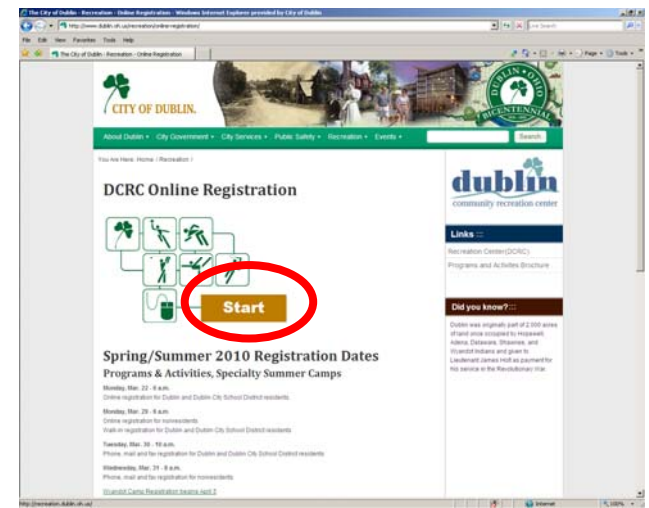
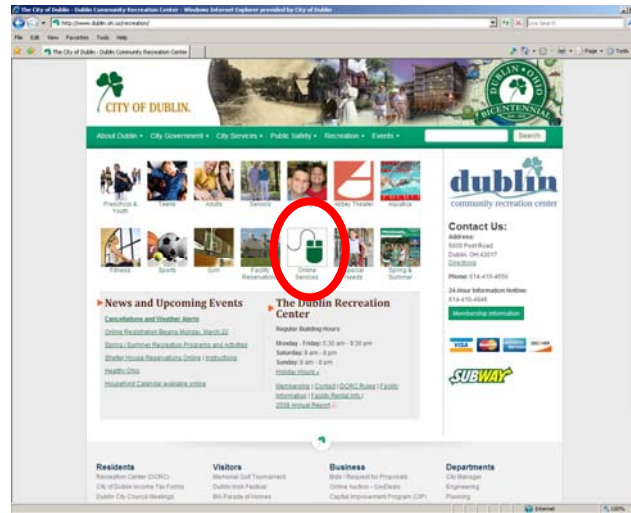


Go to www.dublin.oh.us/recreation

Click on the **Online Services** icon

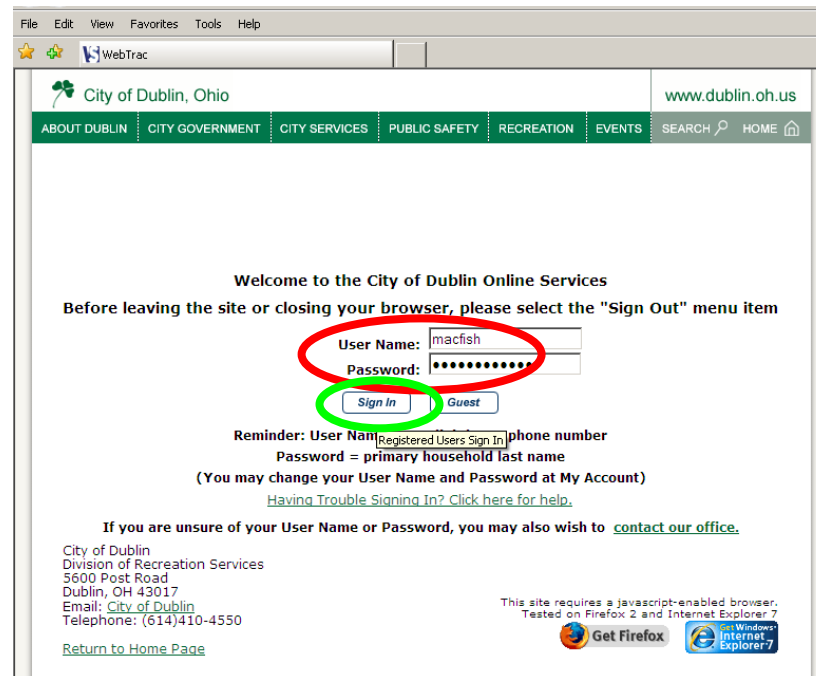
Click on the **Start** button



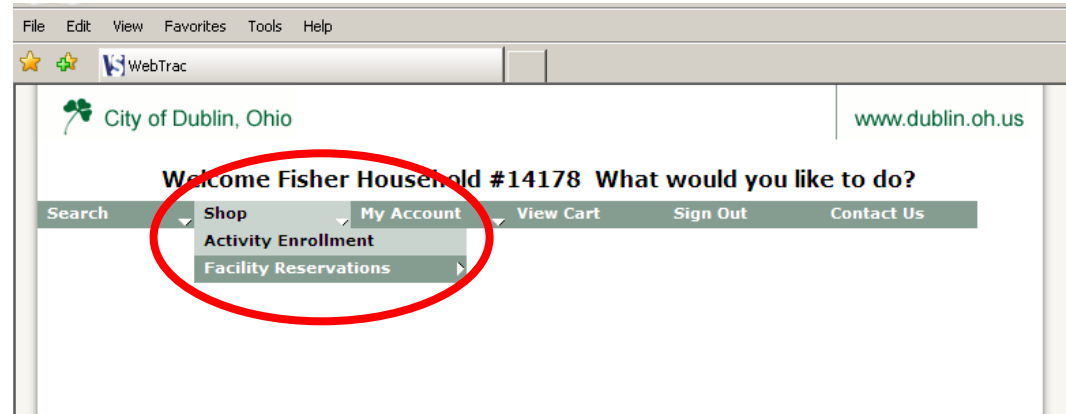
Enter your **User Name** and **Password**
(If you have never registered online or are not sure of your User Name and Password, please call 614.410.4550)

Select the **Sign In** button

(You can change your User Name and Password at any time by logging in and selecting **My Account**)

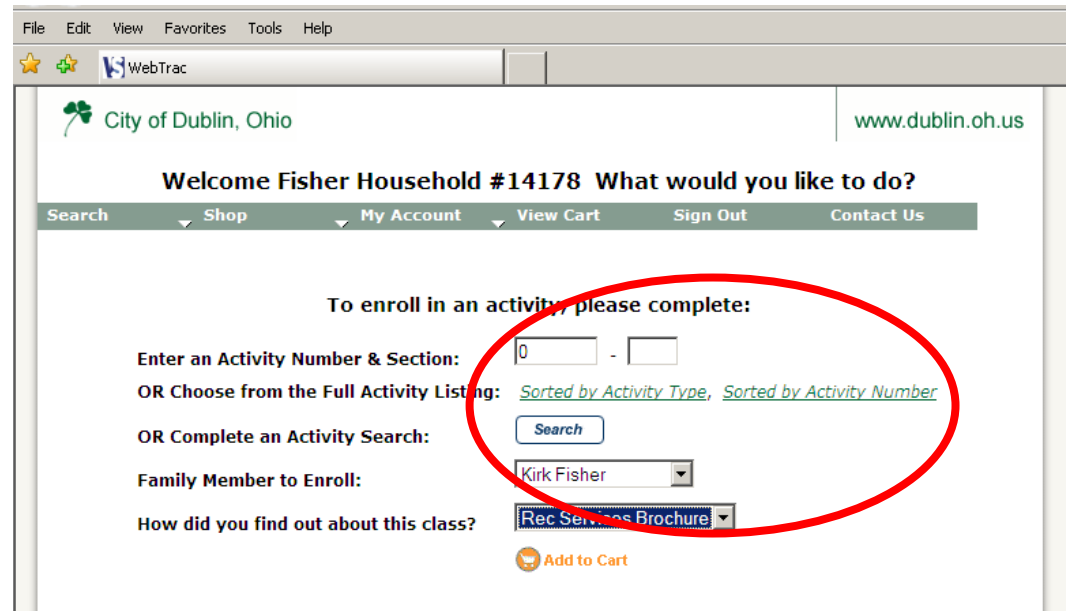


To shop for an activity or facility, click **Shop**, then select **Activity Enrollment**.



To enroll in an activity, enter the 6-digit **Activity number** and 2-digit **Section**, OR Click on one of the **Sorted by** options OR Click on the **Search** button

Select which family member you want to enroll



In the Sort by Activity Number listing, you can View information about the **activity location, fees, current enrollment and additional information/description.**

Enter the **6-digit Activity Number** to search for a specific activity

To enroll in an activity, click on the **Shopping cart** icon to add it to your cart

Continue to search and add activities To your cart.


























































To confirm your choices, select the **View Cart** menu item

City of Dublin, Ohio | www.dublin.oh.us

Welcome Fisher Household #14178. What would you like to do?

Search Shop My Account **View Cart** Sign Out Contact Us

Enter an Activity Number: Search

Activity-Section	Description	Dates	Days	Time	Notes
 281130-16	Preschool Level 3	03/17/2010 to 05/12/2010	W	5:45P to 6:15P	  FULL 
 281130-17	Preschool Level 3	03/17/2010 to 05/12/2010	W	6:20P to 6:50P	  FULL 
 281130-18	Preschool Level 3	03/18/2010 to 05/13/2010	Th	9:35A to 10:05A	   
 281130-19	Preschool Level 3	03/18/2010 to 05/13/2010	Th	10:10A to 10:40A	   
 281130-20	Preschool Level 3	03/18/2010 to 05/13/2010	Th	11:20A to 11:50A	   
 281130-21	Preschool Level 3	03/18/2010 to 05/13/2010	Th	4:35P to 5:05P	   
 281130-22	Preschool Level 3	03/18/2010 to 05/13/2010	Th	6:20P to 6:50P	  FULL 
 281130-23	Preschool Level 3	03/18/2010 to 05/13/2010	Th	7:30P to 8:00P	   
 281130-24	Preschool Level 3	03/19/2010 to 05/14/2010	F	2:10P to 2:40P	   
 281130-25	Preschool Level 3	03/20/2010 to 05/15/2010	Sa	10:00A to 10:30A	   
 281130-26	Preschool Level 3	03/20/2010 to 05/15/2010	Sa	10:35A to 11:05A	   
 281130-27	Preschool Level 3	03/20/2010 to 05/15/2010	Sa	11:10A to 11:40A	   

You may enroll in a single activity by entering the 6-digit **Activity** and 2-digit **Section** and clicking on **Add to Cart**

File Edit View Favorites Tools Help

★ WebTrac

City of Dublin, Ohio www.dublin.oh.us

Welcome Fisher Household #14178 What would you like to do?

Search Shop My Account View Cart Sign Out Contact Us

To enroll in an activity, please complete:

Enter an Activity Number & Section: 299999 - 03 *KF Test Class*

OR Choose from the Full Activity Listing: [Sorted by Activity Type](#), [Sorted by Activity Number](#)

OR Complete an Activity Search:

Family Member to Enroll: Kirk Fisher

How did you find out about this class? Not Selected

Review the **Release** and **Refund** policies

Click on **Yes, I agree**

WebTrac - Windows Internet Explorer provided by City of Dublin

http://recreation.dublin.oh.us/

File Edit View Favorites Tools Help

WebTrac

City of Dublin, Ohio www.dublin.oh.us

Please read carefully and answer below:

RELEASE OF ALL CLAIMS AND PROMISE NOT TO SUE

As a participant in this and any other program of the City of Dublin Recreation Services Division, I/we recognize and acknowledge that there are certain risks and I agree to assume all such risks including any damage resulting from physical injuries, death, loss of services or consortium, loss or damage to property, or any other loss which I may sustain as a result of participating in any and all activities connected with or associated with such programs.

In consideration of the City of Dublin Recreation Services Division, accepting me or my child=s registration, and with the intent to be legally bound, I hereby, for myself, for my child, all heirs, executors, administrators, and assigns, do hereby forever release, waive and relinquish all claims I have or may have as a result of participating in this and all other programs of the City of Dublin Recreation Services Division. Furthermore, I promise not to sue the City of Dublin Recreation Services Division and agree to indemnify and hold harmless and defend, the City of Dublin Recreation Services and its officers, agents, servants, employees and insurers, from any and all liabilities, claims, demands, actions or causes of action resulting from physical injuries, including death, loss of services or consortium, loss or damage to property, or any other loss to me on account of my participation in this and all other programs of the City of Dublin Recreation Services Division.

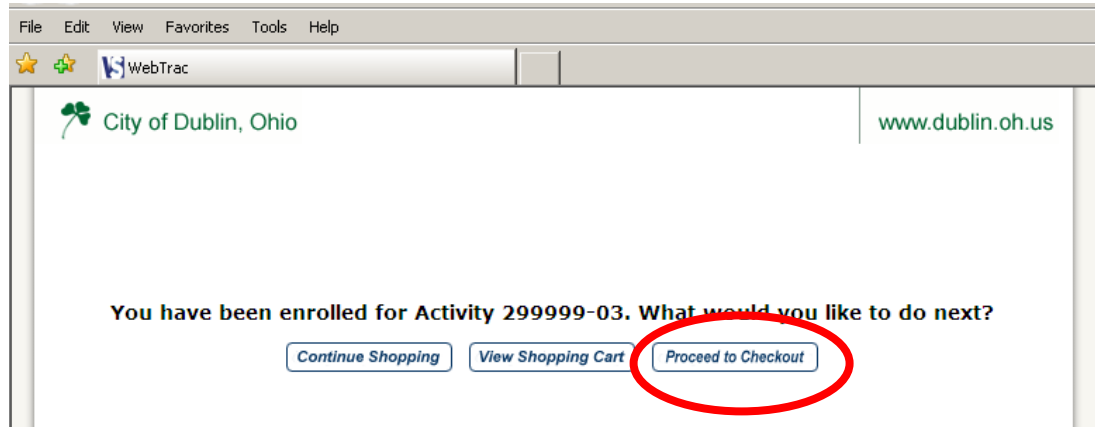
REFUND POLICIES

To cancel and receive a refund (minus a \$10 administrative fee) you must contact a recreation supervisor seven days before the first day of class or before the deadline listed. Participants assume risk and responsibility for changes in personal schedules or health. A full refund will be issued if the Division of Recreation Services cancels an activity. Please allow two weeks for processing refunds. For additional information, please see our seasonal brochure.

Yes, I agree

No, I do not

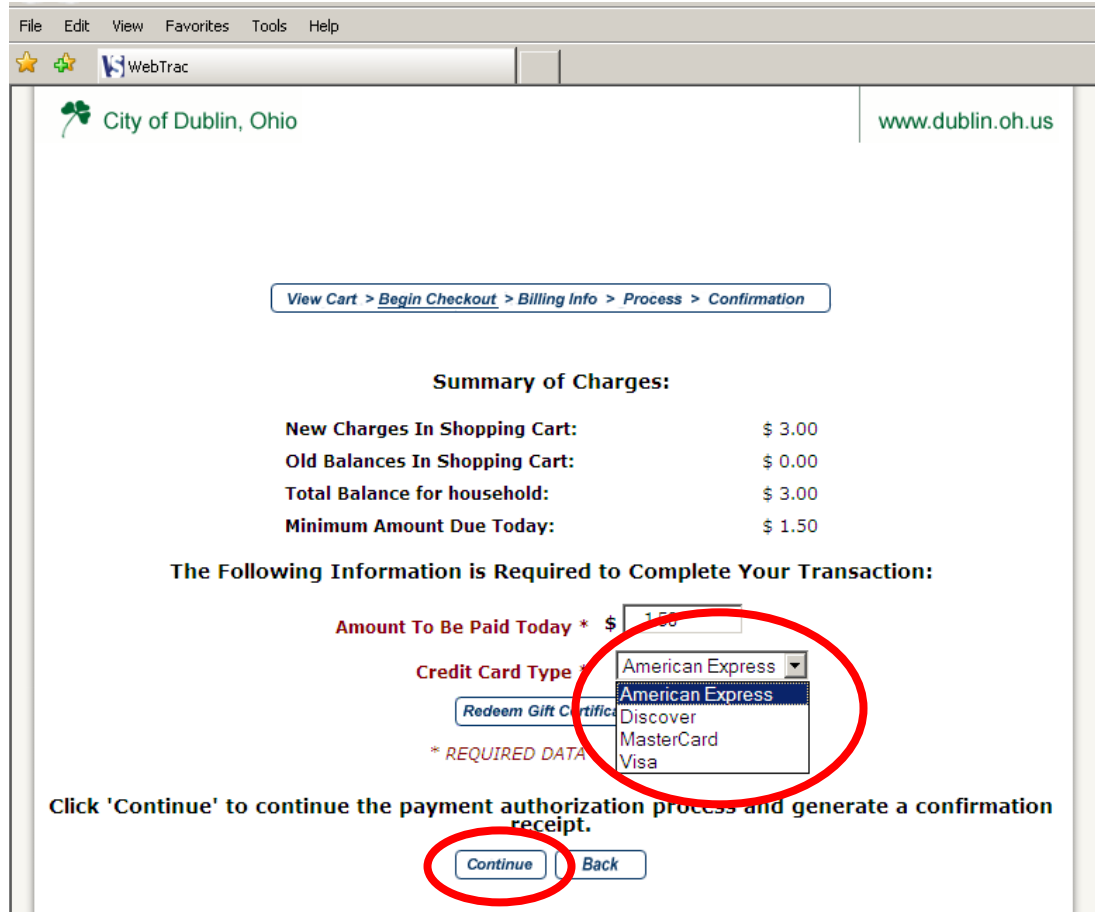
Once enrolled, you have the options of Continue Shopping, View Shopping Cart, or **Proceed to Checkout**



Confirm the amount due

Use the drop down menu to select which credit card you are using for payment

Click **Continue**



Enter your credit **Card Number** and **Expiration** date

Enter the **required** cardholder data

Select **Continue**

File Edit View Favorites Tools Help

WebTrac

City of Dublin, Ohio www.dublin.oh.us

[View Cart](#) > [Begin Checkout](#) > [Billing Info](#) > [Process](#) > [Confirmation](#)

Credit Card Information is Required to Complete Your Transaction:

Amount To Be Paid Today \$ 3.00

Credit Card Type MasterCard

Card Number *

Expiration (MMYY) *

Billing Information

Cardholder Name *

Billing Address *

Mailing Address

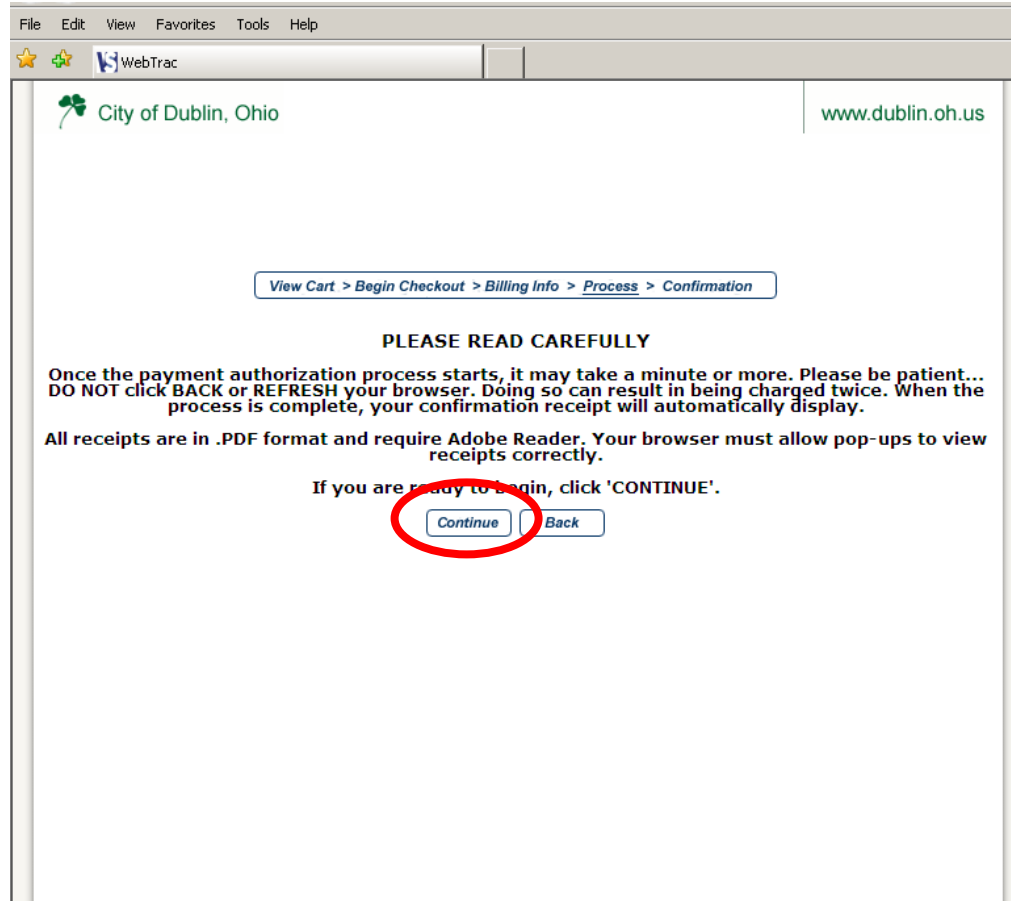
City *

State *

Postal/Zip Code *

** REQUIRED DATA*

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



Review the instructions

Select **Continue** to complete the transaction

If we have your email address on file, your receipt and any additional documents will be sent to you.

Or you may immediately **View** and print your receipt in Adobe Reader.

You may return to the online **Home Page**, **Continue Shopping** or **Exit**.

File Edit View Favorites Tools Help

★ WebTrac

City of Dublin, Ohio www.dublin.oh.us

[View Cart](#) > [Begin Checkout](#) > [Billing Info](#) > [Process](#) > [Confirmation](#)


An email confirmation has been sent to:
kfisher@dublin.oh.us

To change your email address on file, contact our office.
Your Online transaction is complete. Please select an option below to continue.

[View Confirmation Receipt \(in .PDF format\)](#)

[Return to Home Page](#) | [Continue Shopping](#) | [Exit](#)

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.](#) 

From your main page, you may select from
A variety of additional functions:

- Review your shopping history
- Reprint a receipt
- Print a childcare statement
- Print household rosters and calendars
- Change your user name and password

IMPORTANT: Always select the
Sign Out menu item to leave the system.
Do not simply quit your browser or close the
window. Doing so will cause delays in
logging back on to the system.

