



Creating an Account

If you've never signed up for any sport, event, or program with the city before, you will need to create a new account.

**If you have gone into any city facility before and attempted to or successfully registered for a sport or program, you most likely have an account already. PLEASE DON'T CREATE A SECOND ACCOUNT VIA RECREATION ONLINE (WEBTRAC). If you're not sure, please call (843) 724-7327 to verify if you already have an account or not.*

Click the Sign In/Register link.

Click the third option – “Don’t have an account? Sign Up Now”


Attention!

STOP! If you have ever done business with us please try to log into your account first. Duplicate households will create registration issues. <https://retrac.charleston-sc.gov/wbwsc/webtrac.wsc/forgotten.html?option=User>

New households will need to be approved by the recreation department before processing on WebTrac can be done.

Process takes up to 48 hours.

Create New Household

▲ New Account Information

Login (up to 50 chars) *

Password (up to 50 chars) *

Re-Type to Confirm

▲ Household Primary Person Information

First Name * <input type="text"/>	Last Name * <input type="text"/>	Category <input type="text" value="Non-Resident"/>
Address (For RESIDENCY VERIFICATION Please use drop down address picklist when typing) * <input type="text"/>		Address Line 2 <input type="text"/>
City * <input type="text"/>		Gender * <input type="text" value="... Select a Gender ..."/>
		State * <input type="text" value="SC"/>

▲ Emergency Contacts

I'm not a robot  reCAPTCHA
Privacy + Terms

Save Cancel Add New Member Add New Contact

You will then be asked to create a username and password, as well as the necessary household and contact information, including an emergency contact.

Make sure to add all children and family members on this screen by clicking Add New Member at the bottom. If they are not added now, they can only be added by a Recreation Staff member.

Please click "SAVE" at the bottom of the page when completed. Your account will be created. You can edit your address later if need be.

It may take 24-48 hours for your household to process and transactions to be made online. Please call 843-724-7327 if you have any registration questions.