



HOW TO REGISTER ONLINE GUIDE FOR THE ACTIVE ADULTS PROGRAM

Click the link below to begin.

<https://floaklandparkweb.myscloud.com/webtrac/web/splash.html>

In the upper-right corner, click **SIGN IN/ REGISTER**.

Logging in as a Returning User:

1. Click in the **Username*** and **Password*** boxes to type in your account information.
2. Click **Login**.

Logging in as a New User:



If you already have a RecTrac account (this includes anyone who has completed a transaction in our office), please call us at **954-630-4500** between **8 AM and 5 PM**, Monday through Friday. Our staff will email you a link to reset your username and password. Alternatively, you can select "**Login**" and then click on **Forgot Username** or **Forgot Password** for assistance.

1. Click **Don't have an account? Sign Up Now**.
2. Fill out the registration form carefully to ensure the information is correct.
3. When finished, click **Save**.
4. Once you've submitted the form, call our office at **954-630-4500** so a staff member can confirm your registration and approve your online account.

Signing up for an Active Adults Membership:

1. Click the **Active Adults** square below the banner.
2. Click the light blue basket next to the correct membership option: **Resident** or **Non-Resident**.
3. Choose the family member for the membership.
4. Click **Continue**.
5. Answer the prompted questions. Complete any waivers:
 - a. Click the drop-down under **Select your signing method***, and choose **I am signing as an adult participant**.
 - b. Type your first and last name in the **Typed name of adult signee*** box.
 - c. Below **Sign Here***, click, hold, and drag your mouse to draw your signature to the best of your ability.
6. Click **Continue**.

Signing up for Active Adult Activities

1. Once logged in, verify your account information. If no changes are needed, select **Home** at the top left of the screen, to the right of the city seal.
2. Select the **Active Adults** square.
3. Below **Global Search** and **Search Results**, you'll see **Display Options: Detail** (with a downward arrow). Click the arrow and select **Calendar**.
4. Choose your desired activities. Selected activities will appear in dark blue, available activities in light blue, and unavailable activities in grey.
5. Click **Add to Cart**.
6. Select the family member attending the activities.
7. Click **Continue**.
8. In the upper-right corner, select **Checkout**.
9. When ready, select **Proceed to Checkout**.
10. Enter all transaction and billing information, then click **Continue** to finalize the purchase and receive your e-receipt.



Active Adults membership and activity registration can be completed ONLINE with a Visa, Mastercard, or Discover. Memberships are valid until September 30, 2025.