



## How to REGISTER ONLINE for a program:

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1. Visit our website at:

<https://www.ci.webster.ny.us/104/Parks-Recreation>

2. Click on ONLINE REGISTRATION which brings you to:

[webtrac.ci.webster.ny.us](http://webtrac.ci.webster.ny.us)

3. Login using your username and password OR if you have not registered for a program create an account.

4. Search for your class using a keyword and/or program #.

5. Add the programs you wish to register for to your cart.

6. Select the participant participating in program.

7. Checkout by paying for your program with your debit or credit card. (Free courses will not require a credit card payment but still need to be finalized)

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

9. For any questions, please call 585-872-7103.

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1350 Chiyoda Drive | Webster, NY 14580 | 585.872.7103

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