ACTIVITY REGISTRATION

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Follow this step-by-step guide to help you register for activities. If you have an additional questions, please call the Stable office at (908) 722-1200 ext.5528, M-F, 7 am-3 pm. You may also reach out via email. Send all emails to Jnatanzon@scparks.org.



ACTIVITY REGISTRATION INSTRUCTIONS

1. On the "Stable at Lord Stirling Park" main page (off of the Somerset County Park Commission website), click "Programs & Activities".



2. Click on the activity that you are interested in.

3. Select "Click here to register" (depending on the activity, you may have to scroll down to find it).

4. You will be redirected to WebTrac, where you will be able to register for the activity. Next, you will need to click on the name of the activity when it appears in the "search results" box. After clicking, a drop down menu will appear with the days/times that are available for that activity.

Note: If no activity appears in the "search results" box, please skip to step #11 (Page 3)

▼ Type (1)	WebTrac Activity Search	
Filter	Search Results	Showing results 1-20 of 104
Buck Garden Programs Colonial Park Gardens EEC Event Garden Discovery Tours Golf Halloween Nightwalks	Lead Line Week of 1/8 - 81047 Prints and Bring Signed waivers for each rider/participant. Pory rides = CUSTOMER LED 20 Sections	
Activity Number	1 2 3 4 →	
 Keyword Search 		
Show Sections With Available Spots		
Search		

5. Select the day/time for your activity by clicking on the check box.

	4	81047-16	Lead Line	01/11/2024 -01/11/2024	1:30 pm - 1:50 pm	Th	SCPC LS Stables
Days of Week (0)	4	81047-17	Lead Line	01/12/2024 -01/12/2024	9:30 am - 9:50 am	F	SCPC LS Stables
Search	4	81047-18	Lead Line	01/12/2024 -01/12/2024	10:00 am -10:20 am	F	SCPC LS Stables
Reset		81047-19	Lead Line	01/12/2024 -01/12/2024	11:00 am -11:20 am	F	SCPC LS Stables
		81047-20	Lead Line	01/12/2024 -01/12/2024	1:30 pm - 1:50 pm	F	SCPC LS Stables
		91947-21	Lead Line	01/13/2024 -01/13/2024	9:30 am - 9:50 am	Sa	SCPC LS Stables
		81047-22	Lead Line	01/13/2024 -01/13/2024	10:00 am -10:20 am	Sa	SCPC LS Stables
		81047-23	Lead Line	01/13/2024 -01/13/2024	11:00 am -11:20 am	Sa	SCPC LS Stables
		81047-24	Lead Line	01/13/2024 -01/13/2024	1:30 pm - 1:50 pm	Sa	SCPC LS Stables
		81047-25	Lead Line	01/14/2024 -01/14/2024	9:30 am - 9:50 am	Su	SCPC LS Stables
		81047-26	Lead Line	01/14/2024 -01/14/2024	10:00 am -10:20 am	Su	SCPC LS Stables
		81047-27	Lead Line	01/14/2024 -01/14/2024	11:00 am -11:20 am	Su	SCPC LS Stables
		81047-28	Lead Line	01/14/2024 -01/14/2024	1:30 pm - 1:50 pm	Su	SCPC LS Stables

6. Once the activity is selected, a "selected items" pop-up will appear at the bottom of the screen. Select "Add to Cart".

		81047-22	Lead Line	01/13/2024 -01/13/2024	10:00 am -10:20 am	Sa	SCPC LS Stables	\$20.00/\$20.00	Onavailable
 Instructor (0) 	4	81047-23	Lead Line	01/13/2024 -01/13/2024	11:00 am -11:20 am	Sa	SCPC LS Stables	\$20.00/\$20.00	🔴 Unavailable
		81047-24	Lead Line	01/13/2024 -01/13/2024	1:30 pm - 1:50 pm	Sa	SCPC LS Stables	\$20.00/\$20.00	 Unavailable
 Days of Week (0) 		81047-25	Lead Line	01/14/2024 -01/14/2024	9:30 am - 9:50 am	Su	SCPC LS Stables	\$20.00/\$20.00	Available
		81047-26	Lead Line	01/14/2024 -01/14/2024	10:00 am -10:20 am	Su	SCPC LS Stables	\$20.00/\$20.00	Available
Search		81047-27	Lead Line	01/14/2024 -01/14/2024	11:00 am -11:20 am	Su	SCPC LS Stables	\$20.00/\$20.00	Available
Reset		81047-28	Lead Line	01/14/2024 -01/14/2024	1:30 pm - 1:50 pm	Su	SCPC LS Stables	\$20.00/\$20.00	Available
	Pony 1 28 Se	rides are CUSTC	MER LED	1	2 3 4	→I			
			/					Follow us	on Social Media
 Selected Items Lead Line (81047-28) 		K							
Clear Selection	Add To C	art							

7. The system will then prompt you to log in to your household account. If you have an account with the Parks system please log in. If you do not have an account with the Parks system please select "Sign up now" and create an account.

Note: If you already have an account and do not know your username/password, use your "Household ID #" as your username and your phone number as the password. If you do not know your household ID number, check your email. It should have been emailed to you when you initially signed up. If not, feel free to contact the stable office at (908) 722-1200 ext. 5528.

8. After logging in/creating an account, the activity will automatically be placed in your shopping cart. When you are ready to pay, click "Proceed to Checkout".

iopping cure					
	Description	Name	Total Fees		
Remove	Lead Line (81047-22) (Enrolled)	Charlotte		\$ 20.00	
	Grand Total Fees Due			\$ 20.00	
	Total Old Balances Not in Shopping Cart			\$ 0.00	
	Continue Shopping Pay Old Palances Empty Cart				
Proceed To Checkout	rtificate/Punch Payment/Reward				
Proceed To Checkout oply Coupon/Gift Ce iype	rtificate/Punch Payment/Reward				

9. Type in your card information and press continue.

10. You now have completed the registration process. You should receive an emailed copy of your receipt. Note: Your receipt may be sent to your spam/trash folder because it is sent from a do-not-reply address generated by the system.

ALTERNATIVE REGISTRATION INSTRUCTIONS

11. If no activity is present after being redirected to WebTrac (as pictured below), click "Sign in/Register" in the top right corner. Then log into your account or create an account if you do not already have one.

HOME SEARCH	t ▼ CONTACT US	CHECKOUT	MY ACCOUNT & SIGN IN / REGISTER
O Your search has returned m	ore than 104 records. Some records have not been included. Please limit your search more and try again.	_	7
▼ Type (1)	WebTrac Activity Search		
Filter Buck Garden Programs Colonial Park Gardens EEC Event Garden Discovery Tours Golf Halloween Nightwalks Select All Clear Selection	Search Results		Showing results 1-20 of 104
 Activity Number 	1 2 3 4 →1		
Keyword Search			
Show Sections With Available Spots			
Search			

Note: If you already have an account but do not know your username/password, use your "Household ID #" as your username and your phone number as the password. If you do not know your household ID number, check your email. It should have been emailed to you when you initially signed up. If not, feel free to contact the stable office at (908) 722-1200 ext. 5528.

12. Once you are logged in, it should bring you to the general activity page. Click on the "Stable at Lord Stirling" icon.



13. The screen will then display all of our activities. Select the activity you wish to sign up for.

14. Once you are redirected, you will need to click on the activity name once more. The screen will then display all of the activity days/times that are available.

15. Find the day/time you wish to book your activity and click on the check box.

		81047-16	Lead Line	01/11/2024 -01/11/2024	1:30 pm - 1:50 pm	Th	SCPC LS Stables
Days of Week (0)		81047-17	Lead Line	01/12/2024 -01/12/2024	9:30 am - 9:50 am	F	SCPC LS Stables
Search		81047-18	Lead Line	01/12/2024 -01/12/2024	10:00 am -10:20 am	F	SCPC LS Stables
Reset		81047-19	Lead Line	01/12/2024 -01/12/2024	11:00 am -11:20 am	F	SCPC LS Stables
		81047-20	Lead Line	01/12/2024 -01/12/2024	1:30 pm - 1:50 pm	F	SCPC LS Stables
		81047-21	Lead Line	01/13/2024 -01/13/2024	9:30 am - 9:50 am	Sa	SCPC LS Stables
	v	81047-22	Lead Line	01/13/2024 -01/13/2024	10:00 am -10:20 am	Sa	SCPC LS Stables
		81047-23	Lead Line	01/13/2024 -01/13/2024	11:00 am -11:20 am	Sa	SCPC LS Stables
		81047-24	Lead Line	01/13/2024 -01/13/2024	1:30 pm - 1:50 pm	Sa	SCPC LS Stables
		81047-25	Lead Line	01/14/2024 -01/14/2024	9:30 am - 9:50 am	Su	SCPC LS Stables
		81047-26	Lead Line	01/14/2024 -01/14/2024	10:00 am -10:20 am	Su	SCPC LS Stables
		81047-27	Lead Line	01/14/2024 -01/14/2024	11:00 am -11:20 am	Su	SCPC LS Stables
		81047-28	Lead Line	01/14/2024 -01/14/2024	1:30 pm - 1:50 pm	Su	SCPC LS Stables

16. Once the activity is selected, a "selected items" pop-up will appear at the bottom of the screen. Select "Add to Cart" and the activity will automatically be placed in your shopping cart.

	-	81047-24	Lead Line	01/13/2024 -01/13/2024	1:30 pm - 1:50 pm	Sa	SCPC LS Stables	\$20.00/\$20.00	🔴 Unavailable
Days of Week (0)		81047-25	Lead Line	01/14/2024 -01/14/2024	9:30 am - 9:50 am	Su	SCPC LS Stables	\$20.00/\$20.00	Available
		81047-26	Lead Line	01/14/2024 -01/14/2024	10:00 am -10:20 am	Su	SCPC LS Stables	\$20.00/\$20.00	Available
Search		81047-27	Lead Line	01/14/2024 -01/14/2024	11:00 am -11:20 am	Su	SCPC LS Stables	\$20.00/\$20.00	Available
Reset		81047-28	Lead Line	01/14/2024 -01/14/2024	1:30 pm - 1:50 pm	Su	SCPC LS Stables	\$20.00/\$20.00	Available
	Lead Print a Pony i 28 Se	J Line Week and bring signer rides are CUSTC ections	of 1/15 - 81048 Waivers for each ride	er/participant.					
				1	2 3 4	\rightarrow			
								Followur	on Social Mo
			/					Follow us	on Social Me
Selected Items		$\overline{\mathcal{V}}$	/					Follow us	on Social Me ල
Selected Items id Line (81047-28)		K	/					Follow us	on Social Me ල

17. After selecting "add to cart" the screen will prompt you to answer a few questions. After answering the questions, the checkout screen will appear. When you are ready to pay click "Proceed to Checkout".

hopping Cart					
	Description	Name	Total Fees		
Remove	Lead Line (81047-22) (Enrolled)	Charlotte		\$ 20.00	:
	Grand Total Fees Due			\$ 20.00	
. /	Total Old Balances Not in Shopping Cart			\$ 0.00	
Proceed To Checkout	Continue Shopping Pay Old Balances Empty Cart				

- **18.** Type in your card information and press continue.
- **19.** You now have completed the registration process. You should receive an emailed copy of your receipt.

REGISTERING MULTIPLE PEOPLE

1. In order to register multiple people for an activity, you must first add all participants to your household account.

2. On the "Stable at Lord Stirling Park" main page (off of the Somerset County Park Commission website), click "Programs & Activities".



- 3. Click on the activity that you are interested in.
- 4. Select "Click here to register".

5. You will automatically be redirected to WebTrac. Once you are there, you will need to select "Sign-in/Register" in the top right corner of the screen.

HOME SEARC	H ▼ CONTACT US	CHECKOUT	MY ACCOUNT SIGN IN / REGISTER
O Your search has returned r	nore than 104 records. Some records have not been included. Please limit your search more and try again		7
▼ Type (1)	WebTrac Activity Search		/ '
Filter	Search Results		Showing results 1-20 of 104
Suda Carden Programs Colonial Park Gardens ECE Event Garden Discovery Tours Golf Halloween Nightwalks Select All Clear Selection Activity Number	Lead Line Week of 1/8 - 87047 Prins and bring signed withins for each rider/participant. Pony rides are CUSTOMER LED 20 Sections 1 2 3 4 →1	•	
Keyword Search Show Sections With			
Available Spots			

6. Please log in to your account or create an account if you do not have one already.

Note: If you already have an account and do not know your username/password, use your "Household ID #" as your username and your phone number as the password. If you do not know your household ID number, check your email. It should have been emailed to you when you initially signed up. If not, feel free to contact the stable office at (908) 722-1200 ext. 5528.

7. Once you have logged in/created an account, you will be directed to the activities page. Click on "Update household".



8. Next, you will need to click on "Add New Member" at the bottom of the screen and enter the necessary information. You will need to repeat this process for all participants in your party. Once you have entered all of their information, you will need to select "Save" on the bottom left of the screen.

lousehold Update		
 Household Primary Person Information 		
 Additional Primary Person Information 		
 Household Questions 		
 Additional Family Member 		
 Additional Emergency Contacts 		
Save Add New Member Add New Contact		
1		

9. After hitting the "Save" button, you will be redirected to the activity page. You will need to select "Stable at Lord Stirling" and then select the activity you wish to register for **(refer back to steps 12-16 (Pages 3-4)for additional clarification).**

10. After selecting the day/time for your activity you will need to select "Add to Cart". You will then be redirected to a new page where **you must select all of the participants for the activity**. After selecting all of the participants you will need to select "Continue". It will then ask you to answer a series of questions for each participant.

11. When you are ready to pay, you will need to select "Proceed to Checkout". The screen will then prompt you to type in a credit card. Once the registration process is complete, you will receive an emailed copy of your receipt.