

# How to Register



For Online Registration through RecTrac, follow the link below after reading this information. The first time you use RecTrac, it will require you to set up a user name and password (please store this info safely). You will then set up a family profile. Once you are registered in the system, it will automatically list which programs are currently available to any member of your family by their age and sex.

Online registration currently requires payment by credit card for registration costs. Please be advised that the current convenience rate for credit card payments is 3% of your total transaction. You can come in the office and pay with either exact cash or check.

Once you sign into RecTrac you will to search for program by specific type, or you may search all programs at once.

Click the blue bar below to be taken to the RecTrac website to create your account and to register for our programs.

## RecTrac Online Registration

To register in person please stop by the Otto Kaufman Center at 356 Skillman Rd. We accept exact cash or check.

Classes may be canceled due to low participation, so please register at least a week before the class begins. We do not offer prorating on any of our programs.

## Payments

Some payments require *Two Checks*. They are broken down by what program they are. Please keep in mind when registering how many checks you will need.

*Theater Camp, Middle School Sports and Aquatic Programs need to be on separate check from after school programs and summer camps.*

## ***Out Of Town Fees***

Non-residents can sign up for all of our programs for an additional fee of \$30.00

## Refund Policy

Fees are non-refundable. If the class/program is canceled due to a lack of participants, you will receive a full refund. Otherwise, there are **No Refunds**.