Class Registration

You must first register or already be registered on WebTrac and use a credit card to register online for a class

Go to website: https://webtrac.leegov.com

Login: User Name:           (Use the same User Name and Password that you created while setting up your WebTrac registration account)
Password:
Click on Sign-in

Click on Location Box   (Highlight Extension Services)

Scroll down and see a list of (Extension program)

On the far left Click on the Activity Number

If this information is correct Click on: ADD TO CART

Click on: Proceed to Checkout (if you are enrolling additional employees or family members, Click on CONTINUE SHOPPING. Click on FAMILY MEMBER to enroll box. Highlight person’s name. Click on add to Cart. Repeat this process until everyone is enrolled. Proceed to Checkout.

Summary of Charges: Enter Credit Card Type
Click Continue Box

Complete Credit Card information
(You must enter an email address. A receipt will be sent to this email address. If registering the day of the class and you need proof of payment for admittance to the class you may use this extension email address so a receipt may be printed on site: EServicesgardener@leegov.com

Click Summarize Order box

Click Submit

A receipt will immediately be sent to the email address you provided.