

# **DEARBORN RECREATION & PARKS**

## **ON-LINE REGISTRATION**

Welcome to the City of Dearborn's Recreation Department on-line registration page. You may now register on-line for some Recreation programs, activities, and temporary campsite reservations at Camp Dearborn.

WebTrac is designed to allow you to do the following:

- Browse our activity listings
- Browse temporary campsites
- Search for activities by type and age range
- Search for campsites by type
- View details about any activity (e.g. prices, dates, times, locations, and enrollment numbers)
- View details for campsites (fees, features)

WebTrac will allow households that are already established in our registration database to do the following:

- Enroll in some of our classes and activities currently being offered
- Reserve temporary campsites
- Check on class availability
- Be added to a waitlist at no charge if an activity is full
- Reprint old receipts (up to 3 years)
- View household history
- View campsite map

### **Please note:**

- All registrants will be considered either a Resident; Non-Resident; Resident Passholder A or B; Non-Resident Passholder A or B. Fees for activities will be based on your current status listed in our registration database. If your household status is incorrect, please contact the service desk at 313.943.2350 or [recreation servicedesk@ci.dearborn.mi.us](mailto:recreation servicedesk@ci.dearborn.mi.us). Proof of residency status may be required.
- Not all Camp Dearborn rentals are offered on-line.
- Camping permits are only issued to adults 21 or older.
- Not all Recreation activities and programs are offered on-line.
- Not all Camp Dearborn rentals are offered on-line.
- You may only register family members that reside in your own household and are listed in our registration database.
- 3-night minimum and in-season rates for Holiday weekends (Memorial and Labor Day).
- 2-night minimum and in-season rates for Halloween weekends.
- Full payment is required for all on-line transactions.

The on-line system does not allow:

- Registration of individuals that are not currently listed under your household.
- Registration of children who do not meet the specific requirements for a class (e.g. age, gender).
- Registration for an activity before the designated day for open registration or after the registration deadline for specific activities.
- Refunds, cancellations, transfers, or changes. These types of transactions must be done in person.

## **How to register on-line....**

If you have already visited this site, [\*\*\*click here\*\*\*](#)

First time users of this site:

- **To register on-line you must have a username and password. Your username is your household number and your password is your zip code.**

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- If you have registered for activities or are a current passholder of *The Center*, your username is your household ID# which can be found on a past receipt. If you are unsure of your household ID #, contact the service desk at 313.943.2350 or [recreationsservicedesk@ci.dearborn.mi.us](mailto:recreationsservicedesk@ci.dearborn.mi.us).
- Your password is your zip code listed in our registration database.
- **If you have not enrolled in an activity with us before and do not have a username, you will need to visit *The Center* to show current photo identification for you and all other household members to verify residency in order to be entered into our registration database.**
  - For children age 12 and under, birth certificates are acceptable. An adult household member must be one of the parents listed on the birth certificate or other proof of legal dependent status is required.
  - For individuals age 13 and up, a valid photo ID is required (e.g. CURRENT school ID, driver's license, state ID). A passport does not constitute proof of residency for individuals age 13 and up.

General information:

- All usernames and passwords must be appropriate. We reserve the right to deny any name that is inappropriate.
- You will not receive any verification or reminders about the activity you are registering for, therefore, always print a receipt and bring it with you to the first class.
- If you experience any problems, please e-mail us at [recreationsservicedesk@ci.dearborn.mi.us](mailto:recreationsservicedesk@ci.dearborn.mi.us)
- The system will accept VISA, MASTERCARD, or AMERICAN EXPRESS.