

2017 GIS Symposium Registration Instructions

This year Lee County Parks & Recreation has graciously agreed to host our on-line registration/payment process. The steps will include creating your account, selecting the Symposium to add to your cart, and check-out and payment.

EACH attendee must create an account and register using that account.

1. Creating/Logging into your Account

- Click on this link or copy/paste into your browser:
<https://webtrac.leegov.com/wbWSC/webtrac.wsc/wb1000.html>
- If you created an account last year, login in with your User Name and Password.
- If you have forgotten your Password, click on the second to last line on the Login Window.
"If you have an account with us, but you've forgotten your password, please click here for a reminder email."
- First time user??? You need to set up an account, click on the bottom line of the Login Window:
"If you're a brand new patron with us, please click here to register for a new account."

During the account set-up process there are required fields (in red) that are part of the Parks & Rec system. **In order to better use the data entered, please fill in all the required fields and follow these answer guidelines in the following sections.**

Head of Household Information:

- * Name of Primary Guardian (First) = enter your first name
- * Name of Primary Guardian (Last) = enter your last name

Email and Phone Information:

- * Home Phone w/area code = enter your work phone

Address Information:

- * Mailing Address = enter your agency name or school name
- * Street Address = enter your agency street address

- Fill in all required information
- Click Finish
- Click Done
- Click OK

2. Selecting the 2017 GIS Symposium

- On the Activity Search page (use this link if you are not already on the activity page after the account setup/login: <https://webtrac.leegov.com/wbWSC/webtrac.wsc/wbsearch.html?wbsi=c3b331fa-1f08-b3a1-e511-1f2ab01559a2&xxmod=ar>), click on Search (top left), select Activity and enter **gis** into the Keyword Search box
- Click Search to find the Symposium registration
- Click on the appropriate cart: Professional (\$15) or Enrolled Student (\$5)
- Click Enroll Now
- Put a check in the activity box and click Add to Cart

3. Checkout and Payment

- Click Proceed to Checkout
- Enter the Checkout Information and click Continue to complete your order
- A pdf receipt will be emailed to you for your records