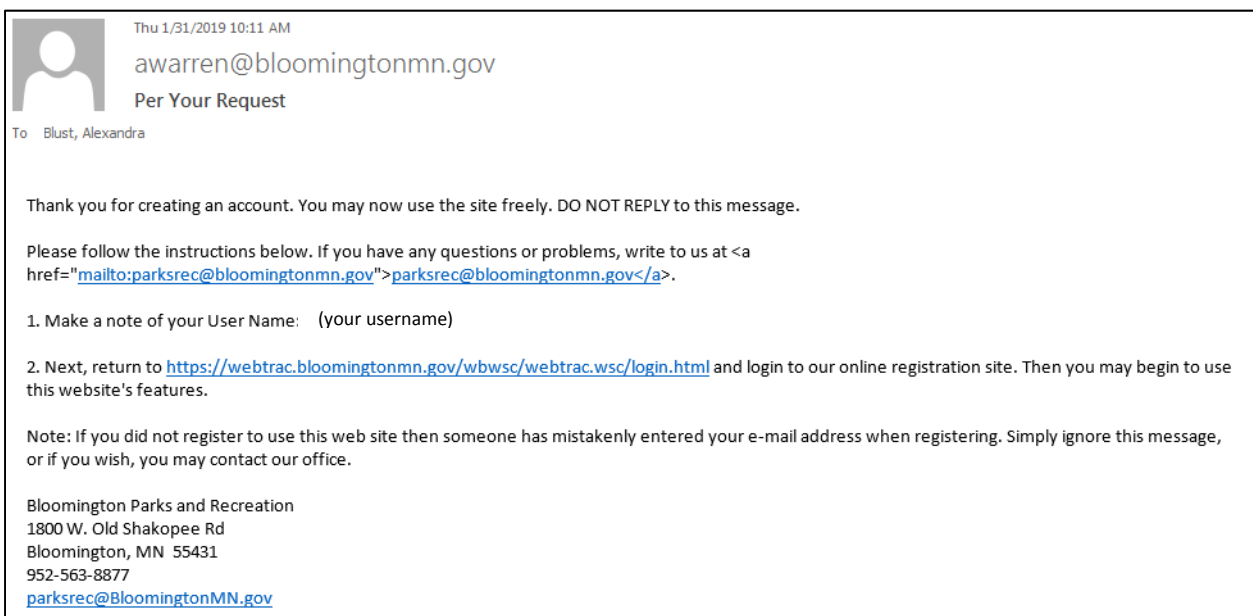
Then, click Save.
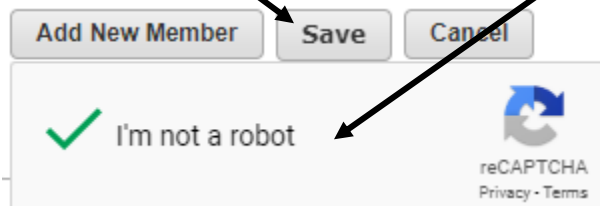
Part 3: WAIT

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.
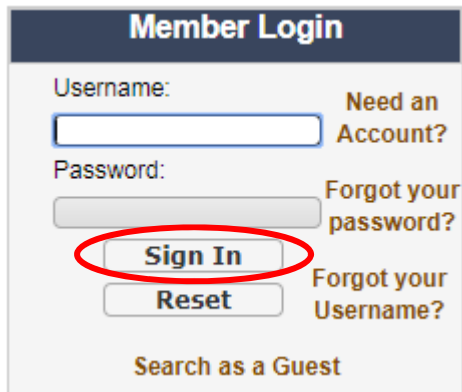

When you're account has been created, you will receive an email like this one:

Thu 1/31/2019 10:11 AM

awarren@bloomingtonmn.gov

Per Your Request

To   Blust, Alexandra

Thank you for creating an account. You may now use the site freely. DO NOT REPLY to this message.

Please follow the instructions below. If you have any questions or problems, write to us at parksrec@bloomingtonmn.gov.

1. Make a note of your User Name: (your username)

2. Next, return to https://webtrac.bloomingtonmn.gov/wbwsc/webtrac.wsc/login.html and login to our online registration site. Then you may begin to use this website's features.

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.

Bloomington Parks and Recreation
1800 W. Old Shakopee Rd
Bloomington, MN 55431
952-563-8877
parksrec@BloomingtonMN.gov

Part 4: RENT A CANOE RACK

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.

3) Click on the Canoe Rack Rentals photo.

4) You screen will show a list of Canoe Racks marked "Unavailable".
   To see available racks, you must change the date in the Facility Search Criteria to the first date of the canoe rack rental period, which is typically May 1st.

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

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

Add the opening date here
5/01/20XX

5) Now, the available canoe racks will have a green "**+ available**" indicator/button. Click the green button for the rack that you would like to rent.

Canoe Rack #02 - *CANOE_BUSHW_#02*

	Facility Description	Location Description	Class Description	Date	Capacity				
+ 12:00 am - 11:59 pm Available	Canoe Rack #02	West Bush Lake	Canoe Racks	05/01/2019	N/A	ⓘ	🏷	🖼	View Map

Canoe Rack #03 - *CANOE_BUSHW_#03*

	Facility Description	Location Description	Class Description	Date	Capacity				
✕ 12:00 am - 11:59 pm Unavailable	Canoe Rack #03	West Bush Lake	Canoe Racks	05/01/2019	N/A	ⓘ	🏷	🖼	View Map

6) At the bottom of your screen, a green bar will appear. Click "Add to cart" button within that green bar.

Canoe Rack #03 - *CANOE_BUSHW_#03*

	Facility Description	Location Description	Class Description	Date	Capacity				
✕ 12:00 am - 11:59 pm Unavailable	Canoe Rack #03	West Bush Lake	Canoe Racks	05/01/2019	N/A	ⓘ	🏷	🖼	View Map

Canoe Rack #04 - *CANOE_BUSHW_#04*

	Facility Description	Location Description	Class Description	Date	Capacity				
+ 12:00 am - 11:59 pm Available	Canoe Rack #04	West Bush Lake	Canoe Racks	05/01/2019	N/A	ⓘ	🏷	🖼	View Map

Canoe Rack #05 - *CANOE_BUSHW_#05*

	Facility Description	Location Description	Class Description	Date	Capacity				
				Date	Capacity				

Canoe Rack #01 (CANOE_BUSHW_#01): 05/01/2019 @ 12:00 am - 11:59 pm

| Add To Cart | Clear Selection |

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

Type of Watercraft *	--- Not Selected --- ▼
Length of Watercraft *	
Color of Watercraft *	
Manufacturer's Serial Number of Watercraft (If no serial number exists, enter N/A) *	
MN Watercraft Number (If 10 feet or less in length, enter N/A) *	
MN Watercraft Expiration Year (if 10 feet or less in length, enter N/A) *	--- Not Selected --- ▼
Do you intend to use this rack for more than one watercraft? *	--- Not Selected --- ▼
Type of 2nd Watercraft	--- Not Selected --- ▼
Length of 2nd Watercraft	
Color of 2nd Watercraft	
Manufacturer's Serial Number of 2nd Watercraft (If no serial number exists, enter N/A)	
MN 2nd Watercraft Number (If 10 feet or less in length, enter N/A)	
MN 2nd Watercraft Expiration Year (If 10 feet or less in length, enter N/A)	--- Not Selected --- ▼

8) 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.

Tennessen 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

9) If you would like to rent a 2ⁿᵈ rack, click "Continue Shopping". Go back to Part 5, step 3 (page 8).

Shopping Cart

Showing 1 To 1   Total Results (1)

	Description	Name	Total Fees		
✖	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

10) When you done processing your rental(s), 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		
✖	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]

11) The Billing Information should be filled in from your account information but if you need to make changes, make sure to do that before you 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.

[**Continue**]   [Back To Shopping Cart]   [Make A Donation]

12) Fill out the payment information.

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

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

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 8AM-4:30PM or parksrec@BloomingtonMN.gov.