Reserving a Court on WebTrac

1. Begin by logging into your WebTrac account by filling out the username and password field.
2. Click on the search tab on the website screen. Below the facilities column click on Rent a Facility.

![WebTrac screenshot]

3. On the new page select the location, date and begin time then hit Search.

![Facility Search Criteria]

4. Matching search results will now appear. Click on the + to add the time/times you want. This will create a popup on the bottom of the screen. When done hit Add to Cart.
   a. Note: All online reservations are limited to two courts for two hours.

![Reservation Summary]

5. On the new page you will be asked the reservation purpose (optional) and the waiver will appear. Read it over then click on the checkbox next to I agree with the above. Hit Continue to see your reservation summary.
6. Your **Shopping Cart** will now appear. If everything is correct select **Proceed to Checkout**.

![Shopping Cart Image]

7. On the billing page select your **Payment Method**. Only Visa and MasterCard are accepted. Then click **Continue**.

![Billing Page Image]

8. You will be redirected to our credit card vendor’s site. Enter your payment information, double check the address — it must match the one attached to the card, then hit **Submit Payment**. This will direct you back to the registration system where you will be able to view your receipt or send a copy of any email address you want. A receipt will automatically be sent to the email in the system.