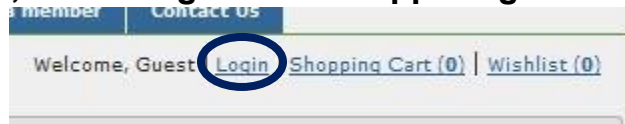


## How to Register for a Class

Follow these instructions to register for one or more classes, and to register multiple people for a classes.

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 in your username and password.



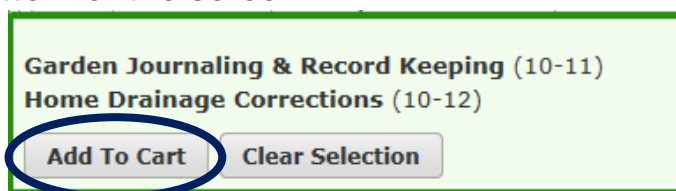
A screenshot of a web browser window titled '3.1 Olbrich WEB'. Inside the window is a 'WebTrac Login' form. The form has two input fields: 'Username \*' and 'Password \*', both with red asterisks indicating they are required. The 'Username' field is currently empty.

4. On the next page, add classes to your basket by clicking the green plus (+) button next to the class.



	10-11	Garden Journaling & Record Keeping
	10-12	Home Drainage Corrections

- a. **Note:** Classes are listed numerically by course code, not by date.
    - i. Lectures start with a 1
    - ii. Wellness/Workshops with a 2
    - iii. Walks with a 3
    - iv. Little Sprouts classes with a 5
    - v. Family classes with a 6
      1. **Scout and Youth classes** require registration by emailing [aschwoerer@cityofmadison.com](mailto:aschwoerer@cityofmadison.com), calling (608) 245-3648, or mailing a registration form (3330 Atwood Ave, Madison, WI 53704). No online registration option is available.
    - vi. Click “Activity Search Criteria” at the top of the screen to open the keyword search box to narrow down classes by keyword.
5. After you have selected your classes, click the “Add to Cart” button in the green box at the bottom of the screen.



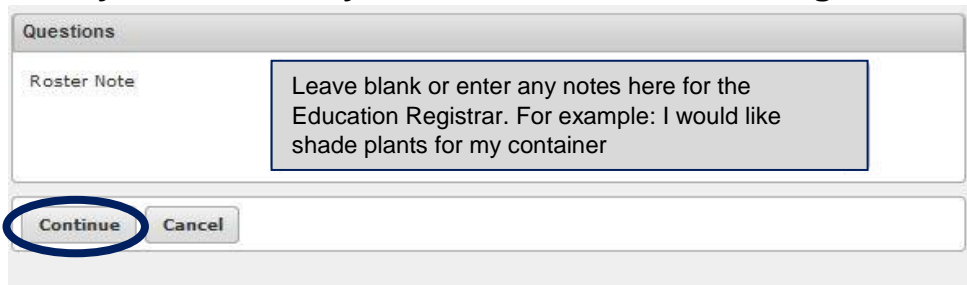
(continued on next page)

6. If there are multiple people on your account, check the box next to the class each person will be attending. Click “Continue.”

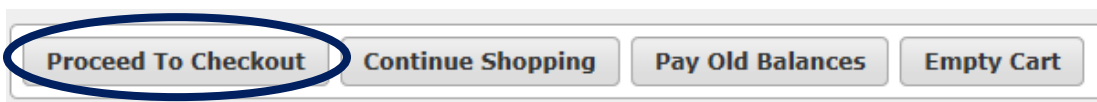
- a. **Note:** Only children need to be registered for Youth and Family classes. Adults are not charged to attend and should not register for these classes.



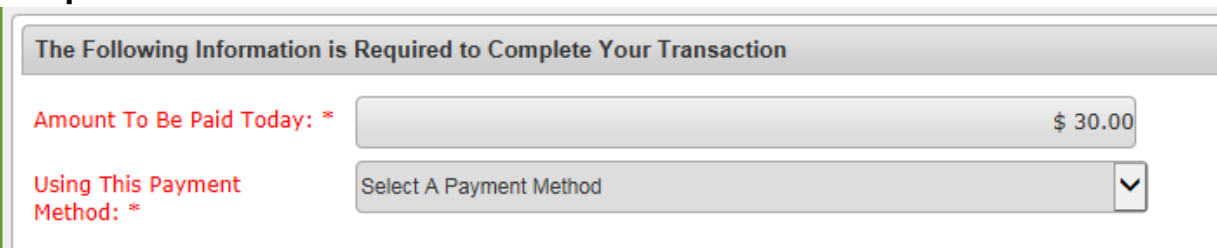
7. Click “Continue” through each “Roster Note” until you reach the Shopping Cart page. You may also leave any notes for the Education Registrar in these boxes.



8. When you reach the “Shopping Cart” page, confirm the name of the class, name of the registrant, and fees are accurate. Click the “Proceed to Checkout” button.

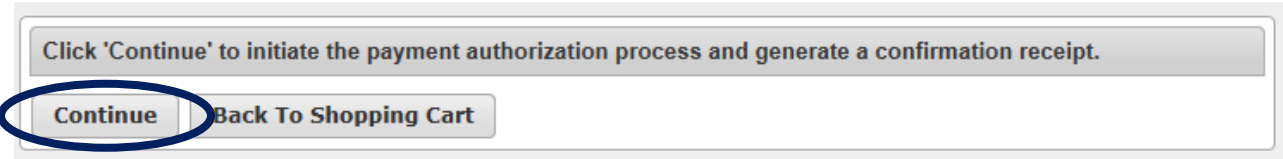


9. On the payment page, select either MasterCard or Visa from the “Using This Payment Method” drop down box. American Express and Discover are not accepted.



(continued on next page)

10. At the bottom of the page, click the “Continue” button.



11. On the next page, enter in the credit card information and click the “Submit Payment” button to finalize the transaction.

a. **Note:** The page will time out after 15 minutes.

12. A PDF receipt will be generated. All receipts are in PDF format and require Adobe Reader.

a. **Note:** Some classes will require supplies be brought to the class. Please read the receipt for details about what you may need to bring or purchase before the class.

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](mailto:aschwoerer@cityofmadison.com) or calling (608) 245-3648.