Step 1: Go to [www.charleston-sc.gov/recreation](http://www.charleston-sc.gov/recreation)

Step 2: There are 3 areas to access our online registration platform, Webtrac.
Step 3: Click “Login” and enter your username and password. If you have forgotten your username or password, click the first or second link and follow the Forgot Your Username or Password steps. If you don’t have an account, please click the third link to create an account. *If you have gone into any city facility before and attempted to or successfully registered for a sport or program, you most likely have an account already. PLEASE DON’T CREATE A SECOND ACCOUNT VIA RECREATION ONLINE (WEBTRAC). If you’re not sure, please call (843) 724-7327 to verify if you already have an account or not. It may take 24-72 hours for your household to process and transactions to be made online. Please call (843) 724-7327 if you have any registration questions.
**Step 4:** Click on the area that your activity falls under (Youth Sports, Adult Sports, All Activities, or Golf) to be redirected to more specific activities. You can click on the picture or click on the scroll along the left-hand side. Hover over each picture to get a description of the activities offered.
Once you click on your activity area, you will be redirected to a breakdown to help you find your activity more easily. Click on the picture that your activity falls under to be taken to the registration details page.
Step 5: Find the activity you would like to register for and click the green plus sign to “Add to Cart”. You can search for an activity by typing in the “Activity Number”, clicking on a “Type”, selecting a “Location”, or narrowing it down by “Age” or “Gender”. You can also search by keywords. The most accurate search is by Activity Number. Make sure you only use one search method. If you select multiple things, it won’t produce results. **If you are registering for youth sports, please verify that you have clicked on the correct area and age group for participation.**
If you see a green plus sign under “Add to Cart”, it means that there are still spots available in that activity. The Status in the activity’s last column will say “Available”.

If you see a yellow plus sign under “Add to Cart”, it means that there is only a waitlist available for that activity. You can click to be added to the waitlist, but will not be charged unless you are pulled off the waitlist. The Status in the activity’s last column will say “Waitlist” in yellow.

If you see a red X under “Add to Cart”, it means that the activity is full and they are not accepting anymore registrants. Please call location of your activity for further questions. The Status in the activity’s last column will say “Full” in red.
Step 6: Click “Add to Cart” in the green panel at the bottom of the screen.
Step 7: Select the activity that applies to the specific member in the household participating and click “Continue”. If you are registering a child, the activity that pertains to them will be listed under their name. Be sure to click the activity.
Step 8: Please read over the waiver, click “I agree with the above”, and then click “Continue”.
Step 9: Review your cart to verify you have the correct activity. From this screen, you can view and pay for old balances or continue shopping if you need to add anything else. If everything is ready, click “Proceed to Checkout”.

![Shopping Cart Image]
Step 10: This is the final screen and last chance to make changes to your cart if necessary. View a Summary of Charges, including old balances. Select a Payment Method and follow the corresponding steps. Fill out your Billing Information, then click “Continue” to initiate the payment process and generate a confirmation receipt. Registration will not be processed until payment information is entered and you receive a receipt.
10 Steps to Registration

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Step 2: There are 3 areas to access our online registration platform, Webtrac.

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Step 4: Click on the area that your activity falls under (Youth Sports, Adult Sports, All Activities, or Golf) to be redirected to more specific activities. You can click on the picture or click on the scroll along the left-hand side. Hover over each picture to get a description of the activities offered. Once you clicked on your activity area, you will be redirected to a breakdown to help you select easier. Find the exact category of the activity and click to see the details of your preferred activity.

Step 5: Find the activity you would like to register for and click the green plus sign to “Add to Cart”. You can search for an activity by typing in the number, clicking on a “Type”, selecting a “Location”, or breaking it down by “Age” or “Gender”. You can also search by keywords. The most accurate search is by Activity Number. **If you are registering for youth sports, please verify that you have clicked on the correct area and age group for participation.

Step 6: Click “Add to Cart” in the green panel at the bottom of the screen.

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