



The City of Merriam Parks & Recreation Department is excited to announce the ability to enroll for most programs and renew memberships online. Patrons can easily enroll from the comfort of their home when it is most convenient! The site provides the ability to browse activities as a guest. Log-in is only required when ready to enroll. Below are step by step instructions to ensure a smooth transaction through the process.

If you or a family member have ever participated you have a user name and password that has automatically been generated utilizing the head of household information.

First Initial + First 4 letters of Last Name + last 7-digits of home phone.
(Example Adam Smith would be User Name: ASmit0000000). The first letter of the first name and the first letter of the last name must be capitalized.

Your "**password**" is your last name. **(Example of password: Smith)**
The first letter of the last name must be capitalized.

Once you are logged in you can personalize your username and password through the "My Account" tab and selecting "Change Log In Data."

First time participants will need to establish an account. Please allow up to 24 hours for account approval.

Once logged in you will browse activities to begin the registration process. Depending on the speed of your internet connection this may take a few minutes.

At the browse screen you can search by type, category, keyword search, or activity number if known.

Once the class/program has been decided upon, a shopping cart on the left hand side will have a **green +** sign showing it is available to select. If a **yellow !** in a triangle appears, the class is unavailable. This can be confirmed on the right hand side, note a **green** available rectangle or a **red** unavailable rectangle. To select this class, click on the shopping cart on the left hand side of the screen, clicking on the cart will add to cart and a notice will appear from the bottom of the screen stating "Enroll Now". If you have additional classes, continue to next class and click shopping cart. Select "Enroll Now" when all selections are complete.

An Activity Registration Screen will appear, choose the family member that will be participating in the program by checking the activity under their name. If multiple family members will be enrolling in the same program, select all members. Choose Add to Cart when complete, if you have changed your mind you can clear the form or return to search. (You can only remove an item when in the shopping cart. If changes or confirmation of what has been selected is needed, select shopping cart in the upper right hand corner of the screen.)

Click to accept the waiver.

Choose to continue to shop or proceed to check out. If you need to remove an item from the cart, select remove from cart, the last item on the right side of the program selected.

Continue Shopping will return you to browse activities. If you change your mind you can always select shopping cart to return to check out.

Proceed to check out – complete form with payment method and finish. A receipt will be generated for your records. (**WARNING** This is a timed process. You have 20 minutes from the start of the registration process to complete the transaction. After 20 minutes WebTrac will time out. It is possible to enter credit card information and pay but not be registered in the class if you have taken longer than 20 minutes. All household transactions can be confirmed through the MY ACCOUNT tab. This provides history of enrollments, receipt reprinting, household rosters and much more. If the transaction is not visible in this tab, call the Community Center in order to correct the enrollment issue.)

If you have problems with this registration process, please call 913.322.5550 during normal business hours:

Monday – Thursday 8 am – 9 pm
Friday 8 am – 5 pm
Saturday 8 am – 4 pm
Sunday 1 pm – 5 pm