

Creating a Registration Day Wishlist

IMPORTANT: Adding a summer camp or activity to your Wishlist does not guarantee that you will get a spot in that camp or activity. The Wishlist is simply a convenient way to create a list of the camps and activities you would like to register for so that you don't need to search for them on Registration Day.

Prepare for Registration Day:

- **Log** into your Parks & Rec account and ensure that your credentials work. If not, use the Reset My Password button or contact the Parks & Recreation front desk at 406-721-PARK (7275).
 - **Renew** or purchase a CityCard to receive the resident discount. CityCards expire at the end of each year, so call 406-721-PARK to renew. Please allow about a week for processing before registration day.
 - **Apply** for the Share the Fun Grant if you would like financial assistance. Please apply at least two weeks before registration to allow us time to process the application and apply any grants to your account.
 - **Visit** our website to see the list of summer camps at www.missoulaparks.org. The complete Summer Recreation Guide will be posted there once available.
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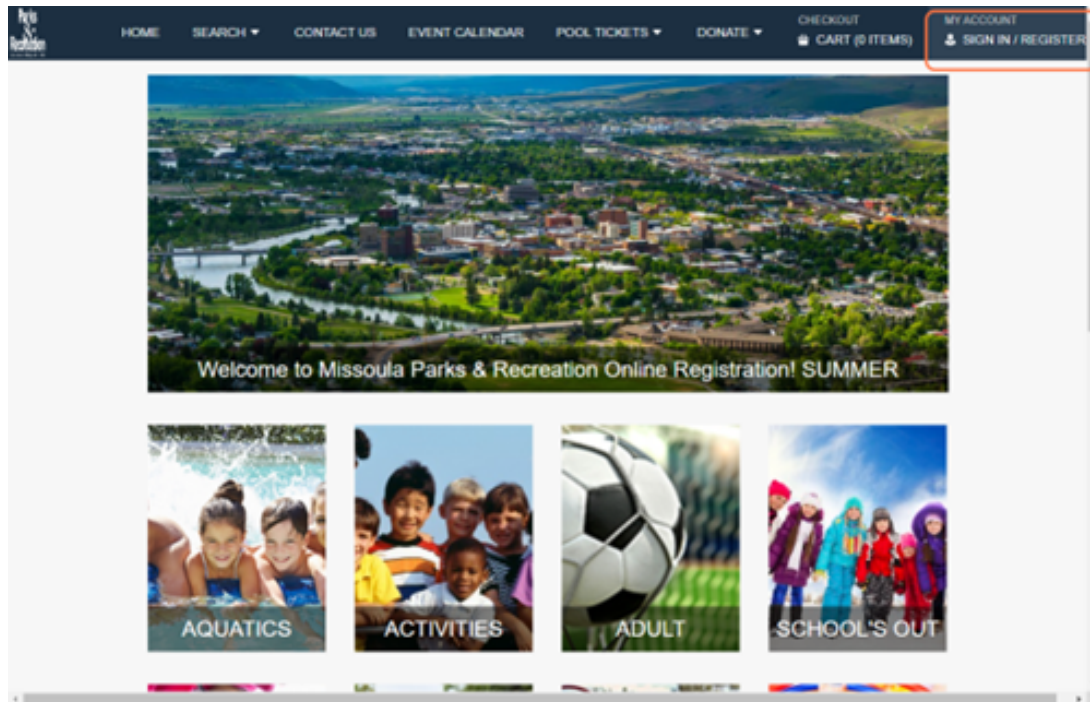
To log into your account, visit www.missoulaparks.org/register

If you don't have your log in information, please contact the front desk at 406-721-PARK. Our front desk is staffed Monday-Thursday, 6 a.m. - 8 p.m.; Friday, 6 a.m. - 6 p.m.; and Saturday & Sunday 8 a.m. - 6 p.m.

STEP 1

Click **SIGN IN / REGISTER** to get to the sign in page.

Note: You don't need to log in to browse our available activities. Simply click on any of the tiles to and browse.



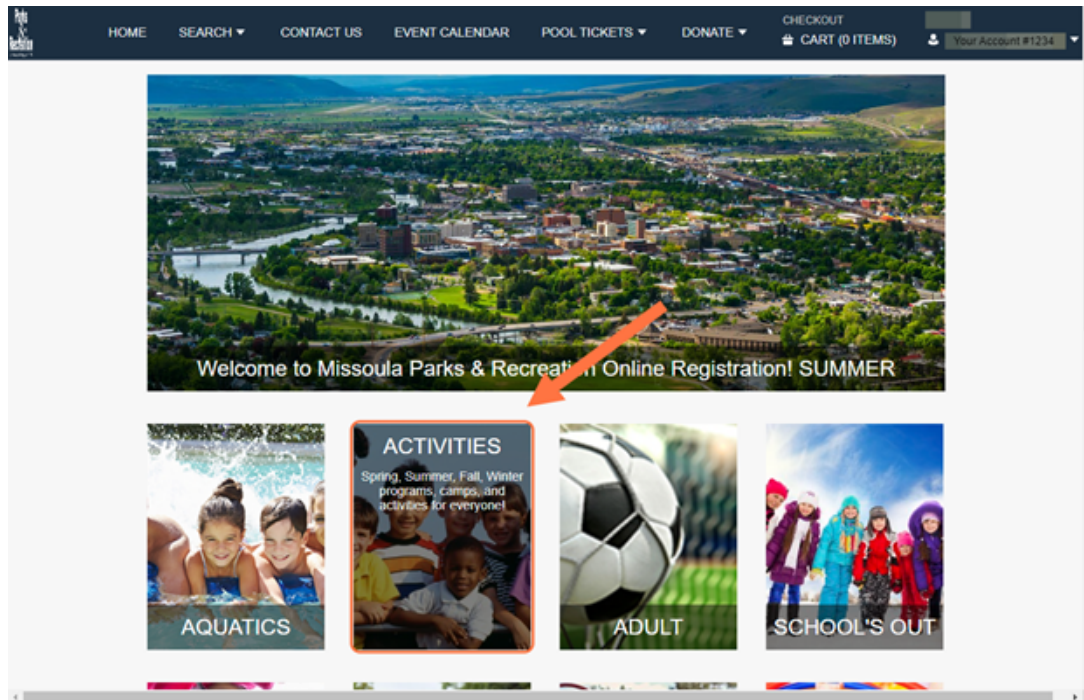
STEP 2

Enter your log in information here

A screenshot of the 'WebTrac Login' page. The top navigation bar is identical to the previous screenshot, with 'MY ACCOUNT' and 'SIGN IN / REGISTER' highlighted. The main content area has a title 'Login' and a form titled 'WebTrac Login'. The form contains two input fields: 'Username *' and 'Password *'. The 'Username' field is highlighted with an orange border. Below the password field is a 'Login' button. At the bottom of the form are links for 'Forgot Username?' and 'Forgot Password?'. Below the form is a link that says 'Don't have an account? Sign Up Now'. The footer is dark blue with the text 'Follow us on Social Media' and icons for Facebook, Twitter, and Instagram.

STEP 3

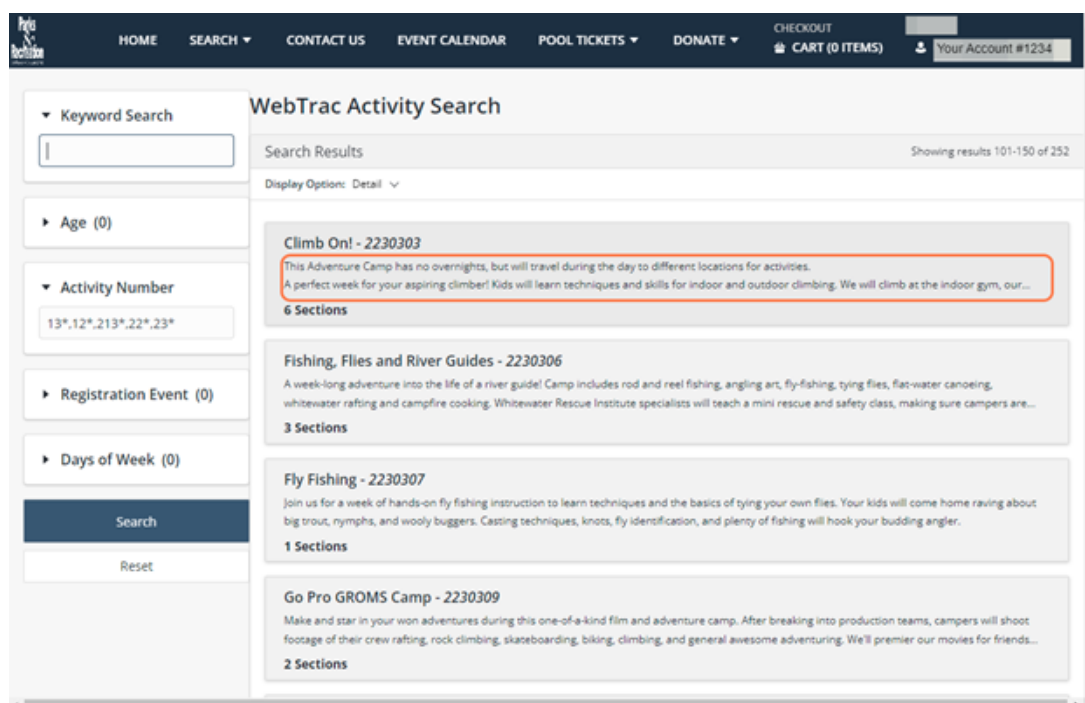
Click on **ACTIVITIES** to search current activities and summer camps.



STEP 4

Find the activity you want, and click on it.

Clicking on it will show you all the available sections.



STEP 5

Find the dates/section you want and click on that section's name.

These sections will all show up as Unavailable until Registration opens on **March 1** at 9:00 a.m.

The screenshot shows a registration interface for the 'Climb On!' activity (ID: 2230303). On the left, there are filters for Age (0), Activity Number (13*,12*,213*,22*,23*), Registration Event (0), and Days of Week (0), along with Search and Reset buttons. The main content area displays the activity description and a table of 6 sections. An orange arrow points to the 'Climb On!' link in the second row of the table. Below the table, there are sections for 'Fishing, Flies and River Guides - 2230306' and 'Fly Fishing - 2230307'.

Activity #	Description	Dates	Times	Days	Location	Ages	Price City Card/Regular	Availability
2230303-03	Climb On!	07/15/2024 - 07/19/2024	8:30 am - 5:00 pm	M, Tu, W, Th, F	McCormick Park	4.5-8.99	\$225.00/\$265.00	Unavailable
2230303-04	Climb On!	07/22/2024 - 07/26/2024	8:30 am - 5:00 pm	M, Tu, W, Th, F	McCormick Park	4.5-12.99	\$225.00/\$265.00	Unavailable
2230303-05	Climb On!	07/29/2024 - 08/02/2024	8:30 am - 5:00 pm	M, Tu, W, Th, F	McCormick Park	4.5-12.99	\$225.00/\$265.00	Unavailable
2230303-06	Climb On!	08/05/2024 - 08/09/2024	8:30 am - 5:00 pm	M, Tu, W, Th, F	McCormick Park	4.5-12.99	\$225.00/\$265.00	Unavailable

STEP 6

After clicking on the section you want, click on the Add to Wishlist button.

The screenshot shows the detailed page for the 'Climb On!' activity (ID: 2230303). The page includes a description, a 'Fees' section, and an 'Add to Wishlist' button. An orange arrow points to the 'Add to Wishlist' button. The 'Fees' section lists the City Card rate (\$225.00) and the Regular rate (\$265.00). The 'Add to Wishlist' button is highlighted with a red box. The 'Share' button is also visible. The right sidebar contains 'Activity Details', 'Meeting Details', 'Registration Event', and 'Eligibility' information.

Climb On! - 2230303

This Adventure Camp has no overnights, but will travel during the day to different locations for activities.

A perfect week for your aspiring climber! Kids will learn techniques and skills for indoor and outdoor climbing. We will climb at the indoor gym, our challenge ropes course and outdoor climbing locations.

Fees

City Card
Rate:
Climb On Reg Fee (Standard Fee): \$225.00

Regular
Rate:
Climb On Reg Fee (Standard Fee): \$265.00

\$225.00 - \$265.00

[Add to Wishlist](#)

[Share](#)

Activity Details
Climb On!

Meeting Details
07/22/2024 - 07/26/2024
Time: 8:30 am - 5:00 pm
Days: Mon - Fri
McCormick Park
600 Cregg Ln
Missoula, MT, 59801
Facility: McCormick Park

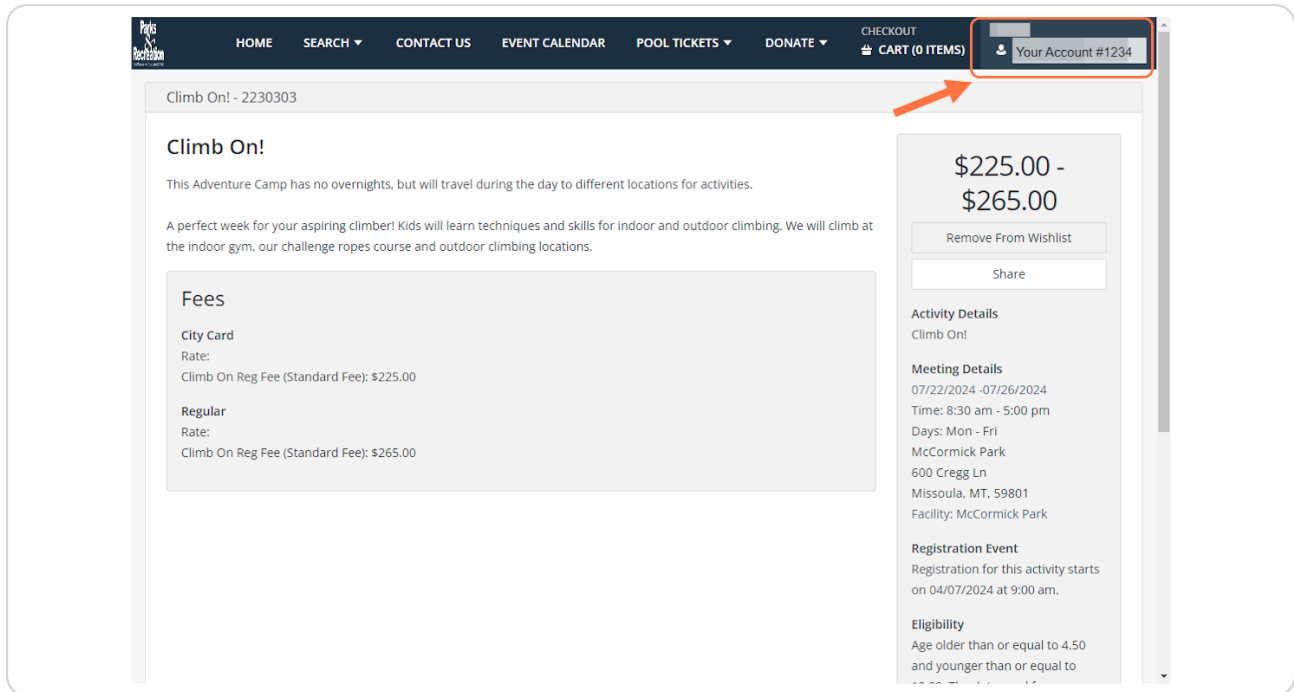
Registration Event
Registration for this activity starts on 04/07/2024 at 9:00 am.

Eligibility
Age older than or equal to 4.50 and younger than or equal to 12.99

STEP 7

Click on your account.

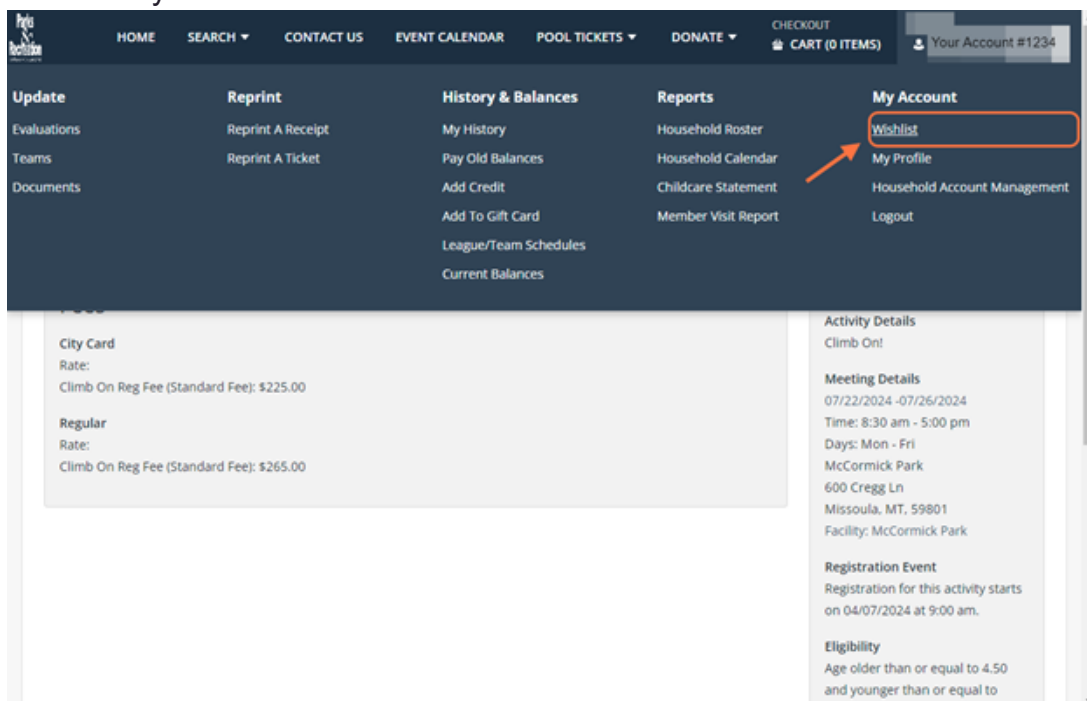
This will open a drop down menu.



STEP 8

Click on Wishlist to see your Wishlist.

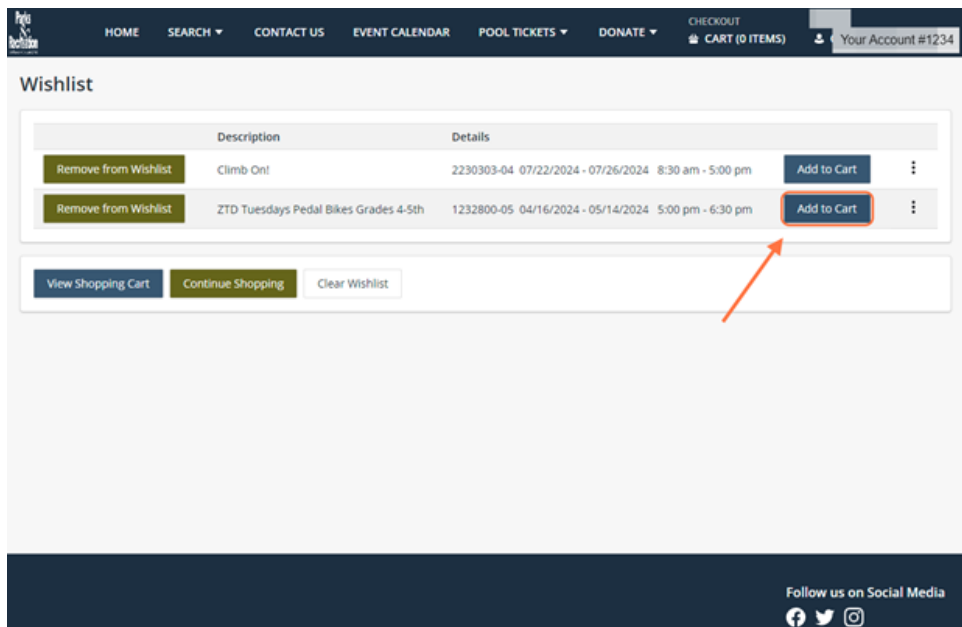
You can add and remove activities here **so that you have the activities you want in one place before Registration Day**. On Registration Day, this is where you will go to add all your activities to your cart.



STEP 9

On Registration Day, log in to your account and go to your Wishlist.

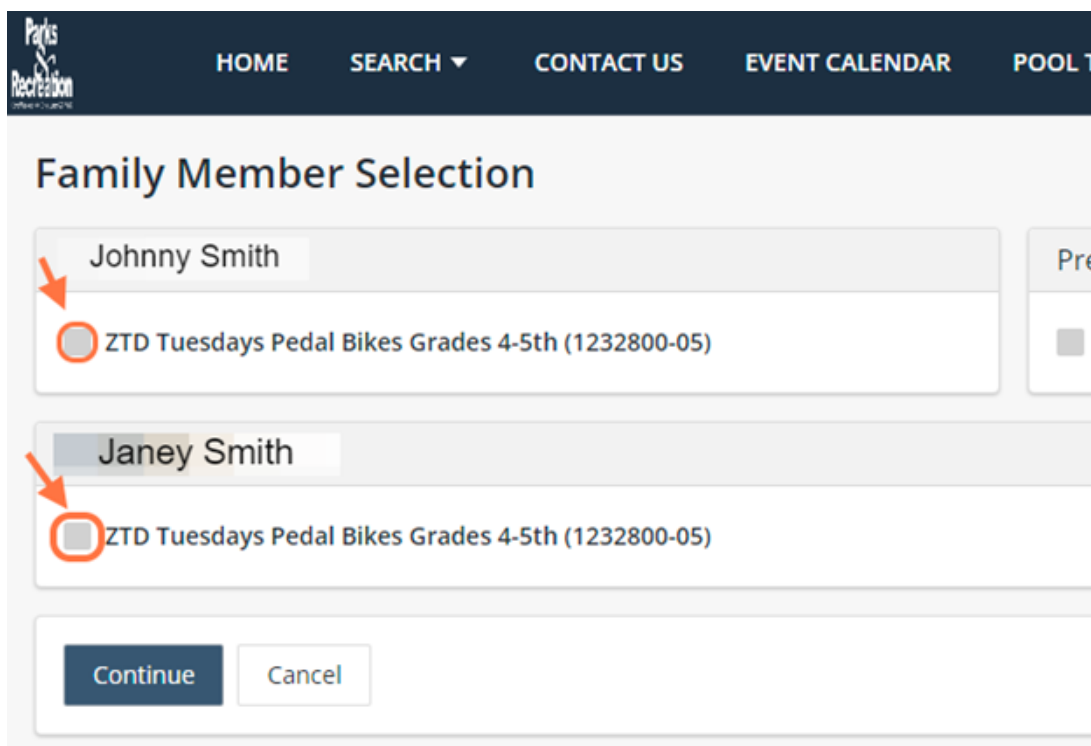
You will need to click the Add to Cart button for each activity to add it to your cart.



STEP 10

Check the box next to the family member you want to register. Then click continue.

You can add multiple family members at once as long as they meet the age requirement to participate in the activity.



STEP 11

When you are done adding activities to your cart from your Wishlist, you can add activities that were not on your Wishlist or remove activities. Then, you're ready to check out!

Please Note: If multiple people have the same activity in their cart, it is possible that there are more people who want the activity than there are spots available. If this happens, the people who check out first will get the spot. This happens with high demand camps, such as Animal Wonders, Splash Camp, and Last Blast.

To avoid this, some people choose to check out immediately after adding high demand camps to their cart. You can always return after checking out and register for more camps and activities.

The screenshot shows the checkout page with a dark navigation bar at the top containing links: HOME, SEARCH, CONTACT US, EVENT CALENDAR, POOL TICKETS, DONATE, CHECKOUT, and a user account link (Your Account #1234). The main heading is "Checkout". Below it is a "Summary of Charges" table:

New Charges In Shopping Cart:	\$ 136.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 136.00
Amount To Be Paid Today:	\$ 136.00

Below the table is a section titled "The Following Information is Required to Complete Your Transaction". It includes a dropdown menu for "Using This Payment Method: *" with "Visa" selected. Below that is a section for "Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship" with fields for "Type" (Coupon) and "Code", and an "Apply" button. At the bottom is a "Customer Information" section with a "First Name: *" field.

STEP 12

REMINDER: When checking out, be sure to click in the box next to "I'm not a robot" before selecting the Continue button.

The screenshot shows the bottom portion of the checkout page. It includes a "Billing Street Address *" field, a "Billing Zip Code *" field, and a CAPTCHA section with a checkbox labeled "I'm not a robot" and a "reCAPTCHA" logo. Below the CAPTCHA is a message: "Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt." At the bottom are three buttons: "Continue", "Add a Donation", and "Back To Cart".

STEP 13

You should then see a receipt number, confirming that your registration has processed. A confirmation email will also be sent to the account holder.

Checkout Confirmation

Your Online transaction is complete. Please select an option below to continue.

Your receipt number:

1297528

A copy of your receipt will be emailed to **email@gmail.com**.

If you have an account with us, you can browse anytime to **My Account/Reprint/Reprint a Receipt** once the receipt has been produced.

Logout

Continue Shopping