

Memo

To: Youth Sports Groups/Organizations
From: Andy Dunfee, Athletics Supervisor
CC: Cheryl Crisman, Superintendent of Recreation
Date: December 16, 2011
Re: Instructions: How to view open dates in WebTrac

If you are looking for additional dates and times for your games or tournaments, please take advantage of our updated website!

After you receive your User Name and Password you will have access to the following features:

- Print a monthly calendar right from your household.
- View open fields, times and dates in an easy to view calendar.

If you have any questions about the process, can't remember your User Name or Password or need to update your email address please contact Andy Dunfee at 815-436-8812 x17.

Please see the following pages for step by step instructions.

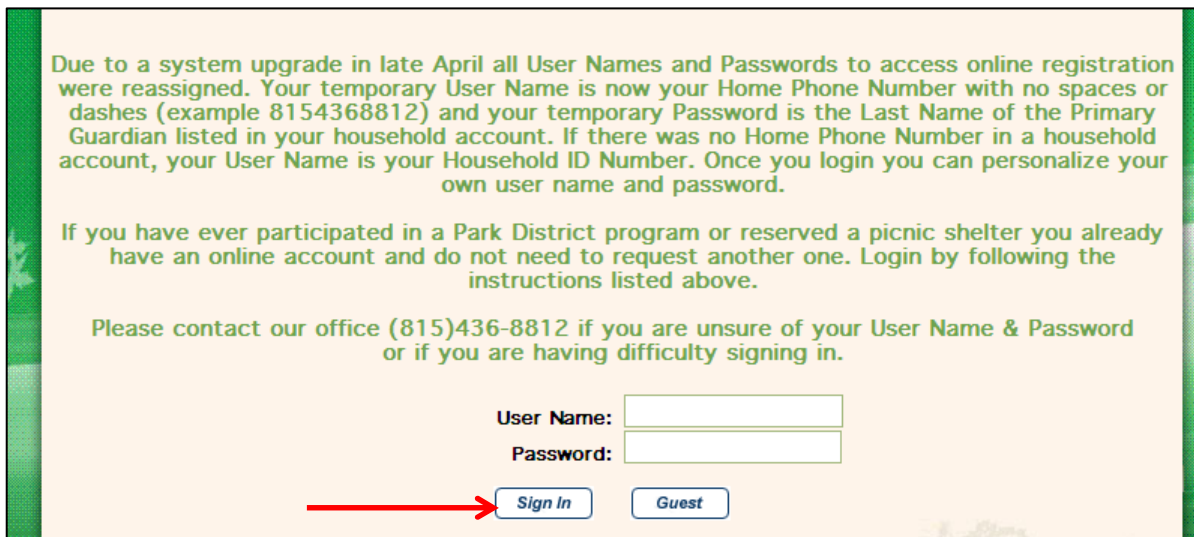
STEP 1

- Go to www.plainfieldparkdistrict.com
- Place your cursor on **REGISTRATION**, when the menu pops down click on **REGISTER ONLINE**.
- The login screen will open in a separate window.



STEP 2

- Enter your **User Name** and **Password**. *Make sure you have updated your email address with the Park District as this is how you will receive your User Name and Password. They will be sent in two separate emails.
- Click **SIGN IN**



STEP 3

- Place your cursor on **SEARCH** the menu will pop down, place your cursor on **FACILITIES** a menu will appear to the right.
- Select **Calendar**



STEP 4

- **Choose a Facility:** Select the Field you are interested in from the drop down list.
- **Choose a Month:** Select the Month you are interested in from the drop down list.
- **Choose a Year:** Select the current Year from the drop down list.
- Click **SEARCH**

The screenshot shows the Plainfield Park District website. At the top, there is a navigation bar with links for HOME and CONTACT US. Below this is a secondary navigation bar with links for WebTrac, Search, Shop, My Account, and Contact Us. A banner for Fall 2010 is visible in the top right corner. The main content area features a welcome message: "Welcome, Household Stathas Welcome, | 0 Items in Shopping Cart | [Log Out](#)". Below the welcome message are three search criteria: "Choose a Facility:" with a dropdown menu set to "Not Selected", "Choose a Month:" with a dropdown menu set to "December", and "Choose a Year:" with a dropdown menu set to "2010". A "Search" button is located to the right of the year dropdown.

STEP 5

- Click on the word **Partial** to view the times that are already booked.
- Detailed reservation information will open in a new window.
- If the date is fully booked then it will be labeled **Fully Booked** and have a **red** border.

The screenshot displays a calendar grid for a month. The days of the week are listed at the top: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The calendar cells contain the following reservation status:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Open	2 Partial	3 Partial
4 Open	5 Open	6 Partial	7 Open	8 Open	9 Partial	10 Partial
11 Open	12 Open	13 Partial	14 Open	15 Open	16 Open	17 Partial
18 Open	19 Open	20 Partial	21 Open	22 Open	23 Fully Booked	24 Open
25 Open	26 Open	27 Open	28 Open	29 Open	30 Open	31 Open

The screenshot shows a window titled "Facility Reservations for:". The reservation details are as follows:

10-12U Softball 5 @ Four Seasons Park on 10/06/10

Time	Type
7:00P - 9:00P	Customer Reservation

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