

Step 1: Log onto registration website by clicking here <https://web2.myvscloud.com/wbwc/cofriscowt.wsc/splash.html>

Step 2: Log into your account

The screenshot shows the website for the Town of Frisco Registrations and Rentals. At the top left is the Frisco Colorado logo. The navigation menu includes 'REGISTRATION HOME', 'SEARCH', 'CONTACT US', and 'EVENT CALENDAR'. On the right, there are links for 'CHECKOUT CART (0 ITEMS)' and 'MY ACCOUNT SIGN IN / REGISTER'. A large red arrow points to the 'SIGN IN / REGISTER' link. The main content area features a large banner for 'Snow Tubing' with a photo of people on inflatable tubes. Below this are eight smaller images with captions: 'Fun Club', 'Camps & Programs', 'Races & Events', 'Season Passes', and three others. The Windows taskbar is visible at the bottom.

Step 3: Select Fun Club

FRISCO COLORADO

REGISTRATION HOME SEARCH CONTACT US EVENT CALENDAR

CHECKOUT MY ACCOUNT
CART (0 ITEMS) SIGN IN / REGISTER

Town of Frisco Registrations and Rentals

Snow Tubing

Fun Club

Camps & Programs

Races & Events

Season Passes

Windows taskbar: Type here to search, 12:01 PM 3/25/2021

IF YOU SELECTED **FUN CLUB**, THIS SCREEN WILL APPEAR:

Step 4: Select the month you would like to register for

The screenshot shows the WebTrac Activity Search page for Frisco Colorado. The page includes a navigation bar with links for Registration Home, Search, Contact Us, and Event Calendar. On the right, there are links for Checkout (Cart: 0 items) and My Account (MCKAY #11140).

On the left side, there are three filter sections:

- Type = Fun Club:** A red box highlights this section, where 'Fun Club' is selected from a list of options including BBQ, Events, Frisco Nordic Season..., Nordic Lessons and Pr..., and Programs.
- Subtype (1):** A red box highlights this section, where 'Fun Club' is the only selected option.
- Begin Month (1):** A red arrow points to this section, where 'June' is selected from a list of months from January to June.

At the bottom of the filters, there is a 'Keyword Search' field, a 'Search' button, and a 'Reset' button. A red box labeled 'Hit the search button' has an arrow pointing to the 'Search' button.

The main content area, titled 'WebTrac Activity Search', shows search results for 'Fun Club - SF1101'. The results include a description: 'Fun Club is an exciting and adventurous way for your kids ages 5-12 to spend their summer! Enjoy themed activities that offer educational opportunities and activities. Camp will run from 8:00 am - 5:30 pm, Monday-Friday, June 3-August 18, 2021.' Below the description, there is a table with 1 section:

Add to Selection List	Description	Dates	Times	Days	Location	Ages	Availability
	Summer Fun Club	06/03/2021 -08/18/2021*	8:00 am - 5:30 pm	M, Tu, W, Th, F	Frisco Adventure Park	5-13	

The Windows taskbar at the bottom shows the system clock at 12:13 PM on 3/25/2021.

Welcome to Frisco!

Type (1)

- BBQ
- Events
- Frisco Nordic Season ...
- Fun Club
- Nordic Lessons and Pr...
- Programs

Select All Clear Selection

Subtype (1)

- Fun Club

Select All Clear Selection

Begin Month (1)

- March
- April
- May
- June
- July
- August

Select All Clear Selection

Keyword Search

Search

Reset

Click on the Fun Club search results and select go to calendar

Showing results 1-1 of 1

Fun Club - 5F1101

Frisco Fun Club is an exciting and adventurous way for your kids ages 5-12 to spend their summer! Enjoy themed activities that offer educational opportunities and activities. Camp will run from 8:00 am - 5:30 pm, Monday-Friday, June 3-August 18, 2021.

1 Sections

Add to Selection List	Description	Dates	Times	Days	Location	Ages	Availability
	Summer Fun Club	06/03/2021 -08/18/2021*	8:00 am - 5:30 pm	M, Tu, W, Th, F	Frisco Adventure Park	5-13	Check Availability



Step 5: A calendar will appear and you can select the days you would like to register.

The screenshot shows a web browser window with several tabs. The active tab is 'Frisco, CO - WebTrac Activity Se...'. The main content is a calendar for April 2021. The calendar has columns for days of the week and rows for dates. Some dates have a dark grey box indicating a 'Winter Fun Club' activity. A red arrow points from the first callout box to the date 7. A second red arrow points from the second callout box to the 'Add To Cart' button.

STEP ONE:
Select all of the dates you would like your child to attend camp that month by clicking on the box listed on each day of the week; the box will change colors once you select it.

STEP TWO:
Once you have selected all of your dates, click the 'add to cart' box.

Calendar Data:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 Winter Fun Club 8:00 am- 5:30 pm 3 of 20 Available	1	2	3
5	6	7 Winter Fun Club 8:00 am- 5:30 pm 3 of 20 Available	8	9	10
12	13	14 Winter Fun Club 8:00 am- 5:30 pm 4 of 20 Available	15	16	17
19 Winter Fun Club 8:00 am- 5:30 pm 9 of 20 Available	20 Winter Fun Club 8:00 am- 5:30 pm 10 of 20 Available	21 Winter Fun Club 8:00 am- 5:30 pm 8 of 20 Available	22 Winter Fun Club 8:00 am- 5:30 pm 9 of 20 Available	23 Winter Fun Club 8:00 am- 5:30 pm 10 of 20 Available	24
26	27	28	29	30	1

Selected Items
Winter Fun Club (SF1101-Fun Club Winter): 03/31/2021 @ 8:00 am, 04/07/2021 @ 8:00 am, 04/14/2021 @ 8:00 am

Clear Selection Add To Cart

Step 6: Select the child/children you want to enroll:

Family Member Selection

<input type="checkbox"/> big Bird McKay Winter Fun Club (SF1101-Fun Club Winter)	<input type="checkbox"/> Roka McKay Winter Fun Club (SF1101-Fun Club Winter)	<input type="checkbox"/> Horacio McKay Winter Fun Club (SF1101-Fun Club Winter)
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Select your child, by checking the box next to their name and then click 'continue'.

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Type here to search | 1:05 PM 3/25/2021

If you have multiple children in our household, each one will appear:

The screenshot shows a web interface titled "Family Member Selection". It contains three entries for children, each with a name and a checkbox for enrollment:

- big Bird McKay: Winter Fun Club (SF1101-Fun Club Winter)
- Roka McKay: Winter Fun Club (SF1101-Fun Club Winter)
- Horacio McKay: Winter Fun Club (SF1101-Fun Club Winter)

Below the entries is a "Continue" button and a "Cancel" button. Red arrows point to the checkboxes for Roka McKay and Horacio McKay, and another red arrow points to the "Continue" button.

Select which child or children you want to enroll by checking the box next to their name. Next, click 'continue'.

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Facebook, YouTube, Instagram icons

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Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 1:05 PM and date 3/25/2021.

Step 7: You will be brought to your shopping cart. PLEASE ENSURE ALL OF THE DATES YOU HAVE SELECTED ARE CORRECT!

The screenshot shows a web application interface for a shopping cart. At the top, a green banner reads "New Charges In Shopping Cart". Below it, the "Shopping Cart" section contains a table with the following data:

	Description	Name	Total Fees	
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/19/21 (Enrolled)	big Bird	\$ 50.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/19/21 (Enrolled)	Roka	\$ 40.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/19/21 (Enrolled)	Horacio	\$ 40.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/20/21 (Enrolled)	big Bird	\$ 50.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/20/21 (Enrolled)	Roka	\$ 40.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/20/21 (Enrolled)	Horacio	\$ 40.00	⋮
Grand Total Fees Due			\$ 260.00	
Total Old Balances Not in Shopping Cart			\$ 0.00	

Below the table are four buttons: "Proceed To Checkout", "Continue Shopping", "Empty Cart", and "View Old Balance Details". Two red callout boxes provide instructions:

- A red box on the left points to the "Proceed To Checkout" button with the text: "If you are finished registering your child, click 'proceed to checkout'".
- A red box on the right points to the "Continue Shopping" button with the text: "If you would like to register for additional days or camps, click 'continue shopping'".

At the bottom right, there are social media icons for Facebook, YouTube, and Instagram, with the text "Follow us on Social Media". The browser's taskbar at the bottom shows the time as 1:10 PM on 3/25/2021.

Deleting a date from your shopping cart:

New Charges In Shopping Cart

Shopping Cart

Shopping Cart

If you have selected incorrect dates, you can easily remove them from your shopping cart by clicking the 'remove' button next to the date you want to remove.

	Description	Name	Total Fees	
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/19/21 (Enrolled)	big Bird	\$ 50.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/19/21 (Enrolled)	Roka	\$ 40.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/19/21 (Enrolled)	Horacio	\$ 40.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/20/21 (Enrolled)	big Bird	\$ 50.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/20/21 (Enrolled)	Roka	\$ 40.00	⋮
Remove	Winter Fun Club (5F1101-FUN CLUB WINTER) On 04/20/21 (Enrolled)	Horacio	\$ 40.00	⋮
Grand Total Fees Due			\$ 260.00	
Total Old Balances Not in Shopping Cart			\$ 0.00	

[Proceed To Checkout](#) [Continue Shopping](#) [Empty Cart](#) [View Old Balance Details](#)

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Type here to search

1:10 PM 3/25/2021

If you clicked 'proceed to checkout', this screen will appear:

The screenshot shows a checkout page with the following sections:

- Summary of Charges:**

New Charges In Shopping Cart:	\$ 260.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 260.00
Amount To Be Paid Today:	\$ 260.00
- The Following Information is Required to Complete Your Transaction:**
 - Using This Payment Method: *
Credit Card
- Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship:**
 - Type: Coupon
 - Code: [Empty]
 - Apply
- Billing Information:**
 - First Name: *
Grant
 - Last Name: *
McKay
 - Home Phone w/area code: *

Red callout boxes and arrows highlight key features:

- A red box on the left says "Scroll down to enter the credit card payment screen." with an arrow pointing to the bottom of the page.
- A red box on the right says "Payments must be made in full and by credit card for online purchases." with an arrow pointing to the "Using This Payment Method" dropdown.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 3/25/2021 and time 1:15 PM.