

## Paying for the 2019 Loudoun GIS Forum with a Credit Card

- 1) Go to [www.loudoun.gov/webtrac](http://www.loudoun.gov/webtrac).
- 2) You will need a Loudoun County Parks, Recreation, and Community Services (PRCS) account to register. If you paid for the forum with a credit card last year, or have registered yourself or a family member for a PRCS activity, you will already have an account.

Click "Login" and enter your username and password.

If you have forgotten your login information or need to set up a new account, click the appropriate link and follow the prompts. If you need assistance, call the PRCS main office at 703-777-0343.

If you are registering multiple people:

- Login and click "My Account" at the top right of the page. A blue menu will open.
- Under "Update & View," click the first option for "Household & Member."
- Scroll to the bottom of the page that opens and click the "Add New Member" button. A new line will appear.
- Fill in the member information. Please enter first name, last name, and email for each member. (Leaving birthday blank will not prevent registration in the GIS Forum).
- Use the "Add New Member" button to add each person you are registering to the list.
- When you are done adding members, click the "Save" button at the bottom of the screen. This will return you to the home screen.

- 3) Scroll to the bottom of the page and click the "Search" icon.
- 4) Search for the Activity Number (971501) or Keyword "GIS."
- 5) Click the "+" button under "Add to Cart" and then confirm by clicking the "Add To Cart" button that appears at the bottom left side of the page (you may have to scroll down to see the button).
- 6) Select the members of your account who are being registered by checking the box under their name. Click "Continue."
- 7) You will be prompted to choose a boxed lunch option. Please see the descriptions below or visit [www.panerabread.com](http://www.panerabread.com) to see full descriptions and nutrition information.
- 8) Click "Proceed to Checkout," enter the required credit card information and click "Continue" to complete the registration and generate your emailed receipt.

### Boxed Lunch Options (provided by Panera Bread®)

*Sandwiches come with pickle, chips, and a large cookie*

-Heritage Ham & Swiss Sandwich:

ham, swiss, greens, and maple mustard sauce on country rustic bread

-Turkey Sandwich:

oven-roasted turkey, tomato, red onion, lettuce on whole grain bread, spicy brown mustard & mayo

-Vegetarian Med. Veg. Sandwich:

peppadew pepper, feta cheese, cucumber, greens, tomato, red onion, and cilantro-jalapeño hummus on tomato basil bread

*Salads come with bread and a large cookie (modified for gluten-conscious & vegan options)*

-Fuji Apple Salad with Chicken:

antibiotic free chicken, arugula, romaine, kale, radicchio, tomato, red onion, toasted pecan, gorgonzola cheese, apple chips with sweet white balsamic vinaigrette

-Modern Greek Salad with Quinoa:

quinoa tomato sofrito blend, kale, cucumber, kalamata olives, feta cheese, toasted almonds, greek dressing

-Gluten Conscious Modern Greek Salad:

same salad, served with gluten conscious cookie

-Vegan Modern Greek Salad:

same salad with no feta cheese, served with chips and apple