

# 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 LEFT CLICK "SEARCH" AND SELECT "ACTIVITY SEARCH"
- 4 FIND YOUR ACTIVITY# AND TYPE IN THE SIX-DIGIT# IN ACTIVITY NUMBER BOX
- 5 ADD THE ACTIVITY TO YOUR CART AND SELECT PARTICIPATING FAMILY MEMBER
- 6 PROCEED TO CHECKOUT AND PAY AT LEAST THE MINIMUM BALANCE SHOWN
- 7 SUBMIT PAYMENT AND COLLECT RECEIPT
- 8 YOU WILL RECEIVE A CONFIRMATION RECEIPT THROUGH E-MAIL



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703-777-0343