1. Log onto your WebTrac account by visiting www.el-cerrito.org/onlinereg
   A. Click on “Youth Activities” or “Camps” or “Aquatics” to view classes.

2. To search for activities by name:
   A. Type a word in the “Keyword Search” on left side of the screen and click on the “Search” button at the bottom of the page.
   B. To select class(es) click on the check box next to the class.
   C. Then, click on the “Add to Cart” button.
D. Next, select family member(s) enrolling in the activity by clicking on the check box, and click the “Continue” button.

E. Read and sign waiver and click on the “Continue” button.
3. **Once on the checkout screen apply David Hunter Scholarship (DHS):**
   A. Select the member of the family with the David Hunter Scholarship (DHS) who is registering for class(es).
   B. After selecting the DHS member, enter 75% of the cost of the class(es) on the “Amount” line.
      i. For example, if the class fee is $271. Use a calculator and enter
         $217 (class fee) × .75 (DHS) = $162.75 DHS award
         $162.75 is 75% of $217. This is what DHS will cover for the cost of this class.
      ii. Then, enter $162.75 on the “Amount” line and click on “Apply.”
   C. If you prefer WebTrac to calculate DHS amount:
      i. Enter an equal or higher amount of the cost of the class and click on “Apply” next to the amount line. This will prompt WebTrac to auto calculate 75% of the cost of the class, showing the 75% in red at the top of the page.
      ii. For example, the full cost of the class on this screen shot shows $217.00. Enter an equal or higher amount of $217 and click “Apply” to display result. See screenshot below.
D. WebTrac calculates 75% of $217.00 as $162.75. This is the maximum amount the scholarship will cover for this specific registration.

E. Next, enter $162.75 (the correct amount) on the “Amount” line.

F. Remember to select the family member for whom DHS is being processed for and click on “Apply” one more time.
4. At the top of the page, WebTrac will process DHS award and auto refresh the page to show the amount of the class, DHS award applied, and the remaining balance owed for the class(es). Please review.
   a. In this example $54.25 is the balance due, which is representative of 25%.
   b. The screen will also display the amount of the award the member has left of DHS award. In this example, member, Jessi Potter has $137.25 left for future class(es).

5. To make payment of your 25% co-payment and any other remaining balance on the account, scroll to the bottom of the page.
   a. Fill out the information with your name, billing address, phone number, credit card number and click the “Continue” button. *We do not take Discover, billing address and account address need to match to process through.
   b. If you have more than one child with DHS awards and are registering classes at the same time. Follow the same process but remember to change the family member on the DHS drop down menu on the payment screen.