



How to Create a New Account Online

- Go to www.wiltonparksandrec.org
- On the left side of the page click the register button
- Click on the "Sign In" button
- Fill in all required fields
- **Phones:** If you wish to receive text message updates to your cell phone please select the appropriate text option and supply your phone carrier (service provider)
- **E-Mail** – Multiple e-mail addresses may be entered. If you do not have an e-mail please enter etrakplus@gmail.com to continue.
- **Log In & Password:** Your password must be a minimum of six (6) characters. If you forget your login or password please select forgot username/password on the sign in screen.
- **Registration Accepted -Your account is now live**
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Adding Family Members

- **Select create a new family.** A box will appear with your last name listed under family Name and a check box indicating that you are the responsible party for this family. Select **Add a Family Member**
- A dialog box will open asking if the family member you are about to add is in our system. Select **NO (create a new person)**.
- Complete the required fields for each family member you wish to add.

Registering For Classes & Activities

After signing in select the register button. *Note: You may always browse classes without signing in; however, you will be asked to sign-in when adding items to your cart.*

- Click on the Register button
- From the Catalog, select a class or activity and add it to your cart
- Select a participant for this activity from your family and click **Next**
- Continue shopping or select **Checkout from your cart when ready to pay.**
- Enter your credit card information and select **Next** to complete your transaction. A receipt will be e-mailed to you

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