



Tallmadge Technical Support Document

Author: Lloyd Alger

Date: June 1, 2009

Category: Recreation Center

Topic: Navigating WebTrac

Navigating WebTrac

At the Main Registration page for WebTrac, please enter your Username and Password in the appropriate fields.

Welcome to the Tallmadge Recreation Center online registration site.

User Name:

Password:

You may browse the site as a Guest, however you must Sign In as a registered user in order to shop.

Having Trouble Signing In? [Click here for help.](#)

If you are unsure of your User Name or Password, you may also wish to [contact our office.](#)

Tallmadge Rec Center
46 N. Munroe Rd
Tallmadge, OH 44278
Email: Tallmadge Rec Center
Telephone: (330)634-2349

[Return to Home Page](#)

This site requires a javascript-enabled browser and minimum resolution of 800 x 600.
Tested on Firefox 2 and Internet Explorer 7

Navigating the Menu Bar: Page 2-3.

Navigating the Activities Search: Page 4-5.

(More Navigating Walkthroughs forthcoming)



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Menu Bar Navigation

WebTrac Home: Bring you to our main Splash page.

Search: Allows you to search for Activities, Facilities, Pass Memberships, and Leagues.

Shop: Allows you to shop for Activities, Day Care, Facility Reservations, Pass Registrations, Pass Renewals, and League Reservations

My Account: Allows you to View your History, Reprint Receipts, Print Household Rosters and Calendars, Pay Old Balances, Change your Username or Password, Printer Member Visits, and Evaluate Activities.



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Contact us: Allows you to Contact the Recreation Center directly by filling out the form.

To contact us, please complete this form:

Name *

Household ID Number

Comments/Questions *
Please be brief. You may enter up to 125 characters

125 characters left

Please Respond To Me

by Email
 by Phone
 by Mail
 No Reply Needed

Email Address

Best Phone# To Reach Me

* REQUIRED DATA

WebTrac FAQs: Provides you with and Identity Key for the various icons used.

Key to WebTrac Icons

Add to Cart

- The Add to Cart button will add the selected item to your shopping cart.
- The Cart button takes you to the screen where you begin the process to add the selected item to your shopping cart.
- The Cart button with a Slash will remove the selected item from your shopping cart.
- The Exclamation Mark icon indicates that online registration/purchase of the item is not available.
- The House icon will display location information.
- The Dollar Sign icon displays the fees for the item.
- The Pound Sign icon displays enrollment counts.
- The Question Mark icon displays the descriptive details for the item.
- The Magnifying Glass icon will display a photo of the item if available.
- The Check Mark icon allows you to check the availability of the item.
- The Small Person icon indicates instructor information.
- The 'M' icon will display a map to the location.

Key to Record Navigation Icons

- The Down Arrow icon is for drilling down through the record results.
- The Drill Down Arrow icon is for drilling to the bottom of the results.
- The Rewind icon returns to the first page of records.
- The Back Arrow icon step back one page of records at a time.
- The Forward Arrow icon steps forward one page of records at a time.
- The Fast Forward icon jumps to the last page of records.

All receipts are in .PDF format and require Adobe Acrobat Reader

Your browser must allow pop-ups to view receipts correctly.

Click here to download free Acrobat Reader software from Adobe.com.

My Team Accounts: This is for use by Coaches and Captains who participate in Leagues governed by the Recreation Center.

No teams currently available.



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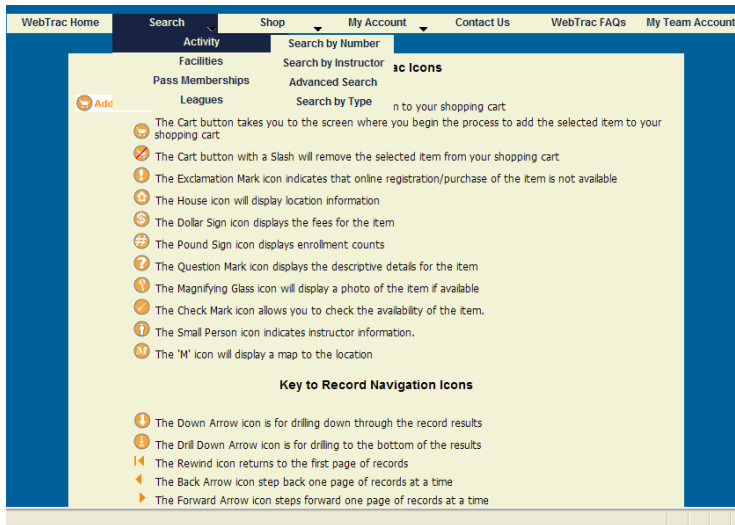
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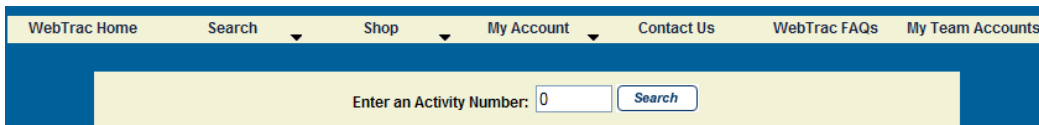
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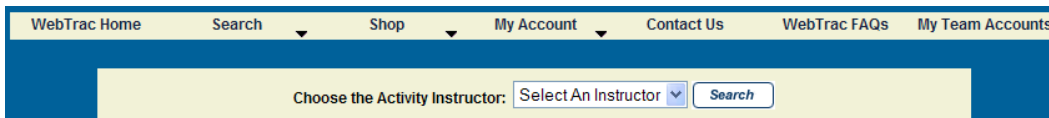
Activities Navigation



Search by Number: Allows you to Search for Activities by the Activity Number. Just enter the Activity Number in the field and click Search. All activities will also appear below ordered by Activity Number.



Search by Instructor: Allows you to Search for Activities by the Instructor's Name. Select the Instructor's name from the field and click Search.



Advanced Search: Allows you to enter the criteria of the class you are searching for. Fill in all relevant criteria in the form and select Search.



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Choose Your Activity Search Criteria

Max Matches To Display:

Age Range: to

Grade Range: to

Date Range: (mm/dd/yyyy) to (mm/dd/yyyy)

Time Range: : AM PM to : AM PM

Days Of Week: Mon Tue Wed Thu Fri Sat Sun

At Least One Selected Day All Selected Days Only Selected Days

[Grade Information](#)

Class Gender:

Residency Status: Resident Non-Resident Both

Include Waitlist: Yes No

Keyword Search:

Separate all words by a space. Example - pool swim beginner

Match At Least One Word Match All Words

Type Search*:

Location Search*:

Category Search*:

* Hold CTRL Key To Select Multiple Items

Search by Type: Allows you to Search for Activities by the Class Type. Select a Class Type from the field and click Search.

WebTrac Home Search Shop My Account Contact Us WebTrac FAQs My Team Accounts

Choose the Activity Type: