

# HOW *to* REGISTER

- 1 GO TO [WWW.LOUDOUN.GOV/WEBTRAC](http://WWW.LOUDOUN.GOV/WEBTRAC)
- 2 LOG IN WITH YOUR USERNAME AND PASSWORD
- 3 ON THE UPPER RIGHT CLICK "SEARCH" AND SELECT "ACTIVITY SEARCH"
- 4 FIND YOUR ACTIVITY#, TYPE THE SIX-DIGIT# IN THE ACTIVITY NUMBER BOX AND CLICK "SEARCH" BELOW
- 5 CLICK ON THE + SIGN TO "ADD TO CART" FOR EACH SESSION YOU WISH TO REGISTER FOR
- 6 CLICK ON "ADD TO CART" AGAIN AT BOTTOM LEFT OF SCREEN (YOU MAY HAVE TO SCROLL DOWN)
- 7 SELECT PARTICIPATING FAMILY MEMBER(S) AND THEN CLICK "CONTINUE"
- 8 CLICK ON "PROCEED TO CHECKOUT"
- 9 SUBMIT PAYMENT AND CHECK EMAIL FOR RECIEPT TO CONFIRM REGISTRATION



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703-777-0343