

HOW TO USE WEBTRAC

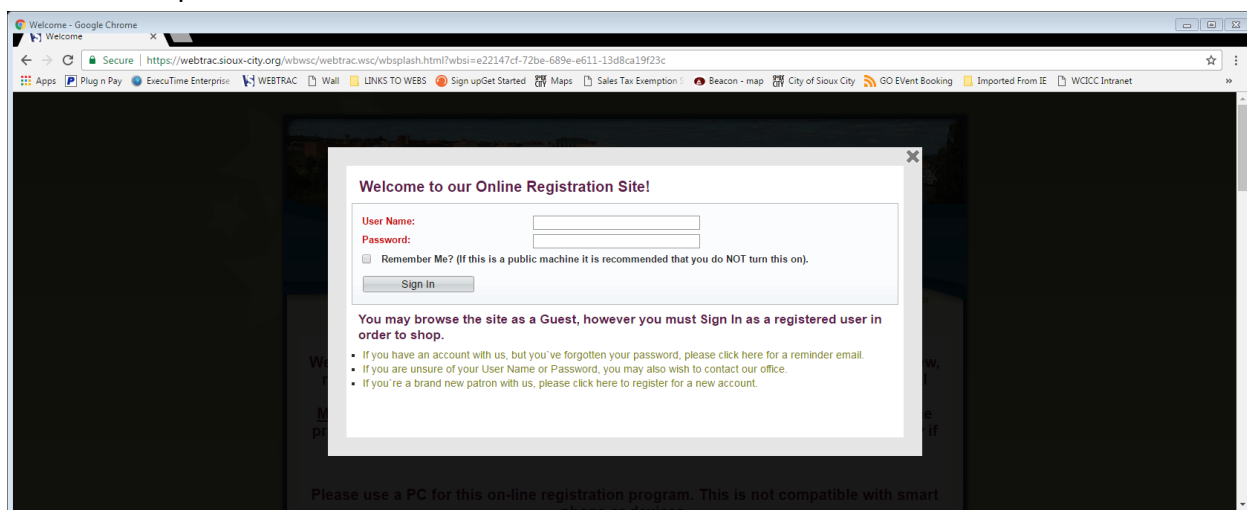
ACCESSING THE WEBTRAC SYSTEM

The City of Sioux City offers online registrations and reservations through WebTrac. Log in: <https://webtrac.siuox-city.org>

LOGGING ONTO THE SYSTEM

All persons may browse the system as a guest. To enroll in a program or reserve a facility you must be signed in. WebTrac will prompt you to log in.

- New participant - create an account
- Forgotten your log in information? Call 712-279-6126 or use the optional link.
- First time on WebTrac but a returning participant? Ask for your log in information.
- Created multiple entries? Please call us and we will combine them with all your data saved in one place.



ADDING FAMILY MEMBERS

Once you have your primary household enrolled you may find you need to add additional family members as your family changes (spouse, children, grandchildren, etc.).

To add additional members:

- **“My Account”** on the top row of WebTrac
- **“Change Member Data”**
- **“Add Family Member”**

Please note that under **“My Account”** are many other options available as you use WebTrac. Some options are to change your log in name and password or to review your activities or receipts.

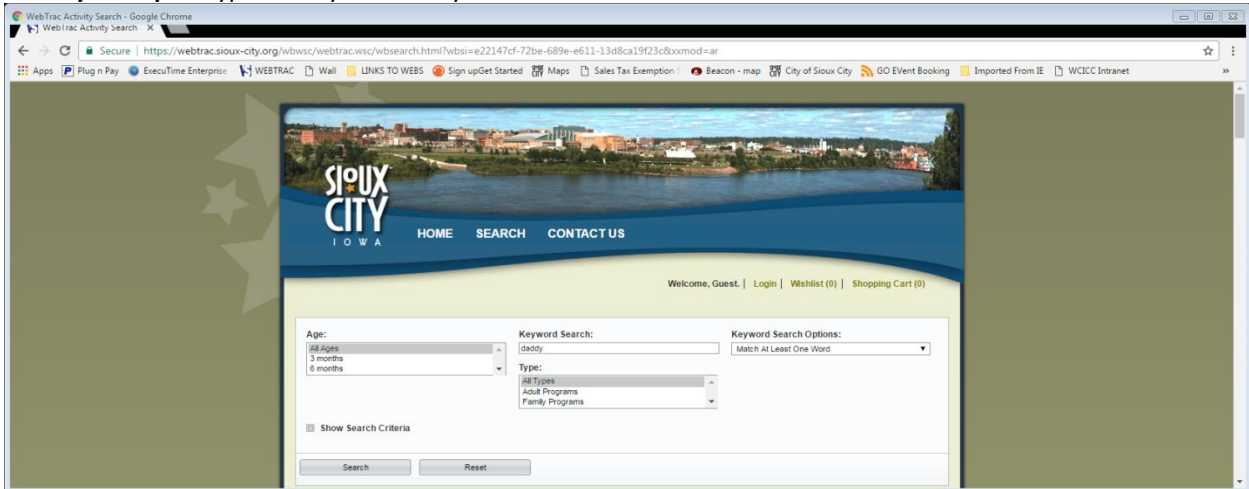
SEARCHING THE SYSTEM

You may use the **“SEARCH”** button to browse available facilities or programs. Select Activity or Facility in the drop down box on **“SEARCH”**. If you are searching Activity, there are additional keyword searches, or age searches that you may use to reduce the selections shown. After you type in the options you want you **must click on the search bar** in the left lower area of the

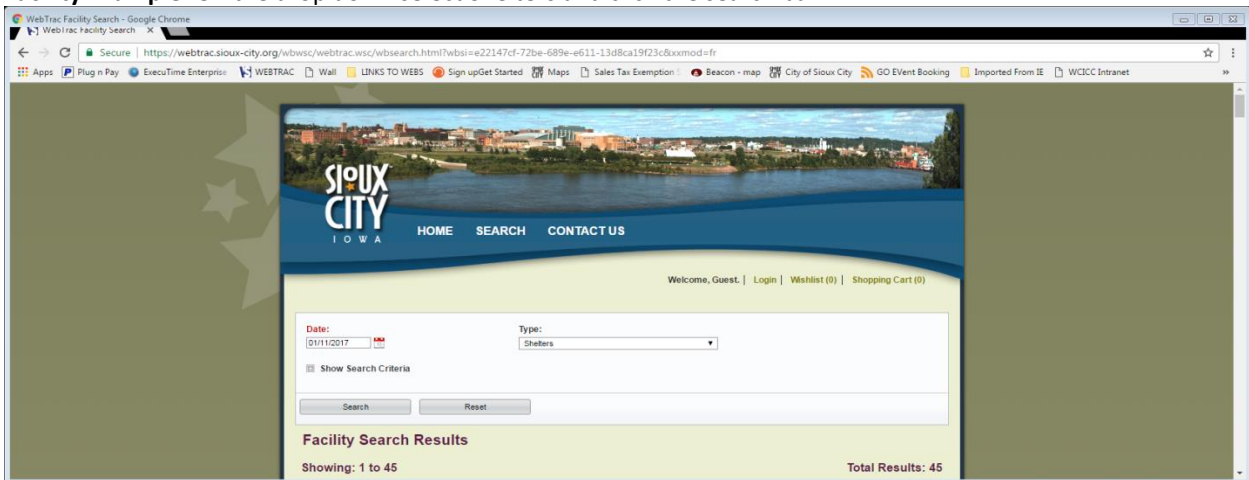
search box.

If you use the Facility Calendar option, you can view your date and if there is a partial opening, you can view which time is open by clicking on the date and a new screen will pop up to show you the times still available.

Activity Example: type “daddy” in the keyword search box and click the search bar



Facility Example: On the drop down select Shelters and click the search bar



Thank you for using the WebTrac system to book your programming classes and facility rentals. We hope you find this option useful for using at your own leisure. We are available Monday – Friday, 8:00 a.m. to 4:30 p.m. to book directly with us; or, if you have questions or concerns; or, if you prefer to work with a live person and not a software program!