

# **WebTrac Registration**

## **Setting Up an online Webtrac Account:**

- Go to [Mykentparks.com](http://Mykentparks.com)
  - Click on [Register for a Program](#)
    - You will be redirected to [WebTrac](#)
  - Go to My Account in the Top Right Corner
    - Click [SIGN IN/ REGISTER](#)
  - Username is your email address that you have set up with RecTrac unless you selected something different
  - Password you will create

## **Log In to Your New Account:**

Once your account is activated, go back to the WebTrac login page and enter your username and password to access your account.

Complete Additional Information.

## **Adding to a Wishlist in Webtrac Account:**

Once your account is set up

- Go to the section of programs you want to register [Adult 50+](#)
- Click on activity that interests you
- Click on the session that interests you
  - Prior to registration opening, the availability will be "unavailable". Click on the 3 dots next to availability
  - Click on add to wishlist
  - Repeat as needed.

## **When registration opens:**

- Log in to your account
- Click on your name in the top Right Corner
- Click on Wishlist on the Right side of the screen (under My Account)
- Click on "Add to Cart"
- Select the names to Participant
- Click on "I agree with the above" under Waiver
- Click on Continue Shopping as needed
- Click on "Proceed to Checkout"
- Complete registration