ONLINE REGISTRATION INSTRUCTIONS

1. Visit our online registration website:
https://ilromeovilleweb.myvscloud.com/webtrac/web/

2. Click:

MY ACCOUNT
👤 SIGN IN / REGISTER
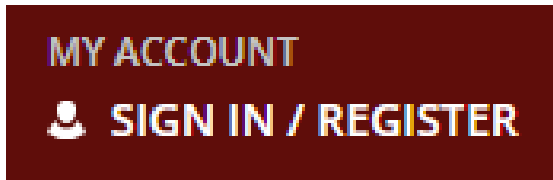
Located in the top right-hand corner of the page

3. If you already have a username and password you can log in.
If you are attempting to create an account for the first time, click:

Don't have an account? Sign Up Now

Located on the bottom of the log-in box

4. When creating your account, you will be prompted to enter in information such as primary email, username, and password. Then, click the blue "Add Family Member" for each person in your household that you will be registering for our programs/events/services. Finally, click the blue "Add Emergency Contact" to include an emergency contact for your household account.

5. *If you are a Romeoville resident*, once you have created your account you will need to submit proof of residency to receive the resident rate.
> A picture of your Driver's License can be emailed to recinfo@romeoville.org.
> Please allow up to 24 hours for residency approval.
> You can then proceed with registration as a verified Romeoville resident.

If you are not a resident, once you have created your account you can proceed with registration.

6. To register, begin by searching the program.
This can be done by using "All Programs" or through categorized programs.
- By selecting the "All Programs" button, it will direct you to a search area in which the name of the program or activity number can be typed in.

- By selecting a categorized program, it will redirect you to a page with all of those class and program types listed.

Example: by selecting "Aquatics", all current aquatics classes will be shown.
This can be done by selecting a category on the homepage
or in the "Category" filter on the lefthand sidebar in "All Programs"
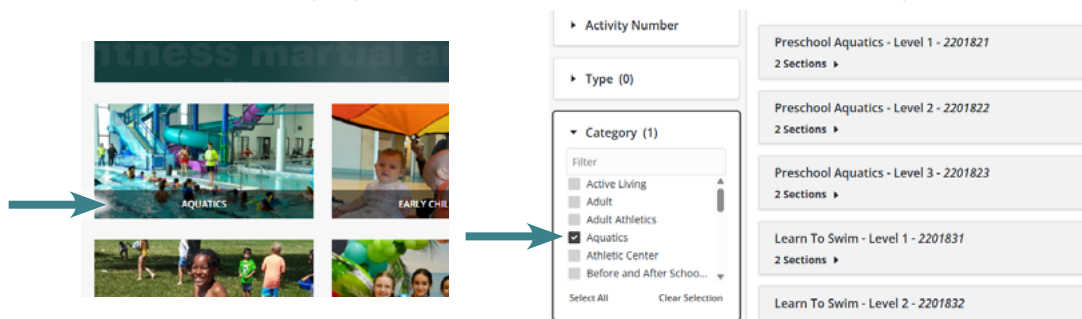
9. Programs will be listed in 4 different ways:
- 🟢 Available: can register now
- 🔴 Unavailable: registration has either not yet begun or has ended
- 🔴 Full: program is at max capacity
- 🟡 Waitlist: program is full but you can add yourself to the waitlist
   We will only reach out to the waitlist if spots become available in the program.

10. Once you have found your program, you will want to select the program and a message will appear at the bottom of the screen to add the program to your cart.
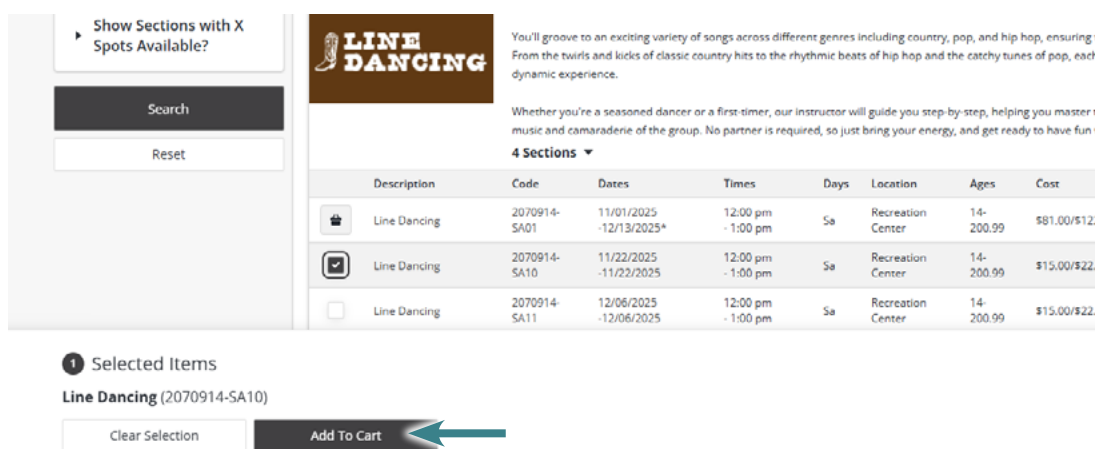
11. After selecting "Add To Cart", it will redirect you to select the household family member to register for the program.
If the person selected *does not qualify* for the program it will notify you why.
If the person selected *does qualify* you will then fill out a Romeoville Recreation registration wavier.

12. You will be directed to your shopping cart in which you will be able to continue shopping for more programs or proceed to check out.

Romeoville
Village of
Where Community Matters
Parks & Recreation Department

If you have any trouble or questions,
please reach out to our front desk team:
📞 815-886-6222 ✉ recinfo@romeoville.org