

WebTrac Registration for Preschool Education September 2022 – May/June 2023

Fastest way to register is by logging into your account online

(<https://rec.cityoffederalway.com/wbWSC/webtrac.wsc/splash.html>). If you need assistance with your username or password, please email Kimberly Ledyard (kim.ledyard@cityoffederalway.com) or Ashriya Guptar (ashriya.guptar@cityoffederalway.com).

Best way to guarantee your child's spot in class is to select the Billing Option (Preschool and Afterschool Billing Template) and place \$10 holding fees per month. The \$10 holding fee is non-refundable. If you withdraw by the 15th of the month *prior* to attending, you will receive a refund (less the holding fee) or not be charged the remaining amount.

Below are directions for how to register online!

1. Toggle "Search" at the top of your home page, under Activities – select "Activity Search". In the box after "Activity Number", type 340704 click "search".
2. FIRST toggle the "+" next to "Preschool Education Enrollment Fee 2022-2023"
 - a. This is set as a prerequisite for all preschool education classes (alphabets, Ed 1, Ed 2 and Ed 3)
3. Next you will scroll down, you should see all preschool education classes currently being offered. If you toggle the "+" next to preschool classes you would like to register for. Once you toggle all the preschool classes at the bottom of the screen select "add to cart".
 - a. Ed 1: Birthdates between 9/1/2019 – 8/31/2020
 - b. Ed 2: Birthdates between 9/1/2018 – 8/31/2019
 - c. Ed 3: Birthdates between 9/1/2017 – 8/31/2018
4. The next page, you will toggle the courses and select the child you would like to register then press continue.
5. Next page is the billing option of "Afterschool and Preschool Billing Template" or "Pay in Full". You can either chose to pay the \$10 holding fees for each month to guarantee each child's spot in the program (the remaining payment will automatically be taken the 15th of the month prior to attending) or you can pay for all weeks in full.

NOTE: If you select "Afterschool and Preschool Billing Template" the system will confirm a valid card by voiding \$1.00 transaction when you add your card for scheduled payment. Once a valid card is selected for each week of summer camp, the last screen will charge holding fees.