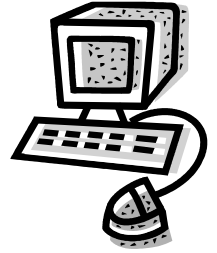


Before you can register, you must log-in to your Web Trac Household Account!

Household Information for all families with children registered in the Oceanside School District is already linked to our Web Trac data-base. This linked information will allow you to log in for the first time and access your existing Web Trac Household Account.



**IMPORTANT!**

You may log-in and set up your account at any time BEFORE Registration opens!



### Already Registered through Web Trac?


Those families who have previously registered for an activity via Web Trac (i.e. "Youth Basketball or the Summer Playground CIT program) should log in and skip to step #10.

**If you have forgotten your USERNAME and/or PASSWORD please call the DOCA office at 594-2336 for assistance**

### Registering for the First Time? Follow the Instructions Below:

- 1) Go to the Web Trac site at <http://docaactivities.oceansideschools.org> -OR....
- 2) Go to the Oceanside School District Web Site at <http://oceansideschools.org>. Look under the **DISTRICT LINKS** sidebar and choose **Department of Community Activities (DOCA)**.
- 3) On the DOCA web page, click on **Click here to access the Web Trac Homepage**. This will bring you to the **Web Trac Household Login** page.
- 4) In the **Username** field, please type your home phone number with area code and no spaces (i.e. 516XXXXXXX).
- 5) In the **Password** field, please type your zip code (i.e. 11572).
- 6) If your e-mail is not on file, a window will pop up requesting your e-mail address. Please fill out and submit. This is a requirement in order to continue and receive confirmation receipts at the end of your transaction.
- 7) If you choose to, you may now change your **Username** and **Password**.
- 8) Please provide answers to the two security questions and click **Submit**. It is recommended that you keep a record of your username, password and answers to your security questions for future reference!
- 9) Click **OK** and begin browsing **Activities**.
- 10) Select **YOUTH** under *Category*. Select child's *current* **GRADE** and click **SEARCH**. This will bring up the list of Youth Programs that are available. Here is an example of what a course may look like:

211440 - Intro to Karate							
Activity	Description	Dates	Time	Days	Location	Ages	Fees
 211440-00	Intro to Karate	09/19/15 - 11/14/15	9:00A - 9:45A	Sa	School #6	Birth and Up	\$130 

- 11) You may click on the  icon for more detailed information on sections.
- 12) Select your Activity choices and continue, following the prompts, to register using your credit card.
- 13) After completing your transaction, a confirmation/receipt will be e-mailed to you.

**Questions regarding Registration? The DOCA Office phone lines will be open during the first evening of registration between 6:00-9:00pm to assist you. Call 594-2336**