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## Easy Ways to Register

- Online
- Mail-In
- Phone-In
- Walk-In

Greendale Park and Recreation Department  
5647 Broad Street  
Greendale WI 53129  
Hours: Mon-Fri 8:00 a.m.-4:30 p.m.  
Counter Service: Tuesday 4:30-6:30 p.m.  
Closed: December 24, 25, 31, and January 1

**Need help with online registration? Don't know where to start? Stop by the Park & Recreation office and extra help will be available for you.**

### ONLINE REGISTRATION

Resident online registration begins Saturday, January 5 at 6:00 a.m. Non-resident begins Thursday, January 10. Register from the convenience of your home or office at <https://webtrac.greendale.k12.wi.us>.

#### Who Can Register Online?

Any individual or household may register online for Park and Recreation Programs.

**NEW:** If you have never registered with us, go to <https://webtrac.greendale.k12.wi.us> to create an account.

**RETURNING:** Call 414-423-2790 to have your information emailed to you if you have misplaced it by December 27, 2018.

#### How Do I Register For a Program Online?

Go to <https://webtrac.greendale.k12.wi.us>. Under "member login" area and enter your household ID and password (received when setting up your household account). From there you may register for any available classes. If you do not have a household ID or password, you can create a new account. If you do not remember your information, call 414-423-2790 and we will email your information.

#### Which Programs Are Eligible for Online Registration?

You may register for any programs listed in our program brochure that have an activity number. Bridge for Kids, Care 4 Kids, Bloom 'N Grow, and Adult Sports Leagues are NOT eligible for online registration.

#### Online Security and Payments?

Online registrations and payments are processed through a secure system. We accept Visa, MasterCard and Discover.

#### A Few Things to Remember with Online Registration

-If you have an account, please make sure you have double checked your info (birthdates, grades (if applicable), current phone number, etc.) so that you will be able to register without any problems. Remember we will only be available for trouble-shooting Monday-Friday, 8:00 a.m.-4:30 p.m., and as we have to manually verify each household once it is requested, it must be done during office hours. Office is closed December 24, 25, 31, and January 1.

-**Make sure to register early!** For processing and prepping, online registration is removed on Wednesdays for all programs starting the following week (ex: on Wednesday, January 9, classes starting January 14-20 will no longer be available for online registration).

-**Open Enrollment Families** attending Greendale School District Schools (public schools) for the 2018-19 school year may register online Saturday, January 5th as well. In order to receive the correct fees for classes using online registration, please call the office to let us know your family is Open Enrollment. If you do not let us know, you will not be correctly charged and we will not offer any refunds.

-**Class Filled/Waitlist**-If a class is marked full and you are still interested in the class, please call the office to be placed on a wait list. If we can accommodate more participants you will receive a call from the office and have a two day window to let us know if you want the spot and to make the required payment.

#### -Program Registration Confirmation/Receipt

*Online:* Print receipts at completion of registration.

#### MAIL-IN / WALK-IN / PHONE-IN

**Park and Recreation Office - 5647 Broad Street**

**414-423-2790 press 2**

Resident-Wednesday, January 9th

Non Resident-Thursday, January 10th

#### Program Registration Confirmation/Receipt

*Mail-In/Phone-In:* Send registrations to Park and Recreation with a self-addressed stamped envelope to receive a copy of your program receipt(s).

**Registrations are required prior to class attendance.** Registrations may be accepted after classes begin if space is available, however class fees are NOT pro-rated. User fees cover the costs to offer these programs. When you sign up for a class, we depend on your enrollment for a successful class. Please plan your schedule carefully.

Windows Internet Explorer

**Please plan accordingly...the Park & Rec Office will be closed December 24, 25, 31, and January 1. Your household will NOT be verified on those days.**

