



# How to Register for Parks and Recreation Garden Plot Rental

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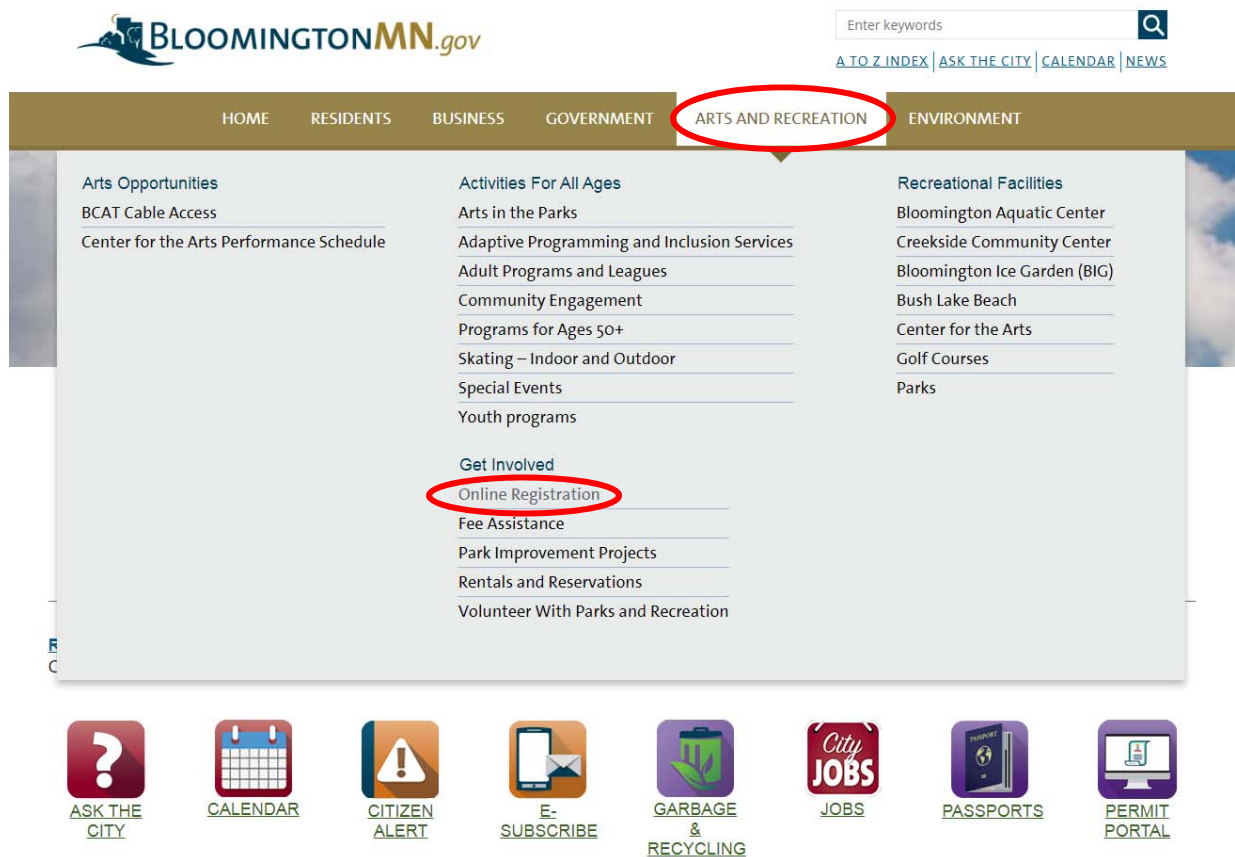
## Part 1: FEE ASSISTANCE

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 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"



### Option 2:

Go to [webtrac.bloomingtonMN.gov](http://webtrac.bloomingtonMN.gov)

## Part 3: MAKE AN ACCOUNT

- 1) **You may unknowingly have an account!** If you have ever rented a facility, registered for a program or for passes at the pool or at the beach, you have an account, even if you did not set it up or register online. If you do not know your user name or password use the “Forgot your password?” or “Forgot your Username?” buttons to retrieve your username or reset your password. For additional help call 952-563-8877 for assistance.

If you already have an account, skip to part 5 “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?](#)

[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)

**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 \*

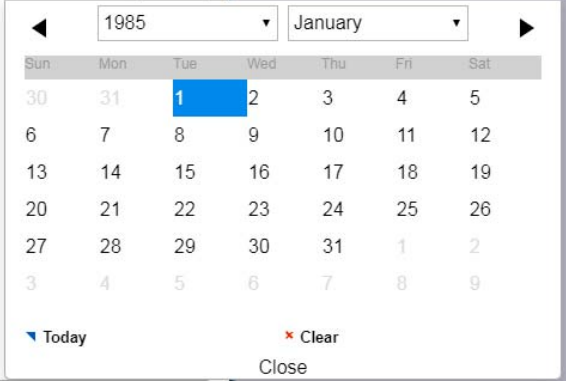
Country

Phone #1 \*  Phone #1 Type \*

Phone #2  Phone #2 Type

Email #1 \*  Confirm Email \*

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



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 Relationship

School Grade  
Fall 2018  
(PreK = .25  
Kindergarten  
= .5 Adult =  
13) \*

Email #1

Remove New Member

Emergency Contacts

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

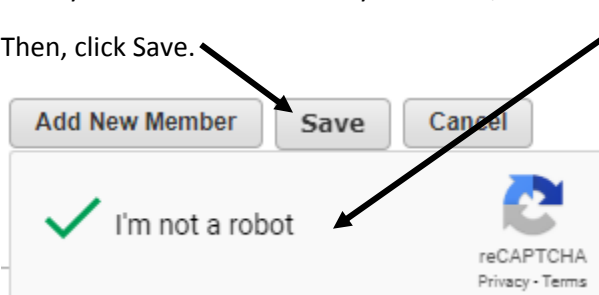
QUALITY SERVICES - AFFORDABLE PRICE

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.

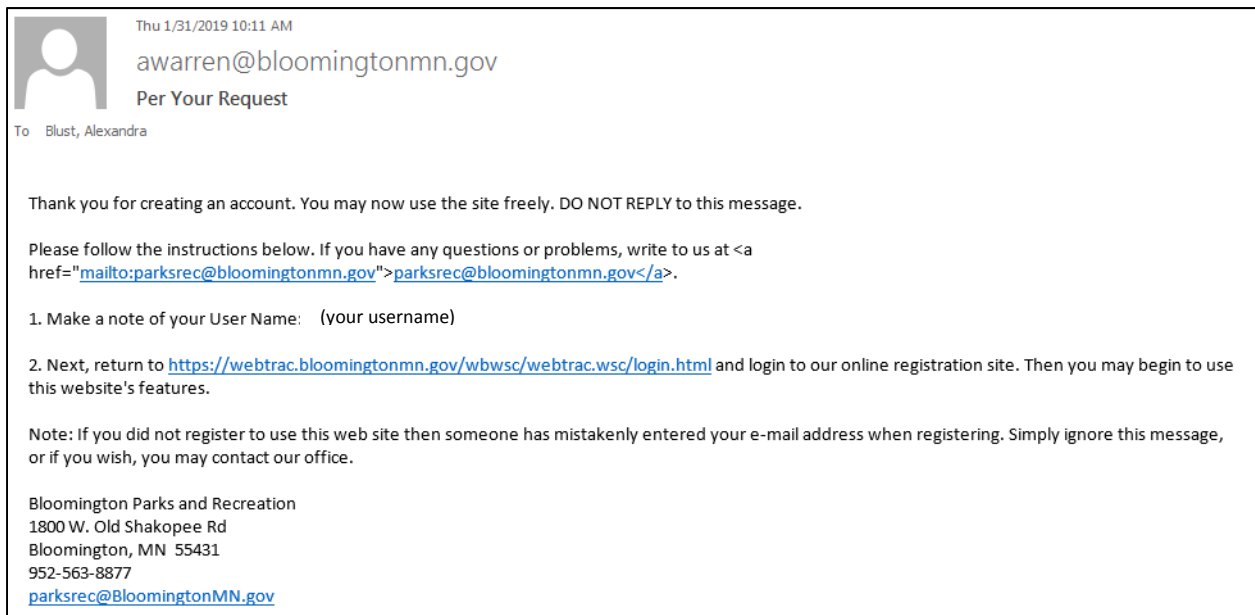


## Part 4: WAIT

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

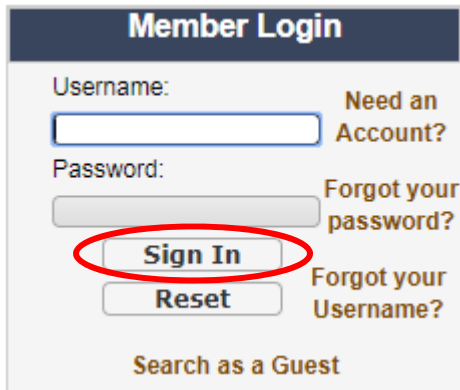


When you're account has been created, you will receive an email like this one:



## 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. (Remember that user names and passwords are case sensitive.)



**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

<b>My Account</b> <ul style="list-style-type: none"><li>Print a Calendar of your Events</li><li>Change your Password</li><li>Change Household Data</li><li>Change Member Data</li></ul>	 <p>Shelter Availability</p>	 <p>Canoe Rack Rentals</p>	 <p>Garden Plot Rentals</p>
	 <p>Youth Ice Skating</p>	 <p>Adaptive Programs</p>	 <p>Leagues</p>
	 <p>Camp Kota</p>	 <p>The View, Mini View and Galaxy</p>	 <p>Summer Adventures Playgrounds</p>

**Quick Links**

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

**Browse**

- Activities
- Leagues
- Facilities



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 2020 it is 4/24/2020). This day changes every year, check the [bloomingtonmn.gov](http://bloomingtonmn.gov) keyword: garden rental for the correct opening day.

After you enter the date, **click search** to refresh your search results.

**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

**Search Results**

Showing 1 To 20 | Total Results (178)

**Garden Plot #01 - GARDN\_BROOC\_#01**

	Facility Description	Location Description	Class Description	Date	Capacity				
<b>× Unavailable</b>	Garden Plot #01	Brookside Covenant	Garden Plots	02/12/2019	N/A	<b>i</b>	<b>↗</b>	<b>📍</b>	<b>View Map</b>

**Garden Plot #01 - GARDN\_HAR\_#01**

	Facility Description	Location Description	Class Description	Date	Capacity				
<b>× Unavailable</b>	Garden Plot #01	Harrison Picnic Grnd	Garden Plots	02/12/2019	N/A	<b>i</b>	<b>↗</b>	<b>📍</b>	<b>View Map</b>

5) Now, the available garden plots will have a green “available” rectangle. Click that rectangle.

**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				
12:00 am - x 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 box will appear. Click “Add to cart”

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

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.

- 7) There may be questions that appear on the following screen. If so, answer the mandatory questions listed in red. 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 (or make any other online purchases with Bloomington Parks and Recreation) at this time, click “Continue Shopping”. Go back to Part 5, 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"/>
	<b>Grand Total Fees Due</b>		<b>\$ 0.00</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**

- 9) 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		

**Proceed To Checkout**

- 10) 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.**

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

12) Once you receive a receipt your rental 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: \*

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.

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.