



**CITY OF
BLOOMINGTON
PARKS AND
RECREATION**

How to Register for Parks and Recreation Programs or Passes Online

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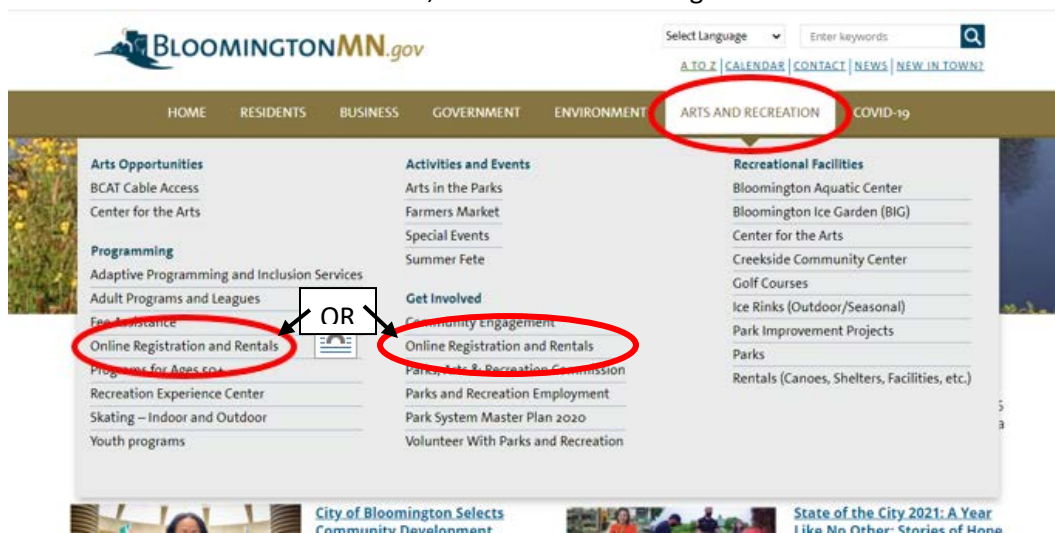
Part 1: FEE ASSISTANCE

Assistance is available to qualifying Bloomington residents. Check the website for any deadlines to apply. Applicants must be approved for fee assistance prior to registering for programs. Applicants must reapply for fee assistance each year. It may take up to one week to determine eligibility. Fees are based on a two tier schedule determined by the documentation you provide. For more information, either call 952-563-8877 or go to: BloomingtonMN.gov, keyword: fee assistance. If you do not qualify for Fee Assistance, consider applying for a payment plan. For information call 952-563-8877.

Part 2: GET TO THE WEBTRAC WEBSITE

Option 1:

- 1) Go to BloomingtonMN.gov
- 2) Hover over ARTS AND RECREATION, then click "Online Registration and Rentals"



- 3) You will be brought to an informational page about our online system. Review this information as needed. The link to get directly to the login page of the online site is at the top of that page.



Option 2: Go to webtrac.BloomingtonMN.gov

Part 3: MAKE AN ACCOUNT

- 1) **You may unknowingly have an account!** If you have ever rented a facility, registered for a program or for passes at the outdoor pool (Bloomington Family Aquatic Center) or a parking pass at Bush Lake Beach, you have an account, even if you did not set it up or register online. **If you do not know your user name or password use the “Forgot your password?” or “Forgot your Username?” buttons to retrieve your username or reset your password.** If your current email address does not connect you with your existing account, or for any additional help call 952-563-8877 for assistance.

If you already have an account and have your Username and Password, skip to [Part 5 “Register for Programs”](#) on page 8.

- 2) To make an account, click “Need an Account?”



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Welcome to Online Registration

Member Login

Username: [Need an Account?](#)

Password: [Forgot your password?](#)

[Sign In](#) [Forgot your Username?](#)

[Reset](#)


[Search as a Guest](#)

Quick Links


- [Event Calendar](#)
- [Make a Donation](#)
- [Contact Us](#)

Browse

- [Activities](#)
- [Leagues](#)
- [Facilities](#)
- [Memberships](#)




Shelter Availability




USE 5-1-2021 AS SEARCH DATE

Canoe Rack Rental




USE 4-23-2021 AS SEARCH DATE


Garden Plot Rental




Skating Lessons




Adaptive Programs




Leagues




Camp Kota - Canceled for 2021




The View and Mini View




Summer Adventure Playgrounds



Drive-Thru Eggstravaganza



Aquatics Season Passes



REC ONLINE

REC ONLINE Programming

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3) The screen will look like this:



Welcome, Guest | Login | Shopping Cart (0) | Wishlist (0)

▲ New Account Information

Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

▲ Account Primary Person Information (Adult 18+)

Select League or Household Residency * Non-Resident

First Name Last Name * Birthday *

Gender

Address Line 1 * Address Line 2

City * State * MN Zip Code *

Country

Phone #1 * Phone #1 Type *

Phone #2 Phone #2 Type

Email #1 * Confirm Email *


Page 5

▲ Additional Family Member - members not added now will need to be added by our office staff only

▲ Emergency Contacts

Page 6

Please be sure to add all family members before saving. Many changes are only able to be made by our main office.

I'm not a robot 

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Recommended browsers are a current version of Microsoft Edge, Chrome, Firefox or Safari.

4) Choose login information and enter the information for the primary adult (age 18+) on the account.

Choose a Login Name and Password.
(These fields are case sensitive.)

Resident: You live in Bloomington
 Non-Resident: You live outside of Bloomington
 (Richfield, Edina, etc.)
 League Teams: You are a team signing your
team up for a league.

The **ADULT/PARENT/GUARDIAN**
 name, birthday, address, phone
 number and email.

5). **Add ALL members of your family NOW** (Additional members not added now cannot be added online, contact Parks and Recreation if additional members need to be added at a later date):

When you click “Add New Member” a new section will pop up under the Additional Family Member tab.

The screenshot shows a web form titled "Additional Family Member - members not added now will need to be added by our office staff only". The form contains several input fields: "First Name *", "Last Name *", "Birthday *", "Gender" (a dropdown menu), "School Grade" (with a note: "Fall 2018 (PreK = .25 Kindergarten = .5 Adult = 13) *"), "Relationship" (a dropdown menu), and "Email #1". A "Remove New Member" button is located at the bottom right of the form. Below the form is an "Emergency Contact" section with an "Add New Contact" button. At the bottom of the page, there is a "Please be sure to add all family members before saving. Many changes are only a" message, followed by "Add New Member", "Save", and "Cancel" buttons. A reCAPTCHA "I'm not a robot" checkbox is also visible. Three callout boxes with arrows point to specific parts of the form: one points to the "First Name" field with the text "Fill in the name, birthday, and grade of the CHILD."; another points to the "School Grade" field with the text "Read this carefully; make sure that you enter the grade for the correct school year. If we are getting ready for summer registrations, we will already be asking for next year's grade!"; and a third points to the "Add New Member" button with the text "Click Add New Member until you have added every child in your family.".

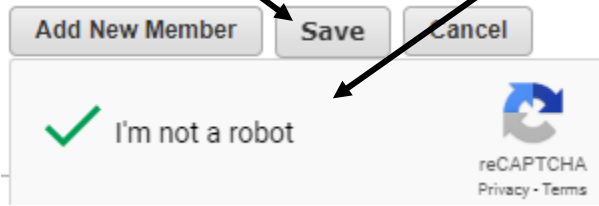
Make sure that you add all family members! **If you need to add a family member later, you will need to contact the Parks and Recreation office** at 952-563-8877 or parksrec@BloomingtonMN.gov.

Consider adding an emergency contact. Especially when there is only one other phone number on your account, adding an emergency contact can be very helpful. It will only be used in an emergency!

The screenshot shows a web form titled "Emergency Contacts". It features an "Add New Contact" button at the top left. The form contains several input fields: "First Name *", "Last Name *", "Address 1", "Address 2", "City", "State" (a dropdown menu currently showing "MN"), "Zip Code", "Relation", "Email #1", "Phone #1 *", and "Phone #1 Extension". A "Remove New Contact" button is located at the bottom right of the form.

6.) After you have added all family members and emergency contacts, check the “I’m not a robot” box if it appears.

Then, click Save.

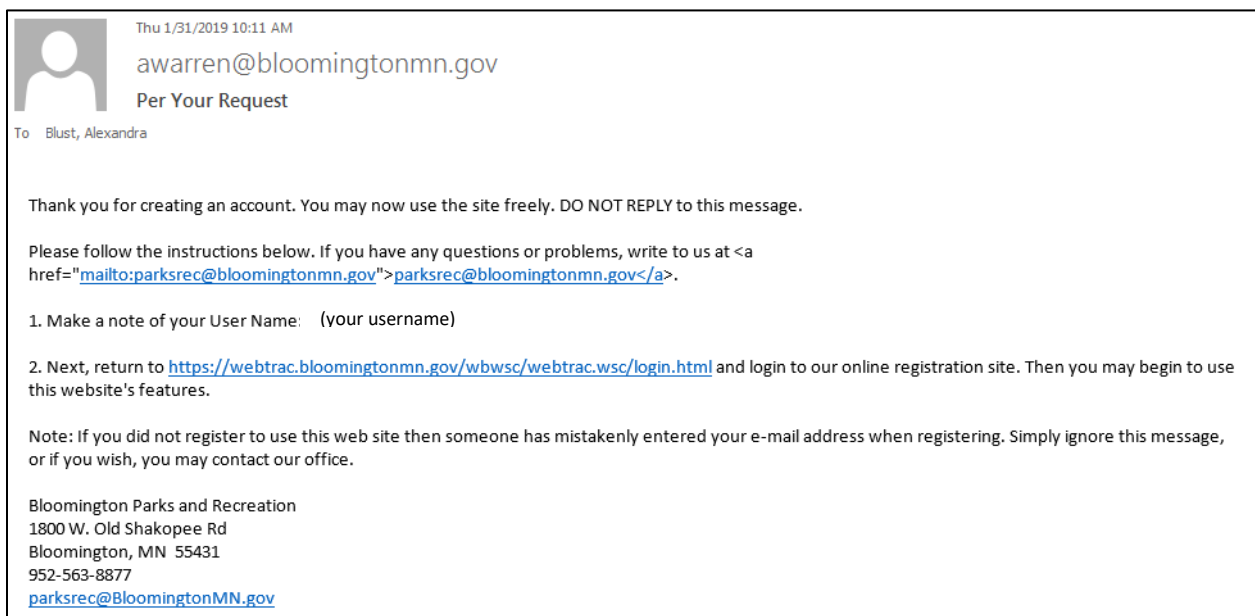


Part 4: WAIT

Parks and Recreation office staff need to manually activate your online account. This can take up to 2 business days.

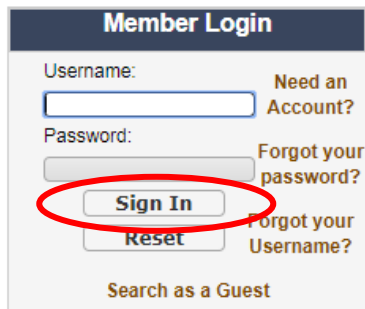


When you’re account has been created, you will receive an email like this one:



Part 5: REGISTER FOR PROGRAMS or PURCHASING POOL PASSES

- 1) Go back to webtrac.BloomingtonMN.gov
- 2) Login using your username and password, and click Sign In. (Remember that user names and passwords are case sensitive.)



Member Login

Username: [Need an Account?](#)

Password: [Forgot your password?](#)

[Forgot your Username?](#)

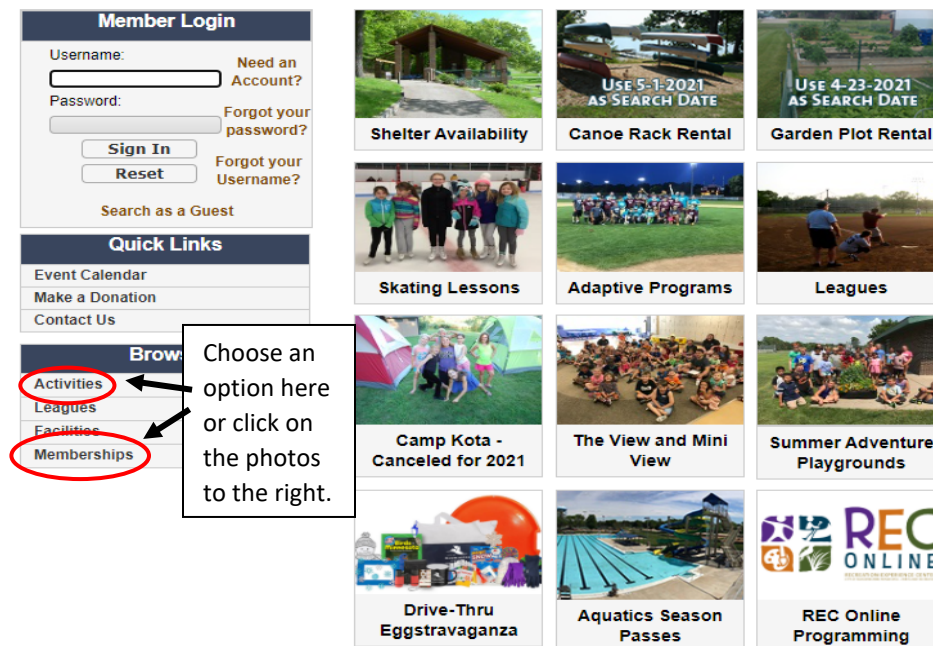
[Search as a Guest](#)

- 3) Choose the program that you would like to sign up for. You can either:
 - a. click the icon for your program of interest or
 - b. Click “Activities” or “Memberships” (for pool or beach passes) under **Browse** and either select Activity Search Criteria (optional) and click on the Search button or just click the Search button (if there are many listings you may have to scroll down and page through your options.)



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Welcome to Online Registration



Member Login

Username: [Need an Account?](#)

Password: [Forgot your password?](#)

[Forgot your Username?](#)

[Search as a Guest](#)










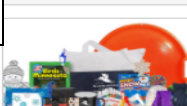
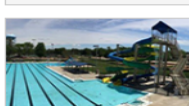

Quick Links

- Event Calendar
- Make a Donation
- Contact Us

Browse

- [Activities](#)
- [Leagues](#)
- [Facilities](#)
- [Memberships](#)

Choose an option here or click on the photos to the right.

 Shelter Availability	 Use 5-1-2021 AS SEARCH DATE Canoe Rack Rental	 Use 4-23-2021 AS SEARCH DATE Garden Plot Rental
 Skating Lessons	 Adaptive Programs	 Leagues
 Camp Kota - Canceled for 2021	 The View and Mini View	 Summer Adventure Playgrounds
 Drive-Thru Eggstravaganza	 Aquatics Season Passes	 REC Online Programming

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Most likely all of the programs or passes will appear at this time (there may be multiple pages of results for one type of program so you may have to scroll down and page through the search results. If you feel using the search criteria will assist you, select the appropriate criteria and click on the Search button to refresh your search results.



Welcome, Guest | Login | Shopping Cart (0) | Wishlist (0)

Activity Search Criteria

Type: Adaptive Recreational Adult Recreation Aquatics Program Bloomington Exp Camp Kota Egg Hunt Ice Skating Less

Age: All Ages 3 Months 6 Months 9 Months 1 2 3

Grade: All Grades Pre-K (0-3) Pre-K (3-5) Kinder 1st 2nd 3rd

Keyword Search:

Keyword Search Option: Match One

Activity Number:

Show Sections With Available Spots

Search **Reset**

4) You screen will show a list of passes/programs marked Unavailable and/or Available.

Search Results

Showing 1 To 20 Total Results (64)

	Activity #	Description	Dates	Times	Days	Location	Cost	Availability
+	109-1A	Practice registration 1	01/03/2022 -01/03/2022	12:00 pm -12:30 pm	Su	Varies	\$0.00/ \$0.00	Available
+	109-1B	Practice registration 2	01/03/2022 -01/03/2022	12:00 pm -12:30 pm	Su	Varies	\$0.00/ \$0.00	Available
x	110-B	Kelly Park	06/14/2021 -08/12/2021	9:00 am - 3:00 pm	M, Tu, W, Th, F	Kelly Park	\$200.00/ \$300.00	Unavailable
x	110-C	Poplar Bridge Park	06/14/2021 -08/12/2021	9:00 am - 3:00 pm	M, Tu, W, Th, F	Poplar Bridge Playgr	\$200.00/ \$300.00	Unavailable
x	110-D	Running Park	06/14/2021 -08/12/2021	9:00 am - 3:00 pm	M, Tu, W, Th, F	Running Park	\$200.00/ \$300.00	Unavailable

Click the plus sign for the program or pass you would like.

- 5) The green plus sign will change to a blue minus sign and a green bar will appear at the bottom of your page (you may have to scroll down or expand to full page if you've minimized your screen). Click on "Add to cart"

	1743-4A	Free Skate 4 Tue 7:45P	04/06/2021 -05/18/2021	7:45 pm - 8:15 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00	Available
	1743-5A	Free Skate 5 Tue 7:45P	04/06/2021 -05/18/2021	7:45 pm - 8:15 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00	Available
	1743-6A	Free Skate 6 Tue 7:45P	04/06/2021 -05/18/2021	7:45 pm - 8:15 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00	Available
	1743-PA	Free SkatePre Tue 7:45P	04/06/2021 -05/18/2021	7:45 pm - 8:15 pm	Tu	Bloomington Ice Gar	\$85.00/\$85.00	Available

1 2 Go

These are the full price for these programs. If you have been approved for fee assistance, a modified price will appear when the program is in your cart.

FreeSkate 6 Tue 7:45P (1743-6A)

- 6) Place a in the box in front of the family member(s) name(s) who you want registered for this program. Click "Continue."

Please check the box next to the members you would like to sign up for this activity.

Child 1 Resident

FreeSkate 6 Tue 7:45P (1743-6A)

Child 2 Resident

FreeSkate 6 Tue 7:45P (1743-6A)

- 7) Read the waiver section and check the box that says "I agree with the above." There may be questions that also appear on this screen. If so, answer the questions. Mandatory questions will show up in red. Click continue.

FreeSkate 6 Tue 7:45P (1743-6A) for Child 1 Resident (Purchase)

Questions

Any allergies or restrictions? * YES

Please list/explain.

Waivers

Participant: Child 1 Resident Class List: FreeSkate 6 Tue 7:45P

Waiver: I understand that participation in the activity(ies) or program(s) is completely voluntary and that the activity(ies) or program(s) being offered is for the benefit of the participant(s). The City of Bloomington and the Bloomington Public Schools shall not be liable for any claims, injuries or damages, of whatever nature, incurred by the participant(s) which are directly or indirectly attributable to the negligence, whether passive or active, of the City of Bloomington or the Bloomington Public Schools, their agents or employees, arising out of, or in connection with the activity(ies) or programs. On behalf of the participant(s) and myself, I understand that I am waiving certain legal rights by agreeing to this Waiver and expressly agree to release and discharge the City of Bloomington and the Bloomington Public Schools, their agents or employees, from any such claims, injuries or damages. I also understand this waiver includes any injuries that may result from the condition of facility used in the activity or program.

Tennessee Advisory: The data supplied on this form will be used to enroll you in a recreation and/or social program. Per Minnesota Statute, the requested data is private. It is available to you, as well as the City of Bloomington and Bloomington Public School staff who need this information to perform their duties. It is not available to the public. You are not legally required to provide this data, but the City of Bloomington and Bloomington Public School staff may not be able to complete your registration and/or you may not receive updated information.

Photo Release Agreement: I understand that City of Bloomington and the Bloomington Public School staff may take pictures and videos of participants enjoying the activities for use in marketing and promotion of the activity(ies) or program(s). By agreeing to this waiver and release, I grant permission for the City of Bloomington and the Bloomington Public School staff to take pictures and videos. If I do not grant permission, I will contact the City of Bloomington, Parks and Recreation Department denying in writing permission to use photos for marketing and promotion of the activity(ies) or program(s).

Reminders:

Arrive 15 minutes before class time

Rental skates are not available at this time

Helmets are highly recommended
Wear warm clothing and mittens or gloves
Only registered skaters are allowed on the ice
Class descriptions are available online at www.BloomingtonMN.gov

I agree with the above *

- 8) You are now at your shopping cart where you can finalize your transaction by checking out with payment or continue shopping. If you would like to register for another program or purchase an additional pass/membership go back to Part 5, step 3 (page 8).

✓ New Charges In Shopping Cart

Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
✕	FreeSkate 6 Tue 7:45P (1743-6A) (Enrolled)	Child 1	\$ 85.00	✕	◀
Grand Total Fees Due			\$ 85.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout
Continue Shopping
Pay Old Balances
Make A Donation
Empty Cart

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type Coupon Code Apply

- 9) When you are done registering for programs, confirm that the **correct family member** is in the **correct program** at the **correct time** on the **correct day** and that the **total fees** are what you were expecting to pay. Click "Proceed to Checkout". Payment in full is required to process the online registration.

Shopping Cart

Shopping Cart

Showing 1 To 2 Total Results (2)

	Description	Name	Total Fees		
✕	<u>FreeSkate 4 Tue 7:45P (1743-4A) (Enrolled)</u>	<u>Child 2</u>	<u>\$ 85.00</u>	✕	◀
✕	FreeSkate 6 Tue 7:45P (1743-6A) (Enrolled)	Child 1	\$ 85.00	✕	◀
Grand Total Fees Due			\$ 170.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout
Continue Shopping
Pay Old Balances
Make A Donation
Empty Cart

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type Coupon Code Apply

10) Type in your Billing Information and click continue.

Welcome, Resident #39421 | [Logout](#) | [Shopping Cart \(2\)](#) | [Wishlist \(0\)](#)

Summary of Charges	
New Charges In Shopping Cart:	\$ 170.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 170.00
Amount To Be Paid Today:	\$ 170.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type Code

Customer Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

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11) Fill out the payment information and email yourself a receipt.

Welcome, Blust #37052 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.
Click here to download free Adobe Reader software from Adobe.com.

Email confirmation sent to: *

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

12) Sometimes you will receive two receipts emailed to you. Check that both receipts have the same receipt number, and items. If so, rest assured that you haven't been charged twice.