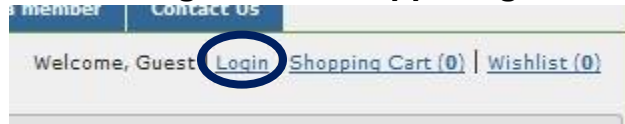


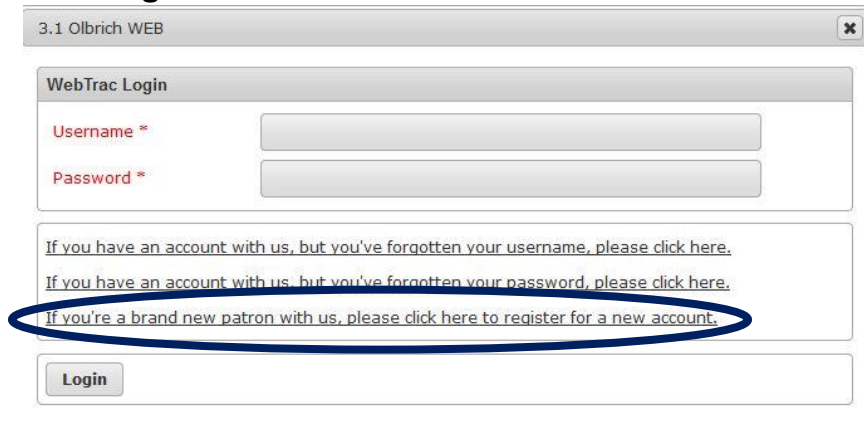
How to Create a New WebTrac Account

To create a new online class registration account, 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, click the statement “If you’re a brand new patron with us, please click here to register for a new account.”



3.1 Olbrich WEB

WebTrac Login

Username *

Password *

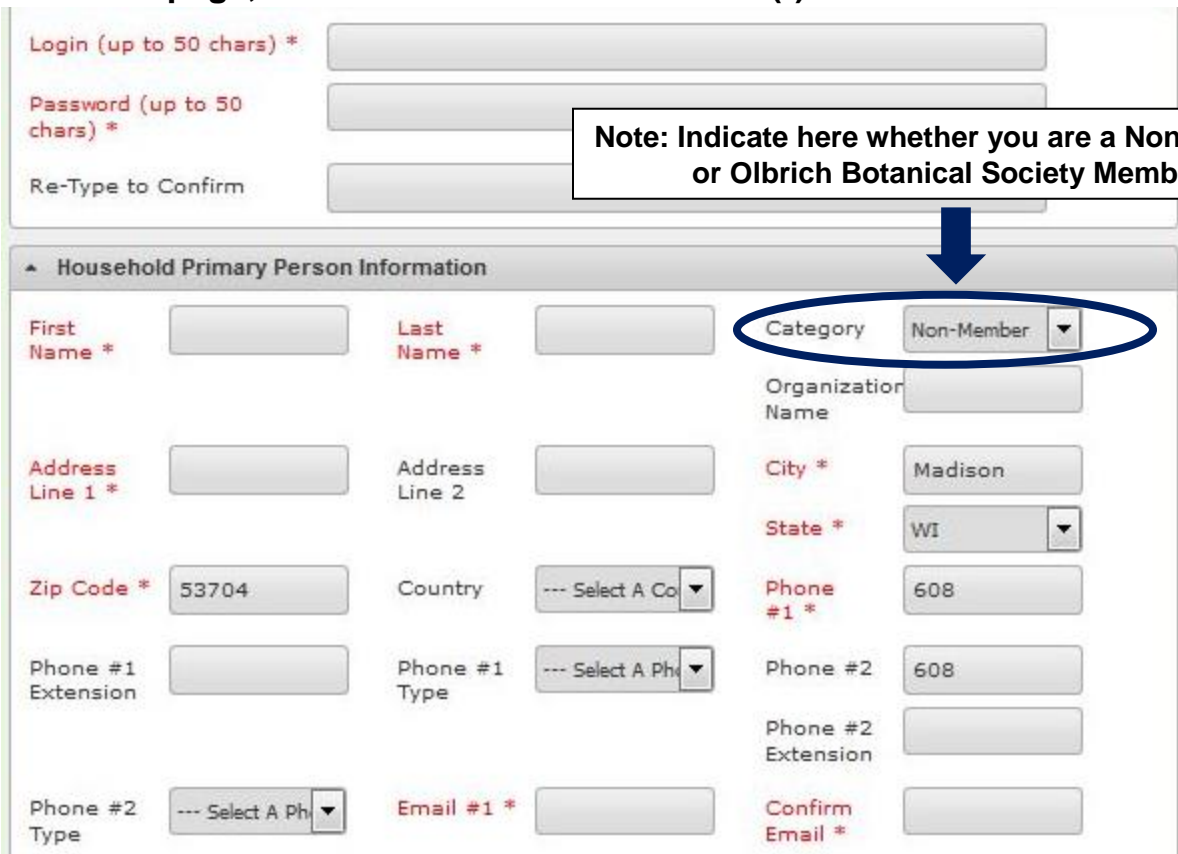
[If you have an account with us, but you've forgotten your username, please click here.](#)

[If you have an account with us, but you've forgotten your password, please click here.](#)

[If you're a brand new patron with us, please click here to register for a new account.](#)

Login

4. On the next page, fill out the information starred (*) and in red text.



Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

Note: Indicate here whether you are a Non-Member or Olbrich Botanical Society Member

Household Primary Person Information

First Name * Last Name * Category **Non-Member** ▼

Organization Name

Address Line 1 * Address Line 2 City *

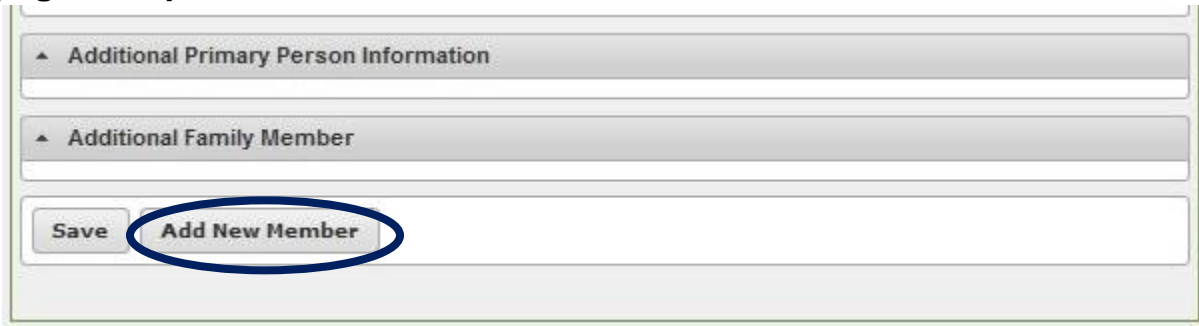
Zip Code * Country State *

Phone #1 Phone #1 Type Phone #1 *

Phone #2 Phone #2 Extension

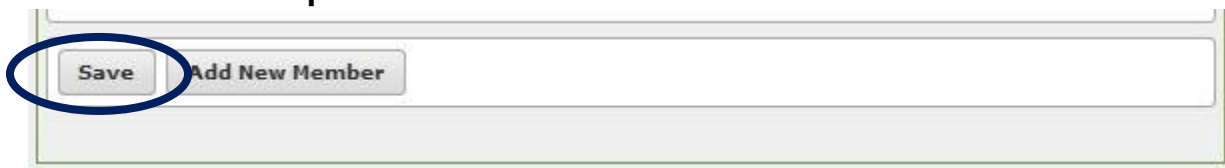
Phone #2 Type Email #1 * Confirm Email *

5. To add children or additional adults, click “Add New Member” at the bottom of the page, and provide their first and last name.



A screenshot of a web form with two expandable sections. The first section is titled "Additional Primary Person Information" and the second is "Additional Family Member". Both sections have empty text input fields. At the bottom of the form, there are two buttons: "Save" and "Add New Member". The "Add New Member" button is circled in blue.

6. After all information is entered, click “Save” at the bottom of the page to submit your new account request.



A screenshot of a web form showing the bottom section with two buttons: "Save" and "Add New Member". The "Save" button is circled in blue.

7. New accounts will be approved within one to three business days, and are approved Monday through Friday.

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.