



Tallmadge Technical Support Document

Author: Lloyd Alger

Date: June 1, 2009

Category: Recreation Center

Topic: Logging into WebTrac

Logging into WebTrac

WebTrac requires a Username and a Password to Login and shop for classes/activities. To begin, please click on the Login Button on the Online Registration Page.

Tallmadge Recreation Center Online Registration

Welcome to the Tallmadge Recreation Center's Online Registration site (WebTrac). This site will enable you to register for Recreation Center and Maca Pool activities online. Some activities are only available for Pass Holders and other activities are available to all residents and non-residents. In order to shop for activities/classes, you will need to login using your Username and Password. Below are a few FAQs to assist you in logging in and navigating the site.

Frequently Asked Questions

To access WebTrac, please click the Login Button below.

[Login](#)

Once 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:

[Sign In](#) [Guest](#)

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

[Get Firefox](#) [Get Windows Internet Explorer 7](#)

Pass Holder First Login: Continue to page 3

Guest Login: Continue to Page 4

Non Pass Holder / New Account Registration: Continue on Page 5

Forgot your Password: Continue on page 7.



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Pass Holder First Time Login

For Recreation Center and Maca Aquatic Center Passholders, your Default Login is:

Username: Your Household Number

Password: Your Household Number

Your household number is located in the header of your Pass Registration Receipt you received. If you're having trouble locating your Receipt, you can always call the Recreation Center at (330) 634-2349.



PASS SALES RECEIPT

Receipt # [REDACTED]
Payment Date: [REDACTED]
Household #: [REDACTED]

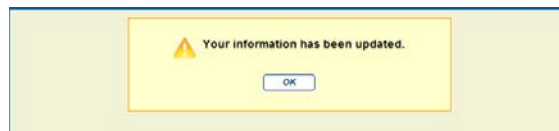
Once you have your Household Number, please enter it into both fields of the WebTrac Registration Page. If you have successfully logged in for the first time, you will arrive at the Update Household page. Enter the Data required and click on Submit.

Please update the following information about your household:

Your Household Number Is:	12699
User Name <i>*(for Web Login)</i>	<input type="text"/>
Password *	<input type="text"/>
Re-Type to Confirm Password *	<input type="text"/>
We will ask you these 2 Security/Challenge Questions if you forget your Password:	
What is your Maternal Grandfather's first name? *	<input type="text"/>
What is your Best Friend's first name? *	<input type="text"/>

* REQUIRED DATA

Once you click on Submit, you'll receive a confirmation that your information has been updated. Click on Ok to travel to the WebTrac My Account Home Page.





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Guest Login

Guests

Guests are able to browse the site, search for classes and activities, but are not able to purchase them. In order to browse the site as a Guest, please click on the Guest button in order to login as a guest,

Welcome to the Tallmadge Recreation Center online registration site.

User Name:

Password:



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Non Pass Holder / New Account Registration

New Accounts

If you are currently not a pass holder for the Tallmadge Recreation Center or Maca Aquatic Park, then you will need to create a new account online for WebTrac in order to shop for classes or activities. At the WebTrac registration page, please click on the “Having Trouble Signing in” link.

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.

This will bring you to the Account Troubleshooting window. From here you are able to request a new account, request login information for your current account, or recover a password. For your New Account Registration, please select the “Need an Account” link.

Need An Account

If you're a brand new patron with us, please click here to register for a new account.

Have An Account

If you have an account with us, but you've never used this site, please click here for a reminder email.

Forgot Password

If you have an account with us, but you've forgotten your password, please click here for a reminder email.

If you don't have an email address on file with us, you will need to contact our office at the address or phone number shown on the previous page (click 'Back').

[Back](#)

You will then arrive at the new Account Registration Page. Please fill in the required information and click Submit in order to process your new account information.



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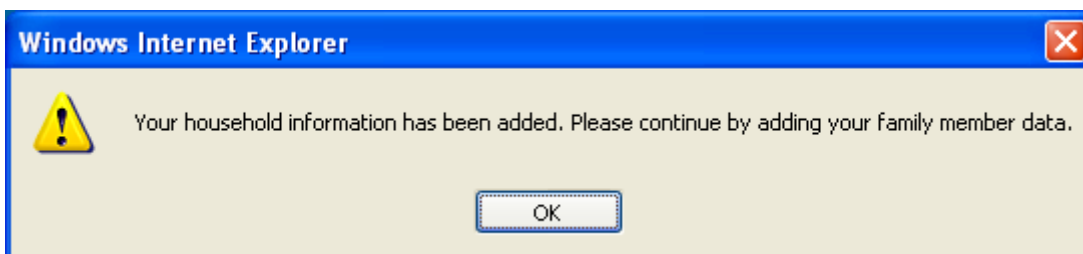
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User Name (for Web Login) *	<input type="text"/>	<i>(up to 50 chars)</i>
Password *	<input type="password"/>	<i>(up to 50 chars)</i>
Re-Type to Confirm Password *	<input type="password"/>	<i>(up to 50 chars)</i>
We will ask you these 2 Security/Challenge Questions if you forget your Password:		
<i>What is your Maternal Grandfather's first name? *</i>	<input type="text"/>	
<i>What is your Best Friend's first name? *</i>	<input type="text"/>	
Head of Household Information		
Name of Primary Guardian (First) *	<input type="text"/>	(Last) * <input type="text"/>
Name of Secondary Guardian (First)	<input type="text"/>	(Last) <input type="text"/>
Primary EMail Address *	<input type="text"/>	
Re-Type to Confirm EMail Address *	<input type="text"/>	
Home Phone w/ area code *	<input type="text"/>	<i>(xxx)xxx-xxxx</i>
Work Phone w/ area code	<input type="text"/>	Extension <input type="text"/>
Address Information		
Mailing Address *	<input type="text"/>	
Street Address if different	<input type="text"/>	
City *	<input type="text"/>	
State/Province *	<input type="text"/>	Postal/Zip Code * <input type="text"/>
Country	<input type="text" value="US"/>	
Emergency Contact Information		
Name of Emergency Contact (First)	<input type="text"/>	(Last) <input type="text"/>
Contact Phone w/ area code	<input type="text"/>	Relationship <input type="text"/>
Other Information		
How did you hear about this site?	<input type="text"/>	
Would you care to be contacted via Email by us?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Would you care to participate in Promotions or Contests?	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<i>* REQUIRED DATA</i>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

After clicking Submit, you will receive a confirmation message. Click OK to proceed with entering you Family member data.





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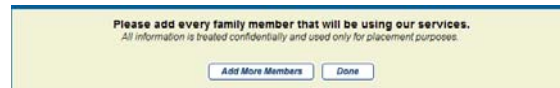
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At the “Add Family Member” page, please click on Add Members to add more Family members to your Household. This will enable them to purchase passes to the Tallmadge Recreation Center and Maca Park. It will also enable them to register for classes at either facility.



At the New Family member window, please fill in the required fields and then click Done to Submit the entry.

Family Member #	1
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Nickname	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth (mm/dd/yyyy) *	<input type="text"/> / <input type="text"/> / <input type="text"/>
School Grade or highest grade completed	<input type="text"/>
highest grade completed *	Unspecified

* REQUIRED DATA

Done Cancel Reset

When you have successfully added a new Family member, you will receive a confirmation window. Click Ok to continue.



When you have finished adding Family Members, click on Done to proceed.



Once your account is activated, you will received two Emails. One will contain your WebTrac Username another will contain your WebTrac password.



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Forgot Your Password?

Account holders who have registered an Email address in their account can request their password be Emailed to them. If you do you not an Email address on file, please call (330) 634-2349 to have your password reset.

Email Password

On the Main WebTrac registration page, click click on the “Having Trouble Signing in” link.

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.

This will bring you to the Account Troubleshooting window. From here you are able to request a new account, request login information for your current account, or recover a password. To Recover your Password, please select the “Forgot Password” link.

Need An Account

If you're a brand new patron with us, please click here to register for a new account.

Have An Account

If you have an account with us, but you've never used this site, please click here for a reminder email.

Forgot Password

If you have an account with us, but you've forgotten your password, please click here for a reminder email.

If you don't have an email address on file with us, you will need to contact our office at the address or phone number shown on the previous page (click 'Back').

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On the Forgot Password window, please enter the required information and click on Submit. If you are unable to enter all the required information, please contact the Tallmadge Recreation Center at (330) 634-2349.



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Once you have entered the required information, click on Submit. You will then be brought to a confirmation screen. Click OK to return to the Main Login page.



If the two Emails containing your Username and Password do not arrive within one hour, please contact the Tallmadge Recreation Center at (330) 634-2349.