

ONLINE REGISTRATION: YAS



Visit www.loudoun.gov/webtrac to register online.

Note: Requires Chrome, Safari, Firefox, or Explorer 10.

Online Registration Process

1. Under "Member Login," enter your Webtrac Username and Password in the appropriate boxes and click "Login."

Please do not create a new account. If you have previously used Webtrac and/or registered or attended any PRCS programs or activities, you should have a Webtrac account. Please click on the "Retrieve Your ID and Password" link. If you are unable to retrieve your Webtrac account information using this link, please contact PRCS Administration at 703-777-0343.

2. On the upper-left screen, click on the "search browse button" and select "activity search".
3. Under "activity number search," type in the activity number (YAS site 61230_) and click the "search" button.
4. Check the box for each family member to be enrolled in the program. Click "add to cart" at the bottom of the screen.
5. Click "agree" for each activity. Your cart will appear with your list of registrations. Click "proceed" to check out.
6. You must pay at least the minimum balance shown. If you do not want to pay the full amount at this time, enter the amount you want to pay in the "amount to be paid today" field. Select the type of credit card you wish to use. We accept VISA, MasterCard and Discover. Click "continue" and you will be prompted to enter your 16-digit credit card number an expiration date.
7. Choose to "submit" your payment and generate a receipt.
8. You will receive a sales receipt through e-mail from DEPT-PRCS-REGISTRATION. If you do not receive this information within an hour, please e-mail prcslp@loudoun.gov as soon as possible or call 703-777-0343. It is possible that you did not receive this information because of an incorrect e-mail on file.

After your online registration is complete, you will need to submit registration forms by the deadline for each program.

Form completion information:

1. Check your e-mail for the unique URL link to the Online Registration Form. The e-mail is titled as "PRCS Action Required - Activity Registration Forms." The URL link is unique for each participant; it links you to a registration form.
2. All of the required information is listed in the same email. Please make sure that you have all of the information before starting the online registration form. Your household ID# is needed to verify the transaction. The school entrance health form, or any other additional forms, can be submitted with the online registration form as an attachment. If you did not send the school entrance health form and other forms as attachments, please email the forms to prcslp@loudoun.gov. After registration is complete, you will receive a link by e-mail for submitting the participant's ID form online. When the form is submitted successfully, you will receive a thank you e-mail from DEPT-PRCS LF_REGISTRATION_PROJECT. Proof of Identity can also be submitted in person at the PRCS Administration Office in Ashburn or any PRCS Community Center.
3. The submitted online registration form will be approved or rejected. If your online registration form is rejected, you will receive an e-mail with a list of missing information that must be provided. You must provide the required information/documents by the deadline. If your online registration form is approved, you will receive an approval e-mail.

Registration \$0/Child	
Belmont Ridge	612301
Blue Ridge	612302
Eagle Ridge	612303
Farmwell Station	612304
Harper Park	612305
Mercer	612304
River Bend	612307
Seneca Ridge	612308
Smart's Mill	612309

PRCS Front Desk phone: 703-777-0343