



## REGISTRATION SYSTEM FOR ALL SPECIAL OLYMPICS SPORTS

Please follow the directions below to register your athlete for sports.

If you do not have a current household, you will have to set one up. Please take the time to set up a household prior to fall registration. When you go to the below link, click “Need an Account” .

WebTrac Registration Instructions:

1. Go to [www.loudoun.gov/webtrac](http://www.loudoun.gov/webtrac)
2. Under “Member Log-In” enter your User Name (your household ID#) & your password (your home telephone, with area code, no spaces or dashes) and click “Log-In.”
3. To register for an activity, select the “Shop” option on the left sidebar & then select “Activity Enrollment.”
4. Enter the 6-digit Activity Number & the 2-digit Section Number of the desired activity/program.
5. Select the Family Member that you wish to enroll from the “Family Member to Enroll” pull-down box.
6. Click on “Add to Cart” icon.
7. Read the Disclaimer & respond.
8. Next, choose “OK” to register for another activity/program (repeat from step #6) OR click on “Cancel” to proceed to checkout.

**NOTE: If you experience difficulties with WebTrac during registration, please call the PRCS main office 703-777-0343 for assistance.**

Special  
Olympics

Virginia

