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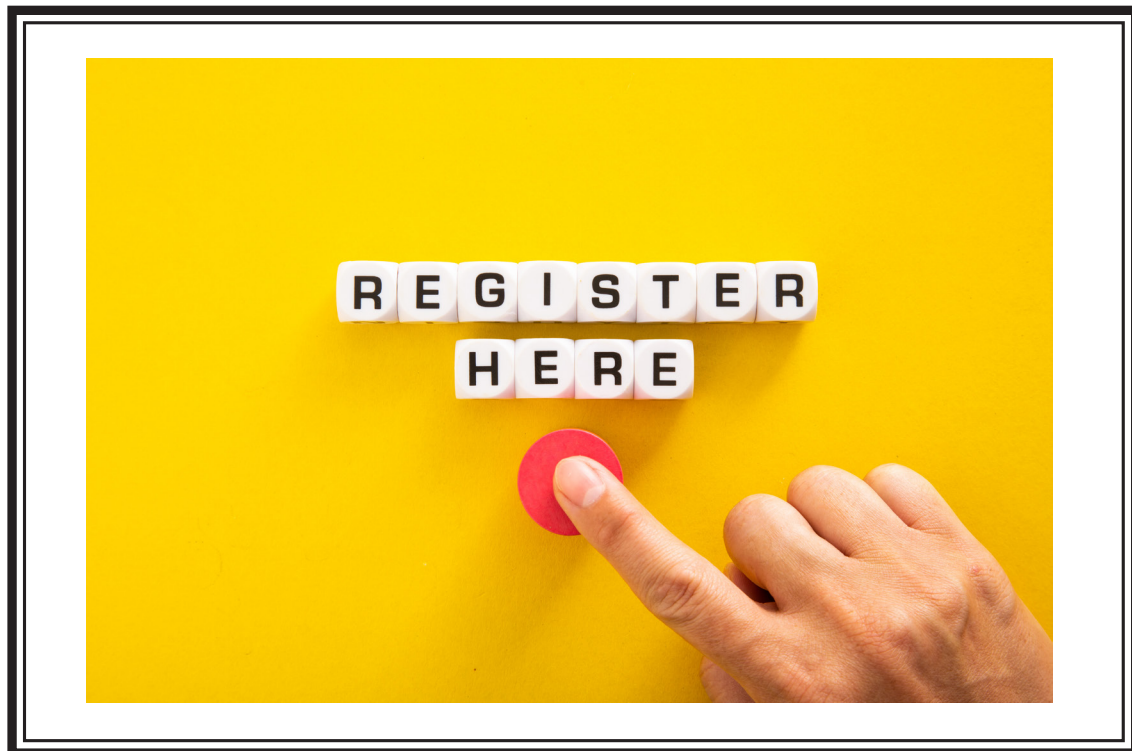
1. On the "Stable at Lord Stirling Park" main page (off of the Somerset County Park Commission website), click "Programs & Activities".
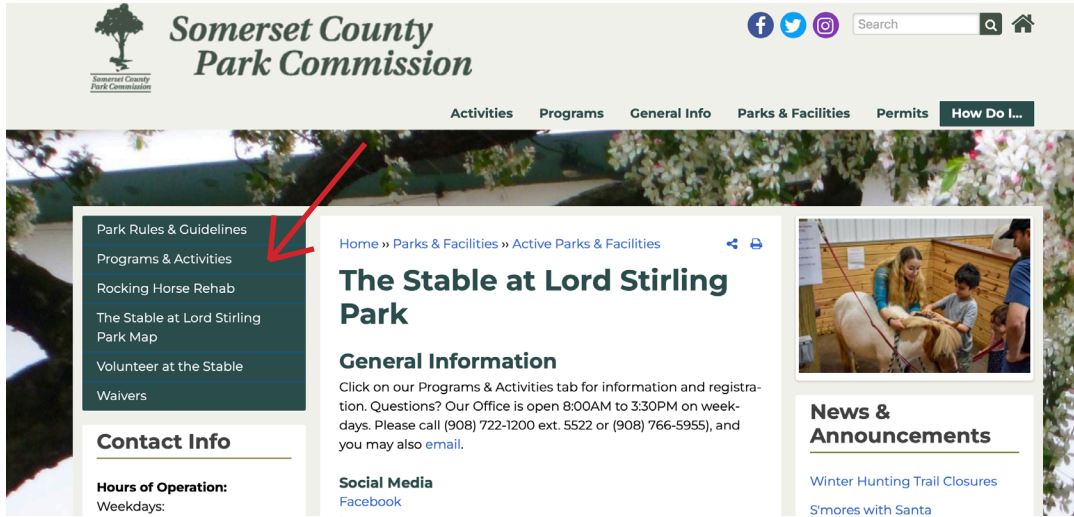

2. Click on the activity that you are interested in.

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.
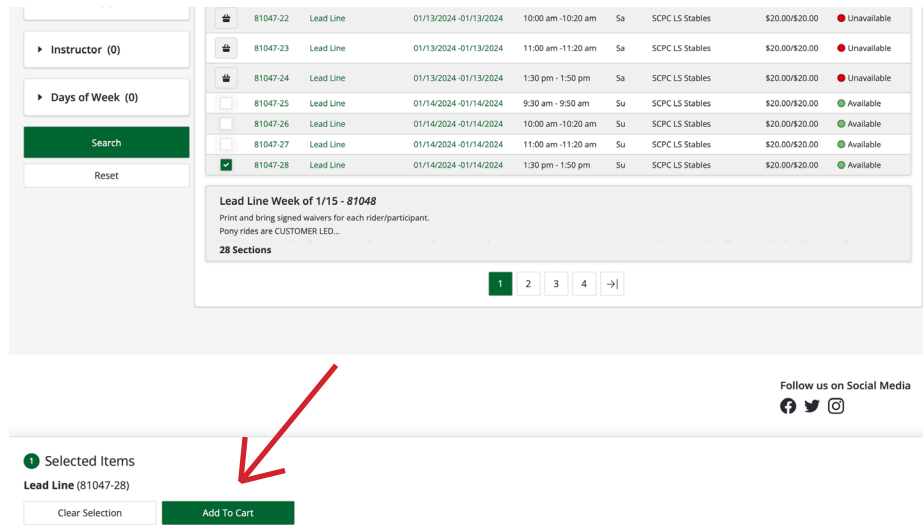
Note: If no activity appears in the "search results" box, please skip to step #11 (Page 3)
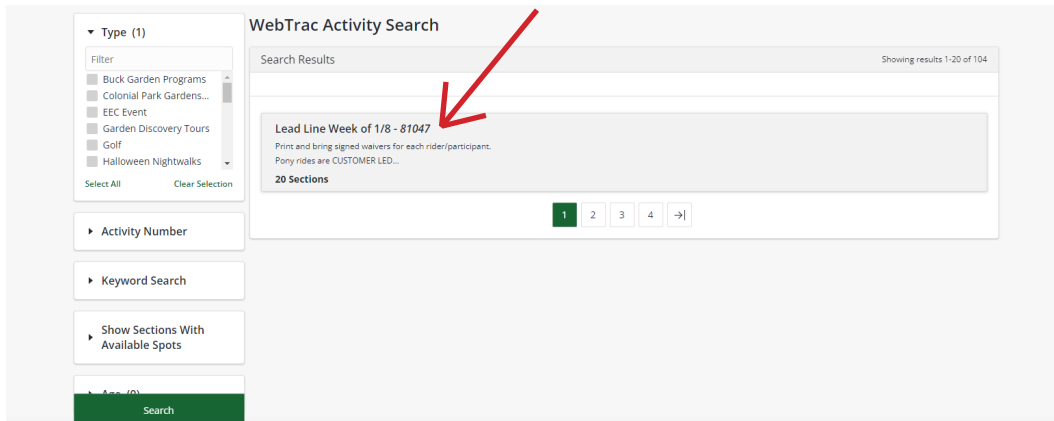
**5.** Select the day/time for your activity by clicking on the check box.
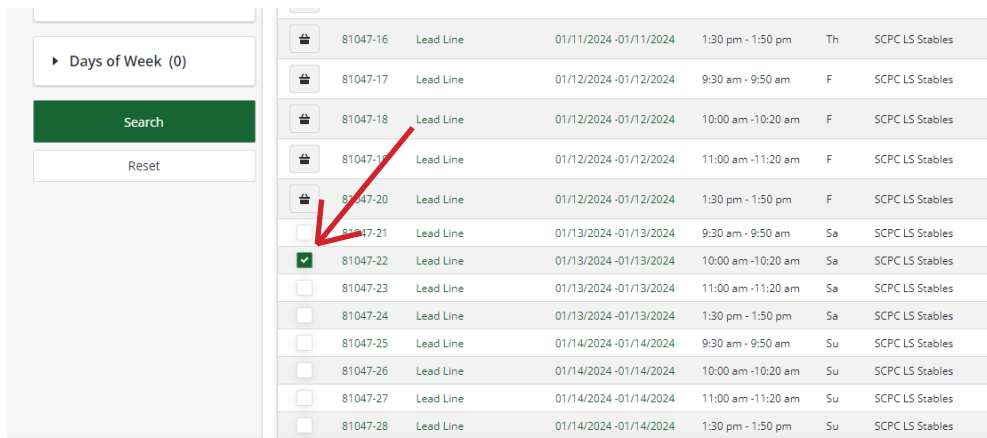
6. Once the activity is selected, a "selected items" pop-up will appear at the bottom of the screen. Select "Add to Cart".

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".
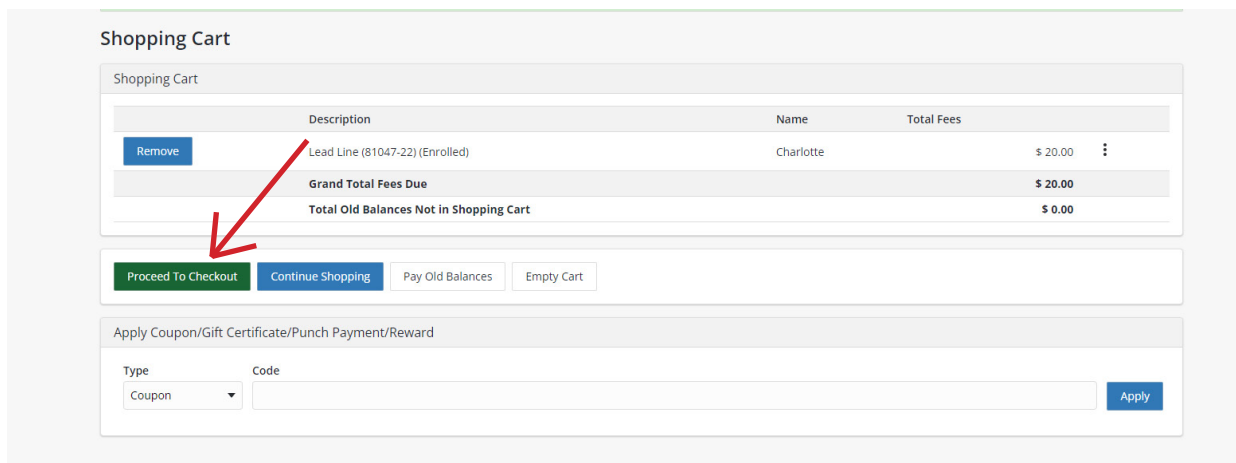

9. Type in your card information and press continue.

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.
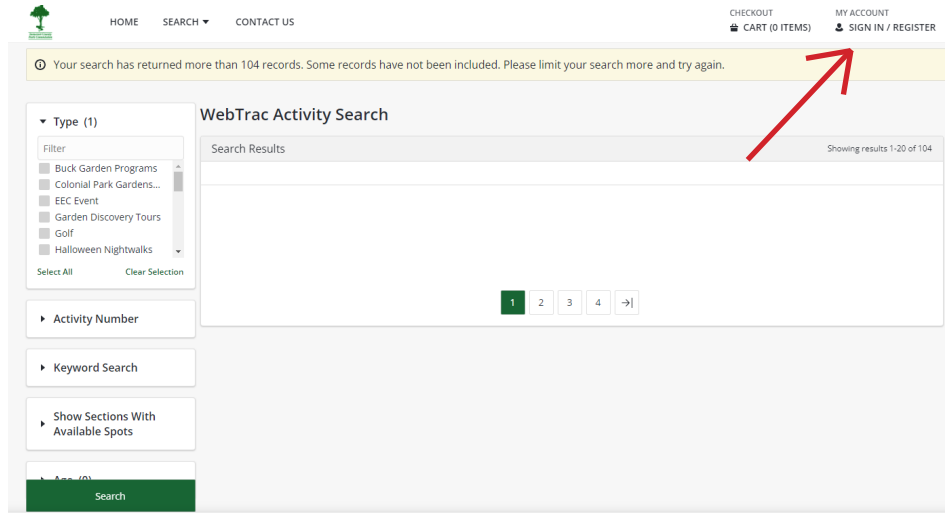
Note: If you already have an account but do not know your username/password, use your "Household ID #" as your username and your phone number as the password. If you do not know your household ID number, check your email. It should have been emailed to you when you initially signed up. If not, feel free 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.
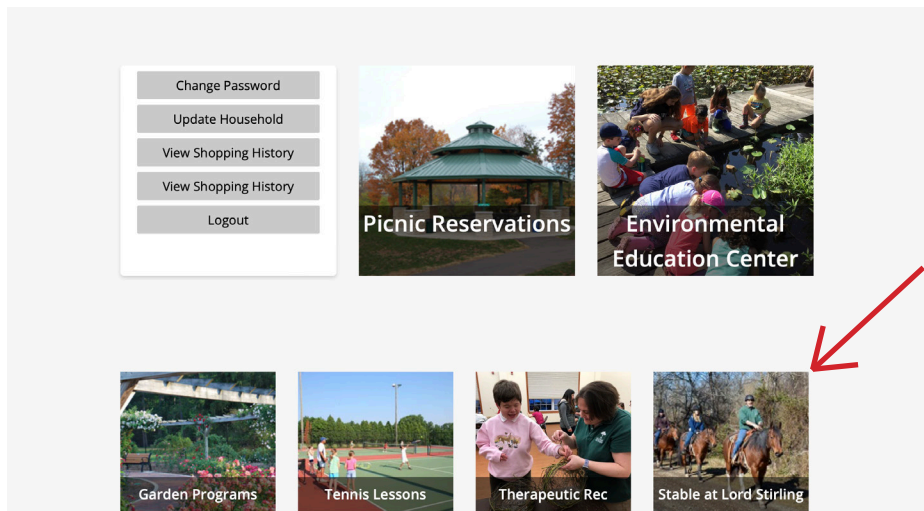
13. The screen will then display all of our activities. Select the activity you wish to sign up for.

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.

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.

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".

**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".
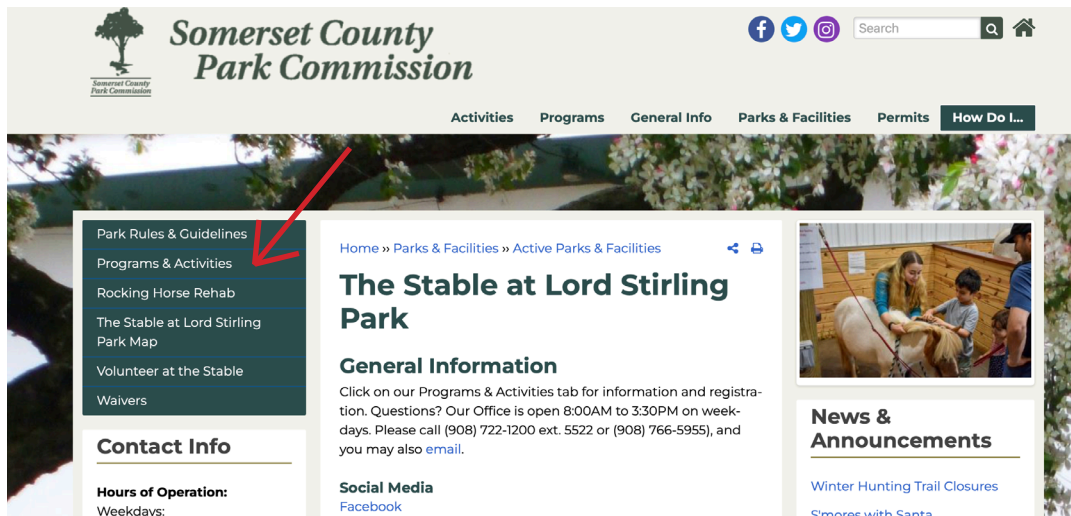

3. Click on the activity that you are interested in.

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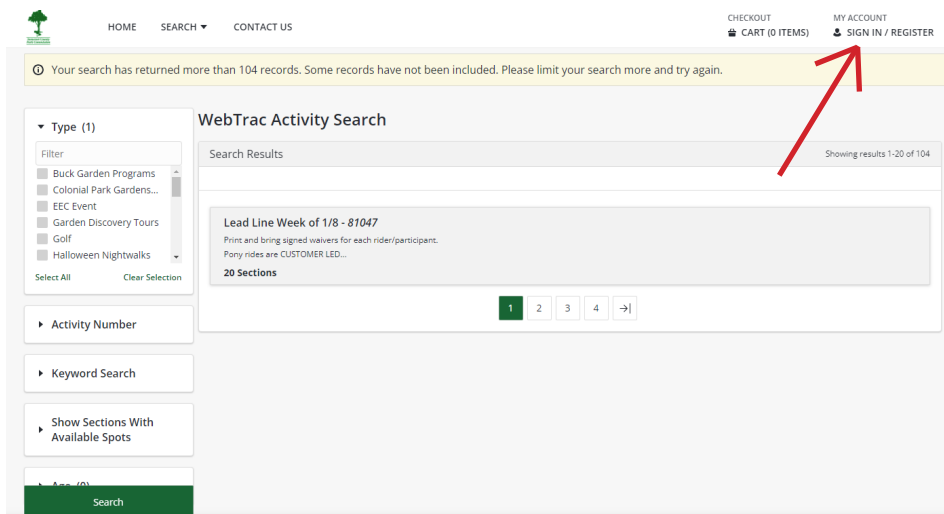
6. Please log in to your account or create an account if you do not have one already.

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".
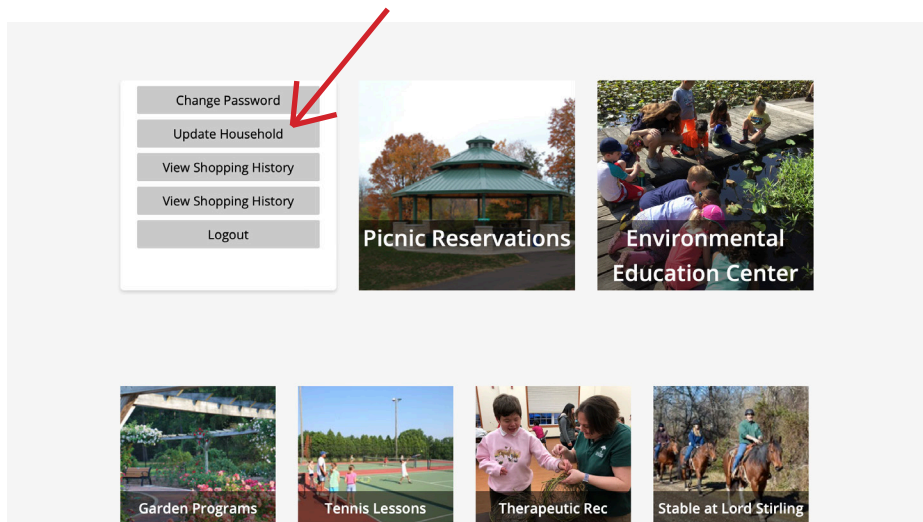
8. Next, you will need to click on "Add New Member" at the bottom of the screen and enter the necessary information. You will need to repeat this process for all participants in your party. Once you have entered all of their information, you will need to select "Save" on the bottom left of the screen.
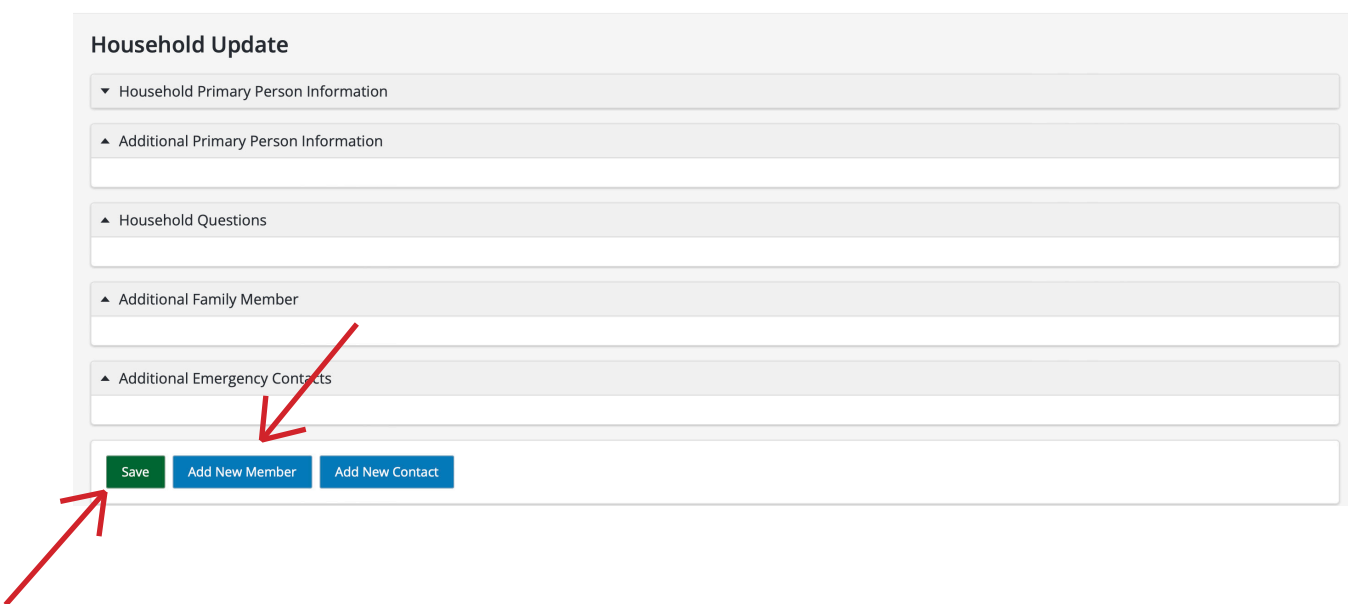
9. After hitting the "Save" button, you will be redirected to the activity page. You will need to select "Stable at Lord Stirling" and then select the activity you wish to register for **(refer back to steps 12-16 (Pages 3-4)for additional clarification).**

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.