



## **How to Make Reservations or Register for an Activity**

### **Reservations:**

Racquetball, Lap Lanes, LED Light Therapy Bed

1. Click on the RED link at the very top of the page LovGov.org/Webtrac
2. Select activity / location
3. Change the date (it will always default to tomorrow) and click search
4. Select time
5. Select 'Add to Cart'
6. One-click to finish

### **Activity Registration**

1. Search –
  - a. by keyword (ex. soccer)
  - b. or 6-digit activity number (do not include dash or number after)
2. check box next to activity
3. click 'add to cart'
4. select family member that will participate in the activity, click 'continue'
5. check box to agree with waiver
6. select 'continue', proceed to check-out
7. enter credit card information, continue checking out
8. an email receipt will be sent once the transaction is completed