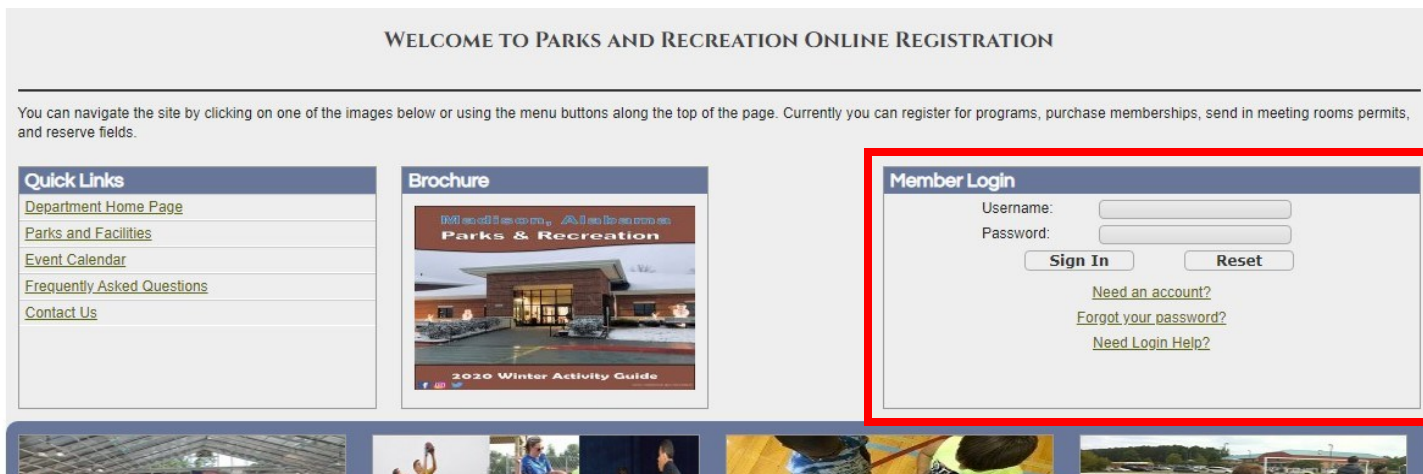


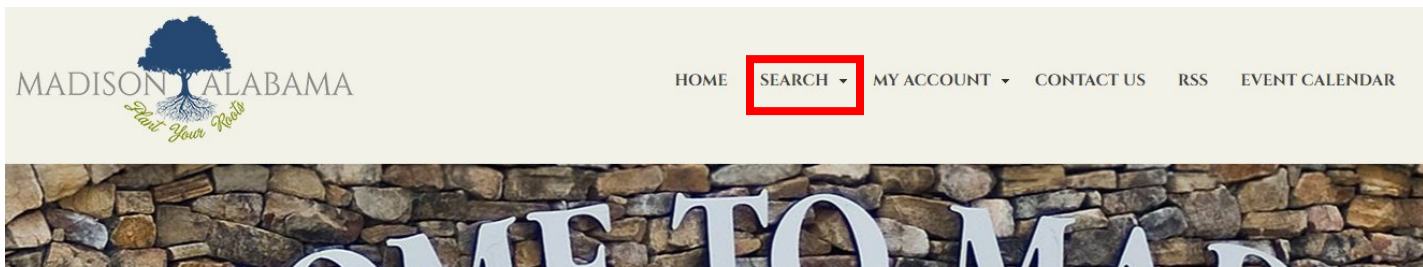
REGISTERING FOR LEAGUE IN WEBTRAC

PRIVATE SWIM LESSONS

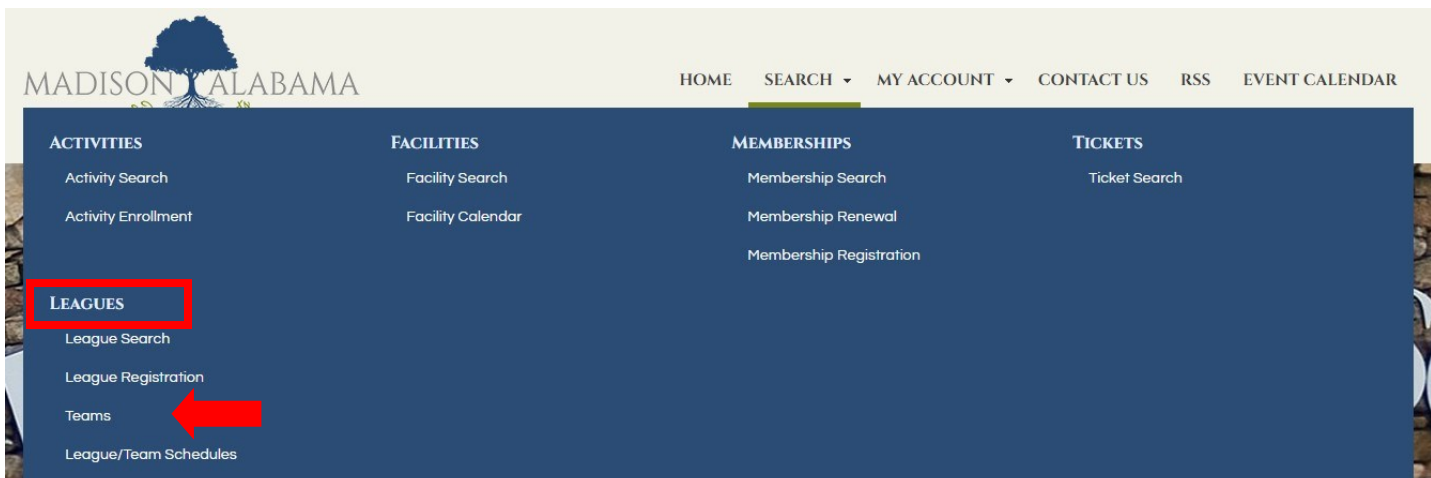
1. Visit www.madisonal.gov. Go to Parks and Recreation under the Departments tab. Choose WebTrac on left side of screen.
2. Log in to Web Trac. If your child is not listed in your household, add them first under My Account.



3. Once logged in, scroll to the top of the page. Click search.



4. Select Teams under the League section.



5. Select Add Team.

Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

YOUR TEAMS

Showing 1 To 1 Total Results (1)

Team Name	League
Team Madison	Default Players

[Update](#)

[Add Team](#)

6. Under Team Information, type child's name as the Team Name. You will be listed as the team contact. Please ensure this information is correct as this will be used to contact you about the lessons.

Team Information - Roster For

Team Name * Roll Tide Team Colors Pink

Team Contact

Address 1 Address 2

City State AL Zip Code 35758

Email Schedule Changes?

Phone 1 Extension 1 Phone #1 Type --- Select A Phone Type ---

Phone #2 Phone #2 Extension Phone #2 Type --- Select A Phone Type ---

Additional Player

7. Save the team. Scroll back to the top and click Search, then League Registration.

MADISON ALABAMA

HOME SEARCH MY ACCOUNT CONTACT US RSS EVENT CALENDAR

ACTIVITIES
Activity Search
Activity Enrollment

FACILITIES
Facility Search
Facility Calendar

MEMBERSHIPS
Membership Search
Membership Renewal
Membership Registration

TICKETS
Ticket Search

LEAGUES
League Search
[League Registration](#)
Teams
League/Team Schedules

8. For Level 2-Instructor Megan (begins 4/10), use code 401PSL-22-2-1, for Level 3 -Instructor Megan (begins 3/20) use code 401PSL-22-3-1, for Level 3-Instructor Megan (begins 5/1), use code 401PSL-22-3-5, for Level 4/5-Instructor Katrina (begins 5/4), use code 401PSL-22-4-3.



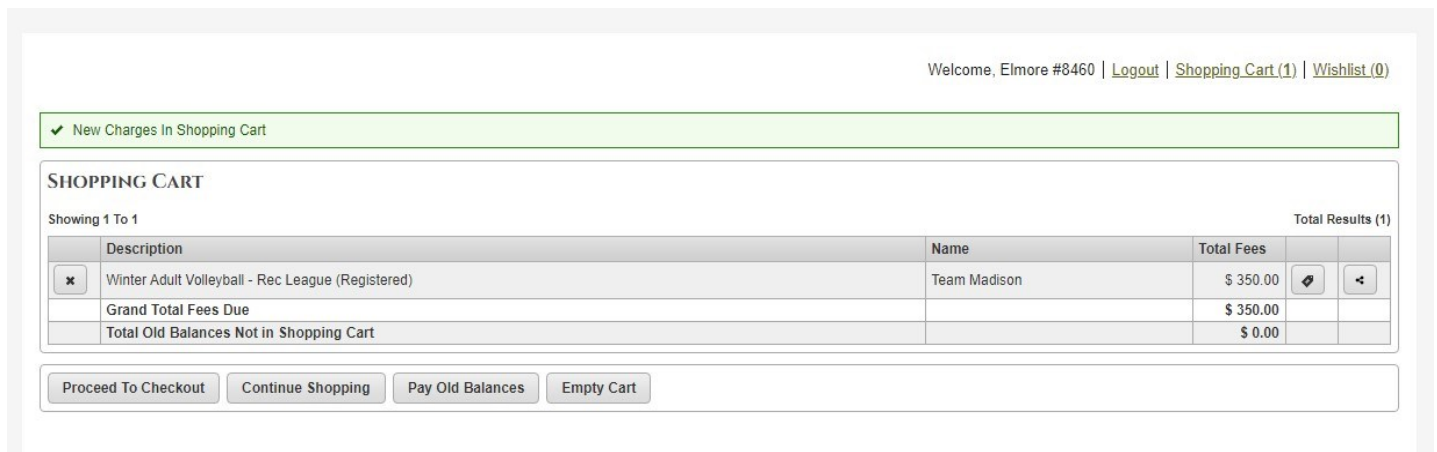
A screenshot of a web form titled "League Registration". It features a text input field labeled "League Code: *" with a red arrow pointing to it from the left. Below the input field is a button labeled "Add To Cart".

9. Choose the box next to the your child's name. Continue.



A screenshot of a web form showing a selection process. At the top right, it says "Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)". Below this is a list of items, with the first item "Team Madison" selected and highlighted. A red arrow points to a small square box next to the item name. Below the list are three buttons: "Continue", "Add Team", and "Cancel".

10. Proceed to Checkout. Follow prompts to checkout.



A screenshot of a web page showing a shopping cart. At the top right, it says "Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(1\)](#) | [Wishlist \(0\)](#)". Below this is a green notification bar that says "✓ New Charges In Shopping Cart". The main section is titled "SHOPPING CART" and shows "Showing 1 To 1" items. A table lists the items in the cart:

	Description	Name	Total Fees		
<input type="checkbox"/>	Winter Adult Volleyball - Rec League (Registered)	Team Madison	\$ 350.00	<input type="checkbox"/>	<input type="checkbox"/>
	Grand Total Fees Due		\$ 350.00		
	Total Old Balances Not in Shopping Cart		\$ 0.00		

Below the table are four buttons: "Proceed To Checkout", "Continue Shopping", "Pay Old Balances", and "Empty Cart".

11. After checkout, you will receive a receipt via email.