

Go to our website www.greenfieldrecreation.com
Or go to reg.greenfieldrecreation.com and skip to Step 2

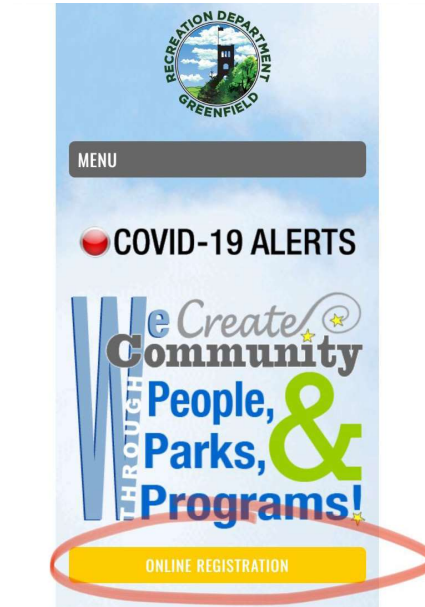
Greenfield Recreation Online Program Registration Guide

- Registering a New Account -

Go to our website to create an account and/or register for programs

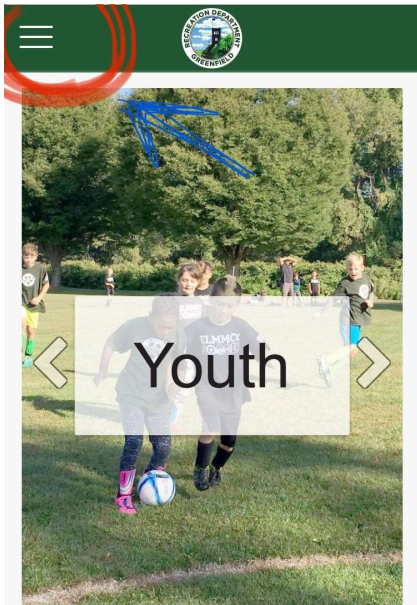
New Account Registration Guide Step 1

Go to our website www.greenfieldrecreation.com
Click on ONLINE REGISTRATION



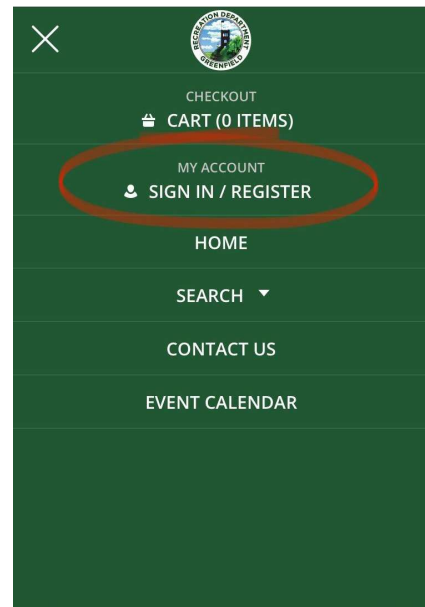
New Account Registration Guide Step 2

Click on the THREE WHITE LINES in the top corner of the webpage



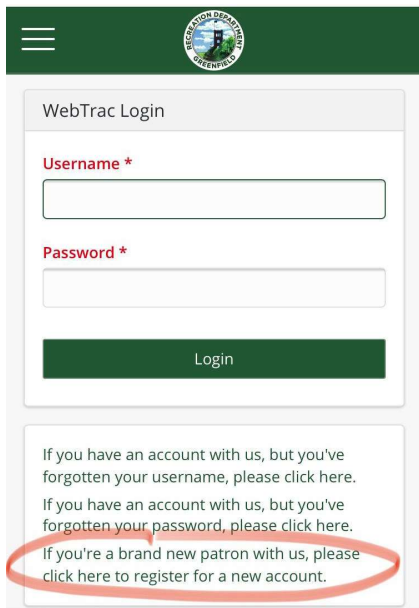
New Account Registration Guide Step 3

Select SIGN IN / REGISTER



New Account Registration Guide Step 4

To make an account, click on "If you're a brand new patron with us..."



WebTrac Login

Username *

Password *

Login

If you have an account with us, but you've forgotten your username, please click here.

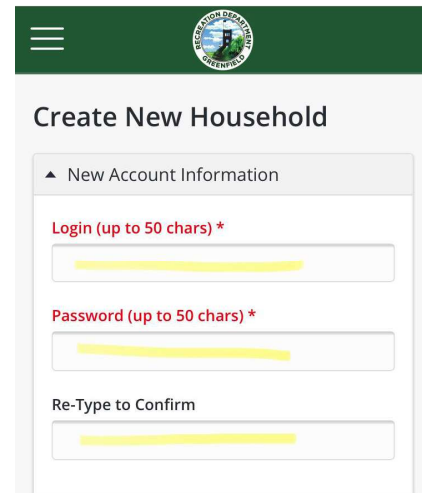
If you have an account with us, but you've forgotten your password, please click here.

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

New Account Registration Guide Step 5

Create a Login and Password

* Please write down this information for future reference *



Create New Household

▲ New Account Information

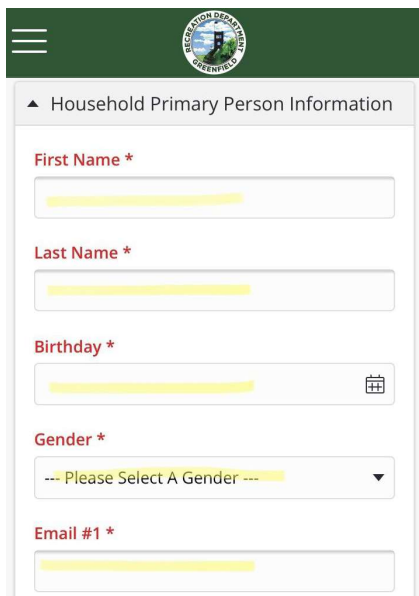
Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

New Account Registration Guide Step 6

Fill in all the information for the Household Primary Person



▲ Household Primary Person Information

First Name *

Last Name *

Birthday *

Gender *

--- Please Select A Gender ---

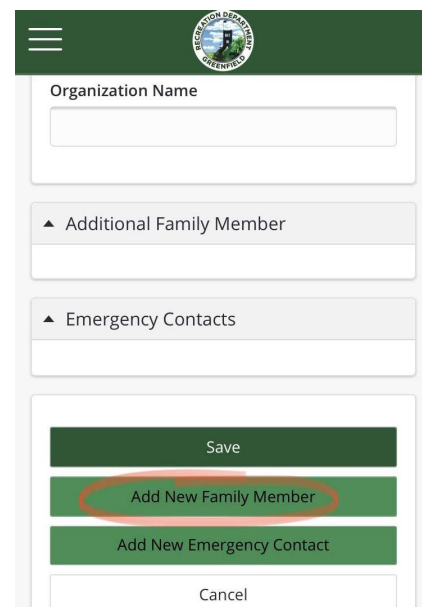
Email #1 *

New Account Registration Guide Step 7

Select "Add New Family Member"

Complete all the required information

Please repeat the process until all household members are added



Organization Name

▲ Additional Family Member

▲ Emergency Contacts

Save

Add New Family Member

Add New Emergency Contact

Cancel

New Account Registration Guide Step 8

Select "Add New Emergency Contact"
Complete all required information

The screenshot shows a mobile application interface for the Greenfield Recreation Department. At the top, there is a header with a menu icon and the department logo. Below the header, there is a section for 'Type #1' with a dropdown menu and a 'Remove New Member' button. A section titled 'Emergency Contacts' is expanded, showing a list of emergency contacts. At the bottom, there are four buttons: 'Save', 'Add New Family Member', 'Add New Emergency Contact' (circled in red), and 'Cancel'.

New Account Registration Guide Step 9

Hit SAVE to submit and complete the registration

The screenshot shows the same mobile application interface as in Step 8. The 'Relation' field is highlighted in yellow. Below the 'Relation' field, there is a 'Remove New Contact' button. At the bottom, there are four buttons: 'Save' (circled in red), 'Add New Family Member', 'Add New Emergency Contact', and 'Cancel'.

New Account Registration Guide Step 10

The Greenfield Recreation Department must approve
all new households before registration can begin

**A confirmation email will be sent when
your account has been approved**

Please allow ONE BUSINESS DAY for processing

Please note:

After you receive your confirmation email, you will be able to use your
LOGIN and PASSWORD from Step 4 to register for programs

The screenshot shows the same mobile application interface as in Step 8. A red circle highlights a message box that reads: "Please register with our office. If you have already done so, then wait for confirmation before logging in."