



GRAND FORKS
PARK DISTRICT



WebTrac Procedures

Now you can register 24/7 online!

What is WebTrac?

WebTrac is our online registration system, which provides our customers with an additional method of registering for select Grand Forks Park District activities. Those with internet access can view program descriptions, availability, register for a program, and view their program history, 24 hours a day. You can use WebTrac as a Guest and browse our program listings or log on as a registered User to enroll.

What type of user are you? Answer the questions below.

1. Have you registered for any Park District programs or activities in the past few years?
2. Are you a member of Center Court Fitness Club?
3. Did you forget your Username and Password?

If you answered **YES** to any of the questions above, you are a returning user or a first time user and have an account with us already. Please contact the Park District office at 701-746-2750 and we will provide you with your username and password.

If you answered **NO** to all questions you are a new user and can create your account by clicking on the [Having Trouble Signing In? Click here for help](#) link and then on the [Need an Account Link](#).

Still not sure? Call the Park District office at 701-746-2750 or email rparker@gfparks.org.

Please Note:

All registrants will be considered either a RESIDENT OF GRAND FORKS or NON-RESIDENT. Residents are persons living in, or owning property in the Grand Forks city limits. We reserve the right to require proof of residency.

Programs must be paid in full when registering online with a credit or debit card. We accept Visa, Mastercard, and Discover.

The system will **NOT** allow you to:

- Register individuals from other households.
- Register people who do not meet the specific requirements for a program/activity. For example, if a minimum age requirement for a class is 5 years old it will not permit you to register a child who is 4 years and 11 months.
- Refund a class. If you need assistance with a refund please stop by our office during business hours to fill out a refund request. Please allow 4-6 weeks to process your request.
- Transfer to another class. If you accidentally signed up for a wrong class or decide to change a class, please contact the Park District office at 701-746-2750 for assistance.
- Apply for scholarships.

Program/Activity Cancellations: Program/activities that do not meet the minimum number of registrations may be cancelled or you may be asked to move to another time, day or location, if available. Refunds will be given if the new time, day or location does not fit your schedule or the activity is cancelled.