

## **RecTrac Online Registration Directions**

- Open internet browser
- Go to somersetcountyparks.org
- Click on the green tab for online registration
- Click on Therapeutic Recreation picture
- Under order type – click on Therapeutic Recreation
- Click search
- Click on plus (+) sign of 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
- Click enter
- 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, search, activity search, then follow steps above to add additional program)
- Click continue – if a program does not have a cost you must process and checkout in order 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