

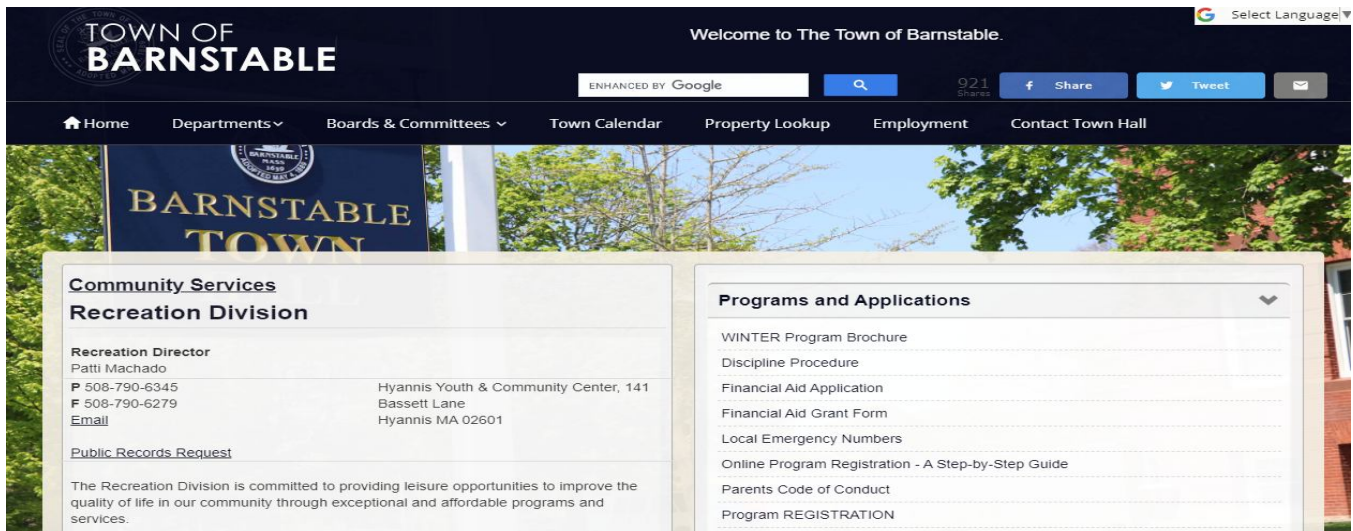


# BARNSTABLE RECREATION

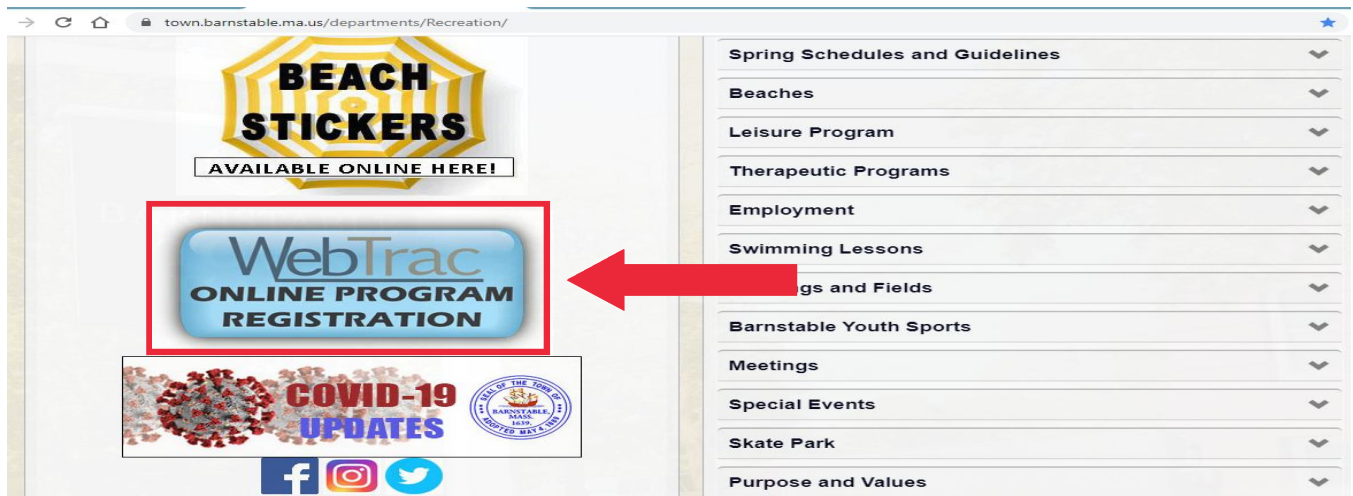
*Connecting the Community*

## HOW TO CREATE AN ACCOUNT: WEBTRAC

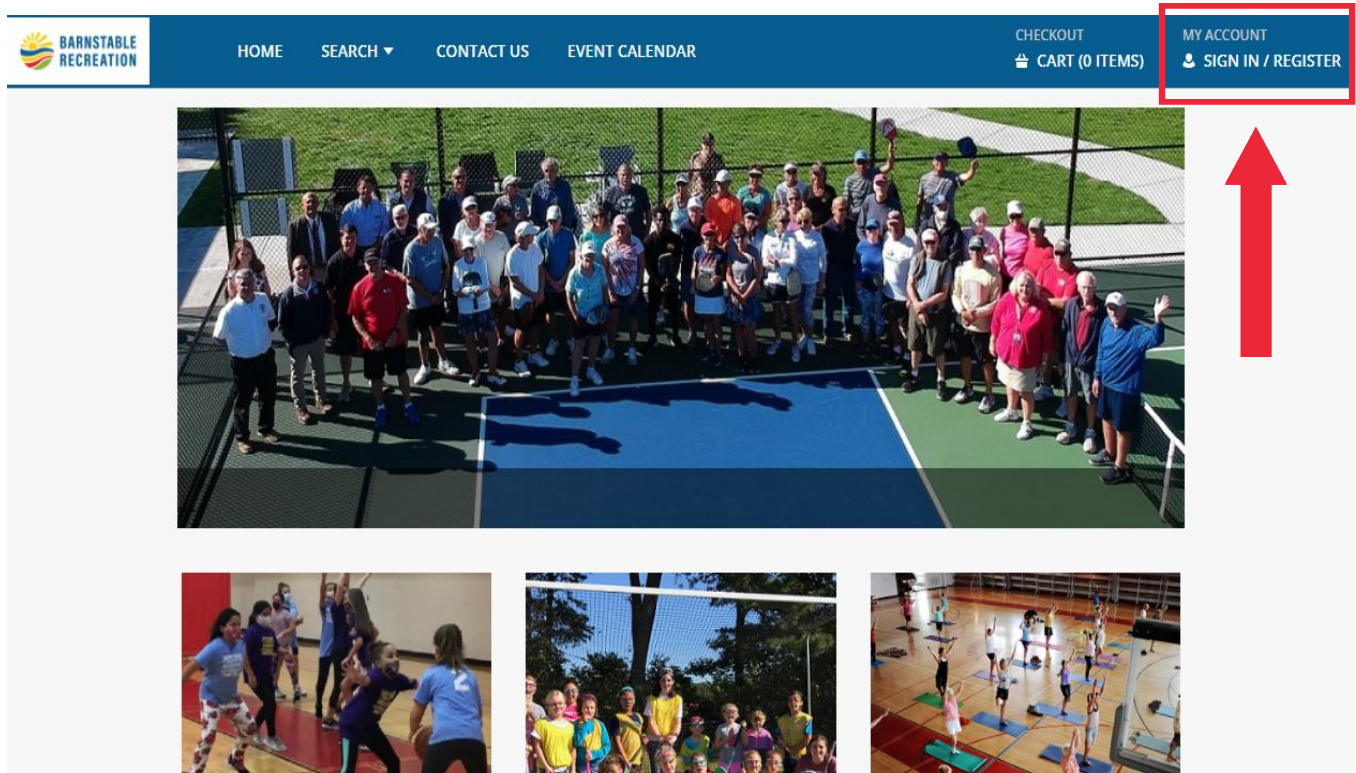
**STEP 1:** Go to Barnstable Recreation's website:  
[www.town.barnstable.ma.us/departments/Recreation](http://www.town.barnstable.ma.us/departments/Recreation)



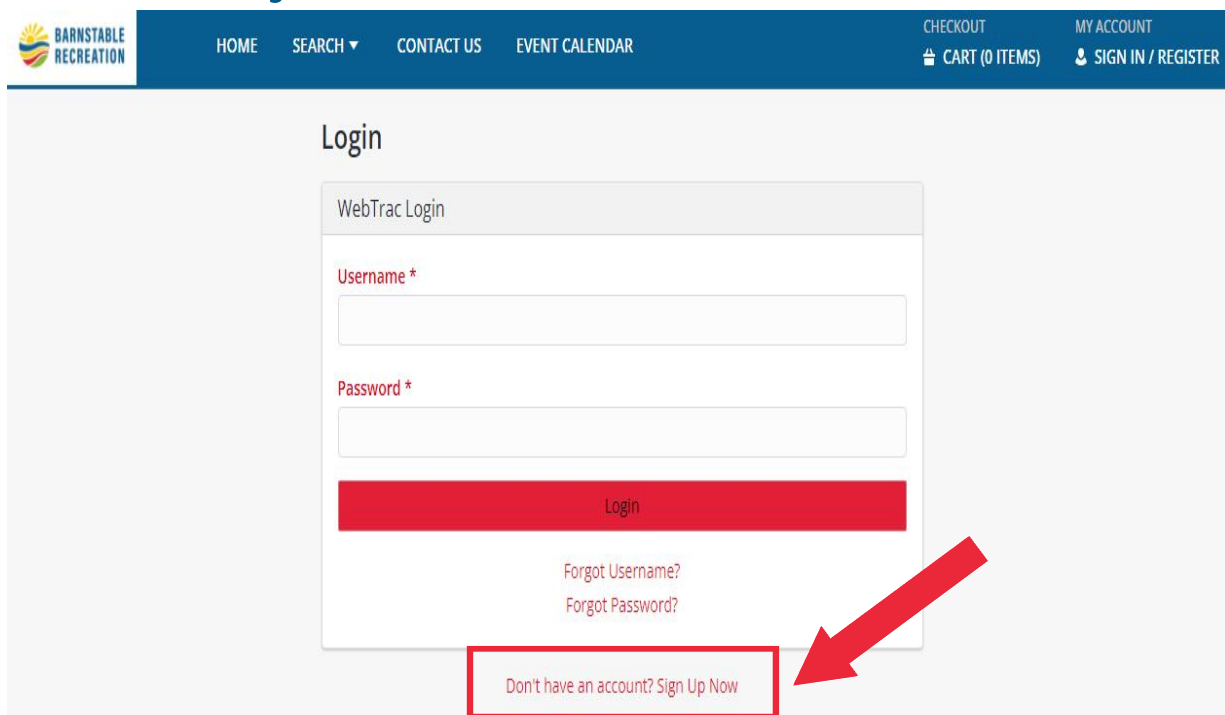
**STEP 2:** Scroll down and click on the "WebTrac Online Program Registration" icon.



**STEP 3:** Create a new household account by clicking on the “Sign in/Register” icon.



**STEP 4:** Click on the “Don't have an account? Sign Up Now” icon to create your household account.



**STEP 5:** Please fill in required fields with your household information.

The screenshot shows a web browser window with the URL `web1.myvscloud.com/wbws/mabarnstablewt.wsc/household.html?option=add`. The page header includes the BARNSTABLE RECREATION logo and navigation links: HOME, SEARCH, CONTACT US, and EVENT CALENDAR. On the right, there are links for CHECKOUT, MY ACCOUNT, and SIGN IN / REGISTER. The main content area is titled "Create New Household" and contains two main sections:

- New Account Information:** This section is highlighted with a red arrow. It contains three input fields: "Login (up to 50 chars) \*", "Password (up to 50 chars) \*", and "Re-Type to Confirm".
- Household Primary Person Information:** This section is also highlighted with a red arrow. It contains six input fields: "First Name \*", "Last Name \*", "Address Line 1 \*", "Address Line 2", "Gender \*", and "City \*".

**STEP 6:** Scroll down and click on "Add New Member" to add other household members and "Add New Contact" icon to add emergency contact. When completed, click on the "Save" icon to complete the process.

The screenshot shows the bottom portion of the form, including the following sections:

- Additional Primary Person Information:** A section with a single input field.
- Household Questions:** A section with a single input field.
- Additional Family Member:** A section with a single input field.
- Emergency Contact:** A section with a single input field.

At the bottom of the form, there are four buttons: "Save" (circled in blue), "Add New Member", "Add New Contact", and "Cancel". Two red arrows point down to the "Add New Member" and "Add New Contact" buttons.

Thank you for registering your household with Barnstable Recreation! Please wait for your household to be approved by our staff. Please contact us at 508-790-6345 Ext. 113/114 if you have any questions regarding your account.



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[EVENT CALENDAR](#)

[CHECKOUT](#)

[MY ACCOUNT](#)

[CART \(0 ITEMS\)](#)

[SIGN IN / REGISTER](#)



Thank you for registering. Please wait for your household to be approved.

