Trax solutions®
Online Registration

1 Access the Online Registration Portal

Open a web browser on your computer or mobile device and navigate to the Online Registration Portal using the URL provided to you by the organization.

URL Should resemble https://online.traxsolutions.com/...
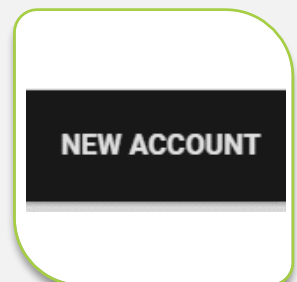
Make sure you are accessing the correct location

2 Create an Online Account

If you do not have an account, click on the **New Account** button and complete the account form.

Important Note: If the organization already has your information on file, use the email address you gave them to link your existing household.

3 Check your Email

You will receive a confirmation email once your account has been approved. Click the link provided to set your password and access the portal.

4 Complete Household Form

Once logged in you will be prompted to complete the household form. Please complete all required fields and update any important information.

5 Access your Account Page

Click the **My Account** button to access your household information. This page allows you to view household members, enrollment data, open charges, upcoming charges and future payments that you have scheduled.
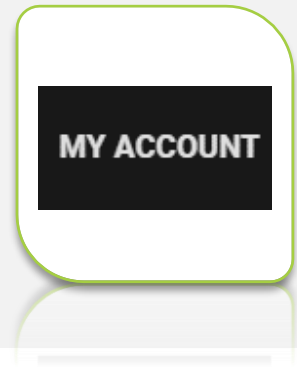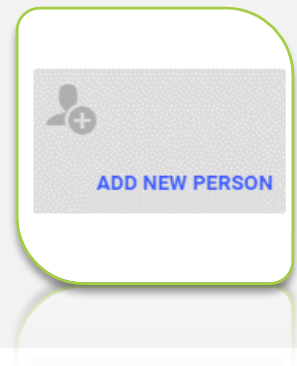
MY ACCOUNT

6 Add Household Members

In the **Account Members** section, click the **Add New Person** button to add any additional people to your household.

Once your household is complete, you can begin the enrollment process.

ADD NEW PERSON

7 Select Membership or Activities

To enroll someone into a **Membership** or **Activity**, click the appropriate tab in the navigation menu.

Select the **Membership** or **Activity** that you want to enroll the person into and click the **Enroll** button.
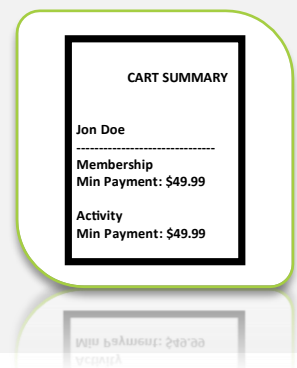
On the next page, select the person's that you want to complete the enrollment for and click **Next**.

MEMBERSHIPS

OR

**ACTIVITIES**
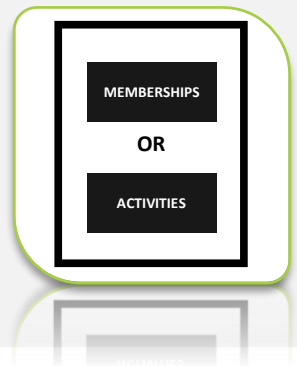
8 Review the Cart Summary

Review the Cart to verify that all the enrollments you selected are present

CART SUMMARY

Jon Doe

Membership
Min Payment: $49.99

Activity
Min Payment: $49.99

9 Complete Participant Form

You will be prompted to complete a participant form for each person you are enrolling. Please complete all required fields and update any important information.

CART SUMMARY

Jon Doe

Membership
Min Payment: $49.99
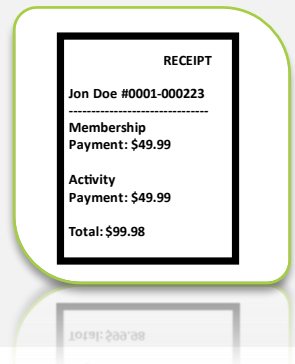
Activity
Min Payment: $49.99
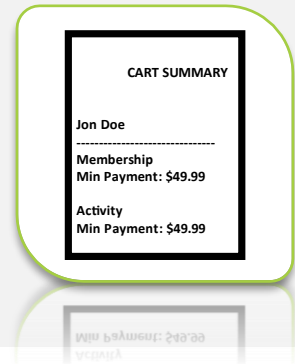
10 Check Out

If your enrollments have charges associated with them, you will need to fill out the **Payment Information** section. When you are ready to complete the enrollment, click the **Complete** button.

CHECKOUT

Total $49.99
Min Payment: $49.99

Payment Information

PAY
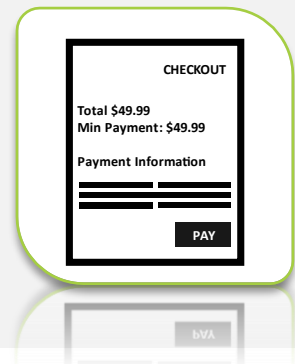
11 View Receipt

When the transaction processes, you will be directed to the payment confirmation page where you can view the details of your payment. An email with an attached receipt will also be sent to the owner of the account.

RECEIPT

Jon Doe #0001-000223

Membership
Payment: $49.99

Activity
Payment: $49.99

Total: $99.98

12 Return to My Account

Click the **My Account** button to access your household information and view the enrollments.

You can also see your account balance. If you want to pay any open charges, click on the **Pay Now** button.

MY ACCOUNT

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