

Welcome to the Our Online Registration Instructions Page.

Note: We strongly advise that you print this page out for handy reference.

RecTrac Registration Instructions

1. At the Community Services/Adult Education page, click "[Click Here to use our Online Registration System.](#)"
 - If you have NEVER used the Online Registration System (RecTrac) before, you must click on [First Time or New User](#) link to register your family.
2. Enter your User Name (your home phone number, using numbers ONLY)* and your password (last name) and click "**Sign In.**" (You will be instructed to change your password the first time you login).
3. Using the drop down menu to navigate to the activity you wish to register for. Or, click the "**Search**" button on the menu on the top-left hand side of the screen, the select "**Activity**", and then select either "**Search By Number**", "**Advanced Search**", or "**Search by Type**".
 - "**Search by Number**" is the quickest way to find the class you're looking for, especially if you have the Activity Brochure(available online). Once you have the course number for the course you wish to register for type that number in the "Enter an Activity Number" box at the top of the page, and click search. You will be immediately brought to the registration page for the activity you wish to register for.
 - "**Search by Type**" is another quick way to find a class by the type of class you are looking for. Here you can select from a dropdown menu such options as: "aerobics", "camps", "swim lessons", etc.
 - "**Advanced Search**" gives you complete control. Here you can search for classes using options such as a keyword search, choosing when the classes start, for what age, when the class is held and a host of other options. Use this search method if you don't have complete information about the course you are looking to take.
4. Once you find an activity you would like to sign up for, click on the activity course number (in blue type), choose which family member to enroll. Remember to select the family member that you wish to enroll from the "**Family Member to Enroll**" pull-down box.
 - If the family member is not listed and/or you want to add a family member, click "**My Account**" in the left hand menu, then click "**Change Family Member Data**". Please Note that you can only update one (1) family member at a time. You must follow the same process each time you wish to add a family member to your account.
5. Click the "**Add to Cart**" button.
6. Read the Disclaimer and choose "**Yes, I agree.**" (
7. Now RecTrac will display a decision box. Click on "**OK**" to register for another activity (Go back to step #3), or click on "Cancel" to proceed to checkout.
8. First, the system will allow you to review all of your registration selections. If you are satisfied with your selections, then click on "**Proceed to Checkout.**"
9. Enter your 16-digit credit card number without any spaces or dashes, and then enter your 4-digit expiration date (e.g. 0406 for April, 2006). WE ACCEPT ONLY VISA or MASTERCARD.
10. Review your billing information and click on the "**GO**" button to begin the payment authorization process.

Payment Process for Paying at the Same Time of Registration

1. Next review the on-screen warning, click the "**Continue**" button, You MUST WAIT until your receipt appears before trying to navigate in your browser.
2. Click the "**OK**" button to view a copy of your receipt.
3. Your receipt should appear in your browser and you can print (printer icon) and/or save (disk icon) your receipts for your records.
4. Once you have closed your receipt, your transaction is complete and you can select from 3 options: "**Back to our home page**", "**More Shopping**", or "**Finished.**"
5. If you experience difficulties, please call our main number at 516-374-8163.

Payment Process for Paying at a Date After Registering Online, Such as After the Lottery.

1. Enter your username (this is your 10 digit home phone number, using numbers ONLY) and your password (your family last name is your temporary password, until you are prompted to change it.), then click **“Sign In”**. You will be instructed to change your password the first time you login.
2. To pay an existing balance, select the **“My Account”** option on the left sidebar and then select **“Pay Old Balances”**
3. You will see a listing of all of the classes for which you owe. Just click on the shopping cart icon next to the activity for which you wish to pay.

If you should experience any difficulties with this system, please call our office at 516-374-8163.

*** PLEASE NOTE:**

Generally, any household that has signed up for an activity with the Hewlett-Woodmere Department of Community Services since January 2004 will have an account in our database. If you are unsure whether you are in our system, please call 516-374-8163, to speak with a member of Community Services staff. You may update household account information by adding in a registrant. All other changes (address, ages, phone numbers, cell or emergency numbers, plus e-mail contact information) should be brought to the attention of Community Services staff.

RECTRAC SYMBOLS:



Facility details



Fees



Current enrollment numbers



More Activity Information