

## RecTrac Online Registration Directions

- Open internet browser
- Go to somersetcountyparks.org
- Click on the online registration button in the black banner at top of page
- Click on Therapeutic Recreation picture
- Click on Therapeutic Recreation Picture again
- Check the box of the program you would like to select
- Click add to cart at the bottom of the page
- Login page will pop up
- Username: Household ID  
Password: phone number no symbols or dashes
- Click enter
- Click the copy tickler button to approve you are signing up for TR
- When it brings up your household check box for the individual signing up
- Click continue
- Shows the programs in shopping cart (if you forgot a program and need to add one in click on continue shopping then follow steps above to add additional program by clicking on the TR picture)
- Click proceed to check – if a program does not have a cost, you must still process and checkout to be registered for the class. You will only be charged for the classes you get into. **There is no charge for waitlist programs**
- Credit card box will pop up if fees are due
- Email confirmation page will pop up
- Click submit so you get an email receipt
- Logout when finished