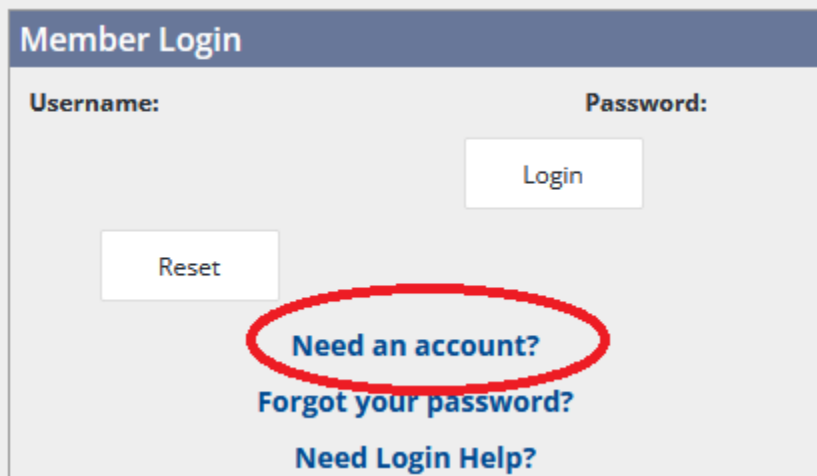


Navigating RecTrac/WebTrac

How to:

- create an account
- add family members to your account
- register for programs

1. Start by navigating to: recreation.seminolecountyfl.gov
2. On the launch page, select "need an account?" (see image below)



The image shows a 'Member Login' form. It has fields for 'Username:' and 'Password:', a 'Login' button, and a 'Reset' button. Below the login fields, there are three links: 'Need an account?' (circled in red), 'Forgot your password?', and 'Need Login Help?'.

3. Create a username and password, then complete the information as the "Household Primary Person". If you would like to add others to your household, scroll down and click the green "Add New Member" button. Once everyone has been added, click save.
4. Once back on the launch page, you can find categories for all Parks and Recreation programs; campsite rentals, hikes, classes and more! Click the Natural Lands Programs picture tile.



5. On this new page, you can view all the programs being offered this season. There may be several categories to view like Guided Hikes and Special Classes. Click on the box next to the program title to select it. Then, click on the blue "Add to Cart" button. Please note that programs must have each person participating be registered- it is not a ticket system. Participants cannot be transferred.

Guided Hikes - 180601

SEE ALL PROGRAM DESCRIPTIONS HERE! <https://www.seminolecountyfl.gov/core/fileparse.php/7175/urlt/OVERWRITE-Current-NL-Newsletter.pdf>

Seminole County is Florida's natural choice for a reason! Come experience natural Florida on one of our guided hikes. Our knowledgeable guides will lead you through a variety of beautiful ecosystems and highlight the special habitats and the plants and creatures who live there. If you're lucky, you might even get to meet a few of them! Get outdoors and experience all that Seminole County has to offer. Make sure to bring water, bug repellent and wear comfortable closed-toed shoes. Call 407-665-2211 for info.

Cost: \$5 per person. Space is limited. Pre-registration is required. Children must be at least 7 years of age and accompanied by an adult (unless otherwise noted). No pets. Service animals specifically trained to aid a person with a disability are welcome. For help with registration please call 407-665-2211 or one of the active parks (Red Bug Lake Park 407-665-2190, Sanlando Park, Sylvan Lake Park and Sports Complex).

4 Sections

Activity #	Description	Dates	Times	Days	Location	Ages	Cost	Availability
☒ 180601-01	Swamp Walk	10/04/2025 -10/04/2025	8:00 am -10:00 am	Sa	Spring Hammock Preserve Wilderness Area	10-105	\$5.00	Available
☐ 180601-10	Butterflies & Blooms	10/11/2025 -10/11/2025	9:00 am -11:00 am	Sa	Lake Harney Wilderness Area	7-105	\$5.00	Available
☐ 180601-21	Nocturnal Reptile Ramble	10/04/2025 -10/04/2025	9:00 am -11:00 am	Sa	Black Bear Wilderness Area	10-105	\$5.00	Available
☐ 180601-26	Owl Prowl	10/25/2025 -10/25/2025	7:00 pm - 9:00 pm	Sa	Lake Proctor Wilderness Area	7-105	\$5.00	Available

Family Fun Camp Out - 180610

1 Selected Items

Swamp Walk (180601-01)

Clear Selection **Add To Cart**

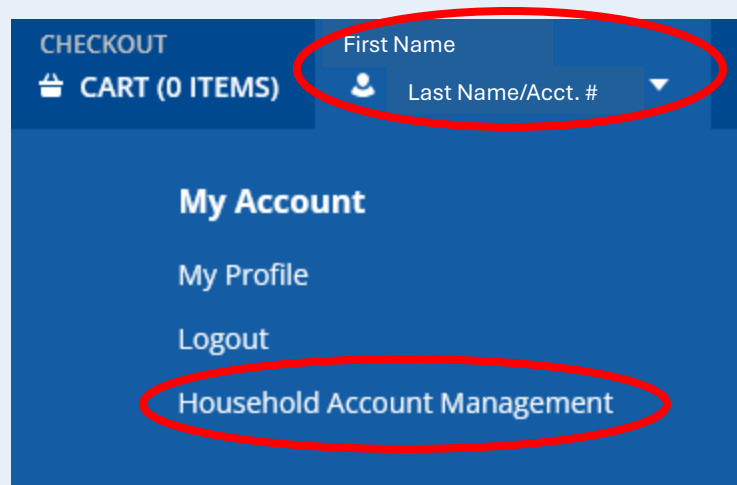
6. If you added family members to your household, the system will ask you to select which family members you would like to add to each program. Please keep in mind that there may be age restrictions for some programs. If a family member is outside of the age range for a program, the system will not allow you to add their registration to your cart.

Family Member Selection

Your name	Family Member 1	Family Member 2
☐ Swamp Walk (180601-01)	☐ Swamp Walk (180601-01)	☐ Swamp Walk (180601-01)

Continue Cancel

7. If you need to add more people to your household after setting up your account, click on your household name in the top right corner. Then click on "Household Account Management", then "Household and Member Update".

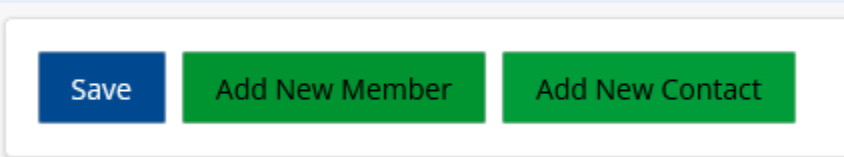


Manage Household and Members

Manage your Household Information for all linked members or Add or Update Members linked to this household.

Household and Member Update

8. Scroll down the page to find the buttons at the bottom. Click on the green “Add New Member”. Once you’ve added their information, click save.



9. Once you had added all family members and selected which programs you’d like in the cart (refer to #5 of this document), the rest of the pages are for the waiver agreement, payment and your registration receipt.
10. For any Natural Lands programs you’re registered for, an email will be sent a few days before the event to the primary email address on record with more detailed information about the program and how to prepare.

If you are struggling with registration, payment or have questions about programs, please email or call for assistance:

Natalie Swanson

Program Coordinator

Natural Lands Program | Parks and Recreation- Trails and Parks

O: (407)-665-2211 nswanson@seminolecountyfl.gov