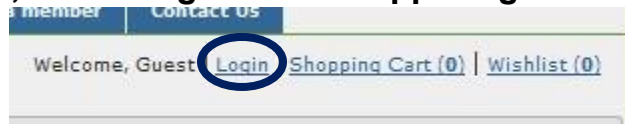


How to Add Children or Additional Adults to Your Account

To add children or additional adults to your account for class registrations, follow these instructions.

1. Visit this link: <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>
2. At the top of the page, click “Login” on the upper right side.

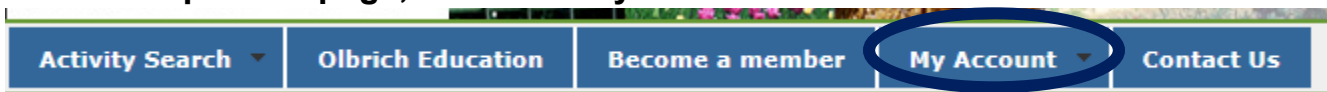


3. In the box that opens, enter your username and password.



A screenshot of a browser window titled '3.1 Olbrich WEB'. Inside the window is a 'WebTrac Login' form. It contains two input fields: 'Username *' and 'Password *', each with a red asterisk indicating a required field.

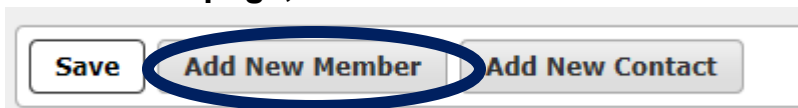
4. At the top of the page, click the “My Account” tab.



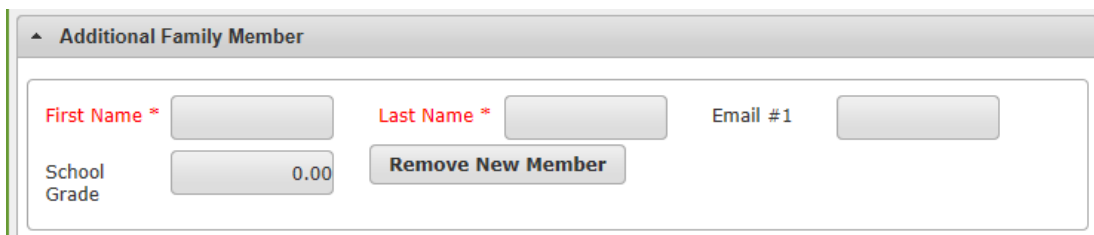
5. Under “Update,” click “Household & Member.”



6. At the bottom of the next page, click the “Add New Member” button.



7. A new box will open titled “Additional Family Member.” Enter in the First and Last Name of the additional child or adult.



A screenshot of a form titled 'Additional Family Member'. It contains several input fields: 'First Name *', 'Last Name *', 'Email #1', and 'School Grade'. The 'School Grade' field has the value '0.00'. There is also a 'Remove New Member' button.

8. Click the “Save” button to add the person to your account.

Ready to register for classes? <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>

Read the documents provided in our “How To” section to learn more about online class registrations, or contact the Education Registrar with additional questions by emailing aschwoerer@cityofmadison.com or calling (608) 245-3648.