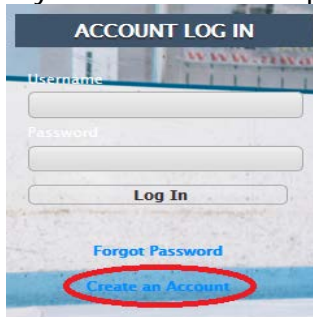# Jones Center Online Registration Guide
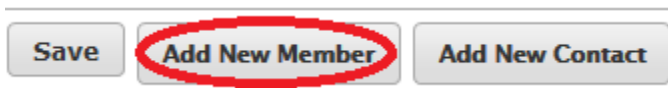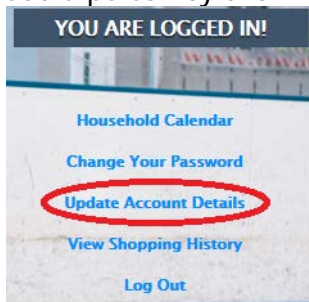

Online Registration Overview

Any household that has registered for an activity, membership, or facility reservation with The Jones Center at any time will have an account in our database.

Webtrac Registration Instructions

1. Start by going to our website thejonescenter.net.
2. On the home page or any of the activity pages, click the "Register Now" button.
3. To login enter your User Name **(defaults to home phone)** and your password **(defaults to last name)** and click "Log In."
4. If you have never set up an account in person or online, then click "Create an Account".

5. Fill out all information and click "Add New Member" for each person in your household. You can only register a person for classes that is entered in your account.
6. If you have an account, make sure that the person you are registering is on your account. You can add a person by clicking "Update Account Details". Then, "Add New Member" at the bottom.

7. To find an activity: Click on one of the appropriate photos links or you may also click on "Search" to search for a program by other criteria.

8. When you find your activity, click the button to add to your cart.