

How to register for a timeslot at Franklin Park Pool:

1. Go online to Loudoun.gov/webtrac
2. Scroll down and click **Swimming**
3. Type *Franklin Park* in the **Keyword Search** box and then click the **Search** button
4. Scroll down to view pool reservation time slots. Click the plus sign under **Add to Cart** next to the date/time you wish to register for
5. Login to your WebTrac account or click the bottom link to create an account for new users
6. Once logged in you can **Proceed To Checkout** and pay with a credit card or **Continue Shopping** to add more reservations to your cart
7. If you chose to **Proceed To Checkout** you must enter information in all of the red highlighted fields and then click Continue
8. Fill out payment and billing information and click **Submit Payment** to finalize your registration

All patrons entering the pool for a designated timeslot must be registered and pay (with the exception of children 2 years old and younger).

How to add family members to your account:

1. Go online to Loudoun.gov/webtrac
2. Click **Login**
3. **If you already have an account** – enter your username and password
 - a. Once logged in click **My Account** then choose **Household & Member**
 - b. Click **Add New Member** at the bottom of the screen
 - c. Fill out the member's information and then click **Save**
4. **To create a new account** – click the bottom link "If you're a brand new patron with us, please click here to register for a new account."
 - a. Fill in all the red highlighted fields
 - b. Click **Add New Member** at the bottom of the screen
 - c. Fill out the member's information and then click **Save**