

Hello Tam Tennis Class Attendees,

Starting with our Summer classes next week, we will be doing online class registration. Starting May 15 we will have **Members** and **Niles Residents** sign up for classes first. Then on May 18, **Non-Members** will start being able to sign-up for classes online.

In order for you to get the membership price for the classes, you must have a membership currently or sign-up for a membership **before** you sign up for the class. **May 14th is the last possible chance to get a membership for the Summer session opening signup.** The membership has to go through the end of the session for it to count. Otherwise you will have to renew. If you are unsure of when a membership expires, please call us. We can give you a date and help you renew if you need to.

In order for sign ups to go smoothly, please follow the online portal instructions below. It is the same portal we use for our other activities at the Park District. If you have already used it to sign up for those classes, then you are all set up. You will sign in and go to the Tennis Programs tab and sign up when you can. If you have not signed into the portal before, please follow these instructions below. If you have any questions please feel free to call Tam Tennis at, 847-967-1400. We will be more than happy to help.

**Section 1:** For Those Who Are Members/Attended a class before but have not logged into the portal before:

Pages 2-3

**Section 2:** New to the Niles Park District: Pages 4-5

**Section 3:** How to Sign up for a Class: Pages 6-7

## Section 1

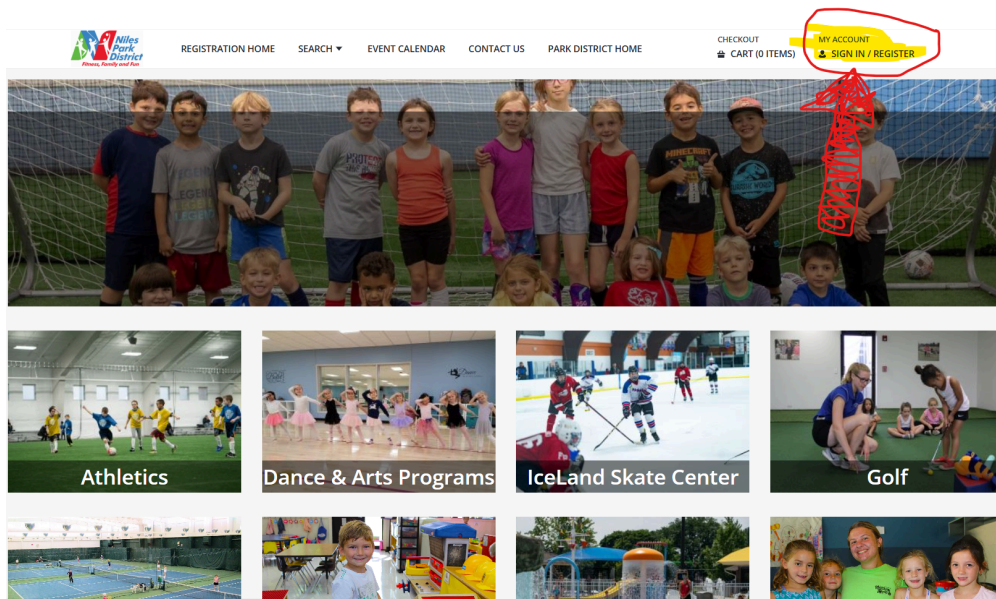
Log-in Instruction for: Current Tennis Members **who have not signed into the portal and/or** for anyone who has signed their child or themselves up for a class or athletic activity in the **Niles Park District**. This is the same portal for booking courts and signing up for other classes, so if you use it, it's the same login, just a different tab. If you are unsure if you or your child are in the system, ask our front desk at Tam Tennis. If this is for a junior class, ask if they have your child's birthday in the system, so you are able to sign up for the class.

1. Go to this Link or scan this QR code:

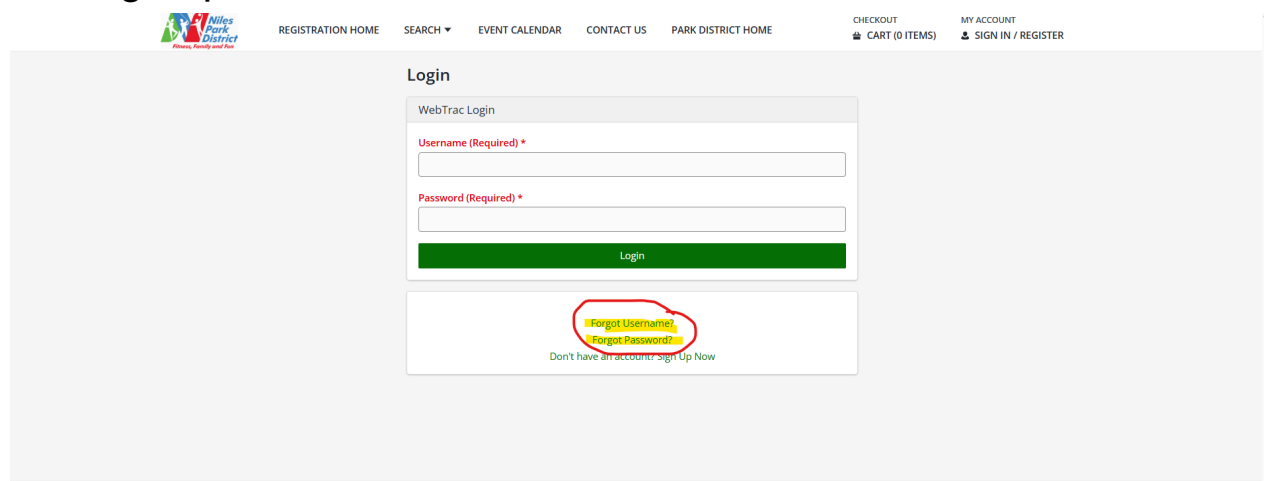
<https://ilnilesweb.myvscloud.com/webtrac/web/>



2. Go to the top right where it says sign-in/register. It will take you to a new page shown below.



3. You will see the login page where it asks for your username and password. **Do Not** attempt to login **If** you have not logged in before. Instead, go to “Forgot Username?” It will ask for an email address. Use the one that you provided us for your membership. An email will be sent to you from, *niles-parks@rectrac.com* with your username and a link to return to the login page. From here you will click on “Forgot Password?”. You will provide your email again. You will receive an email with a link to reset your password. Once those steps have been completed, return to the login page. You will have the username and password to log in to WebTrac and sign up for the classes.



4. If you do not receive any emails from, *niles-parks@rectrac.com* there may be something wrong. Call our front office at Howard Leisure at 847-967-6633, they are available Monday-Friday, from 9am-5pm.

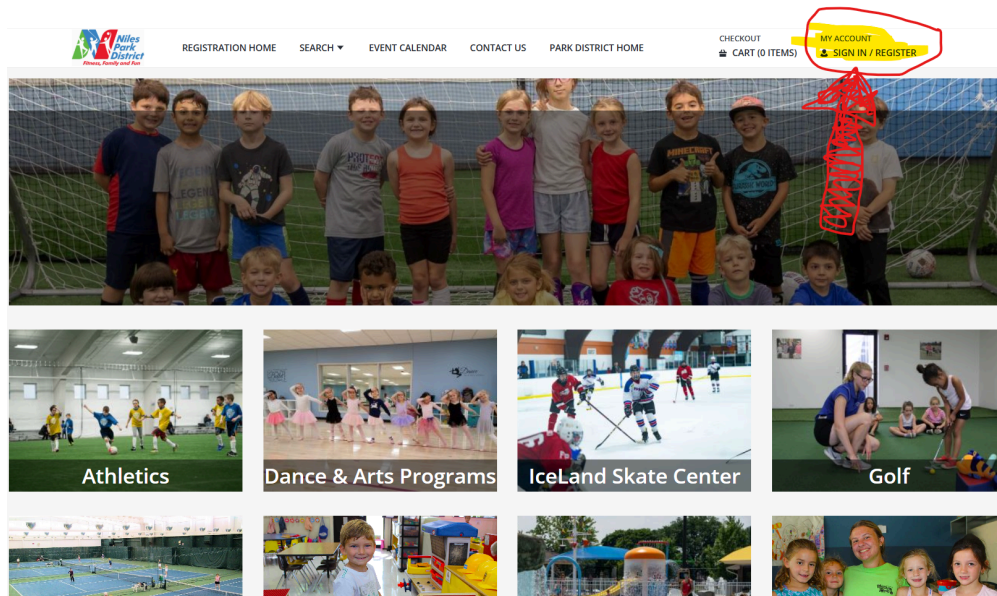
## Section 2: New to the Niles Park District

If you are new to the park district you will sign up as a new user. Using the steps below

1. Follow this Link to the Portal:

<https://ilnilesweb.myvscloud.com/webtrac/web/>

2. Click on Sign In/ Register



### 3. Click on: Don't have an account? Sign Up Now

The screenshot shows the top navigation bar with the Niles Park District logo and links for REGISTRATION HOME, SEARCH, EVENT CALENDAR, CONTACT US, and PARK DISTRICT HOME. On the right, there are links for CHECKOUT, MY ACCOUNT, CART (0 ITEMS), and SIGN IN / REGISTER. The main content area is titled "Login" and contains a "WebTrac Login" form with fields for "Username (Required) \*" and "Password (Required) \*", a green "Login" button, and a "Forgot Username?" link. A red arrow points to the "Forgot Username?" link, and a red circle highlights the "Don't have an account? Sign Up Now" link below it. At the bottom, there are links for "Privacy Statement" and "Refund Policy", and a "Follow us on Social Media" icon. An accessibility icon is in the bottom right corner.

4. You will see a page like the one below. Fill out the information for your household. **Make Sure you put the Birthday Date in!** Otherwise you will not be able to sign up for the class!

The screenshot shows a registration form with two main sections. The first section is "New Account Information" and includes fields for "Primary Email Address \*", "Username (up to 50 chars) \*", "Password (up to 50 chars) \*", and "Re-Type Password to Confirm". There is a checkbox for "Subscribe to Future Marketing Communications?". The second section is "Household Primary Person Information" and includes fields for "First Name \*", "Last Name \*", "Address Line 1 \*", "Gender \*", "City \*", "State \*", "Zip Code \*", "Phone #1", and "Phone #1 Extension". The "City" field is pre-filled with "Niles" and the "State" field is pre-filled with "IL". The "Zip Code" field is pre-filled with "60714". The "Phone #1" field is pre-filled with "(847)-". An accessibility icon is in the bottom right corner.

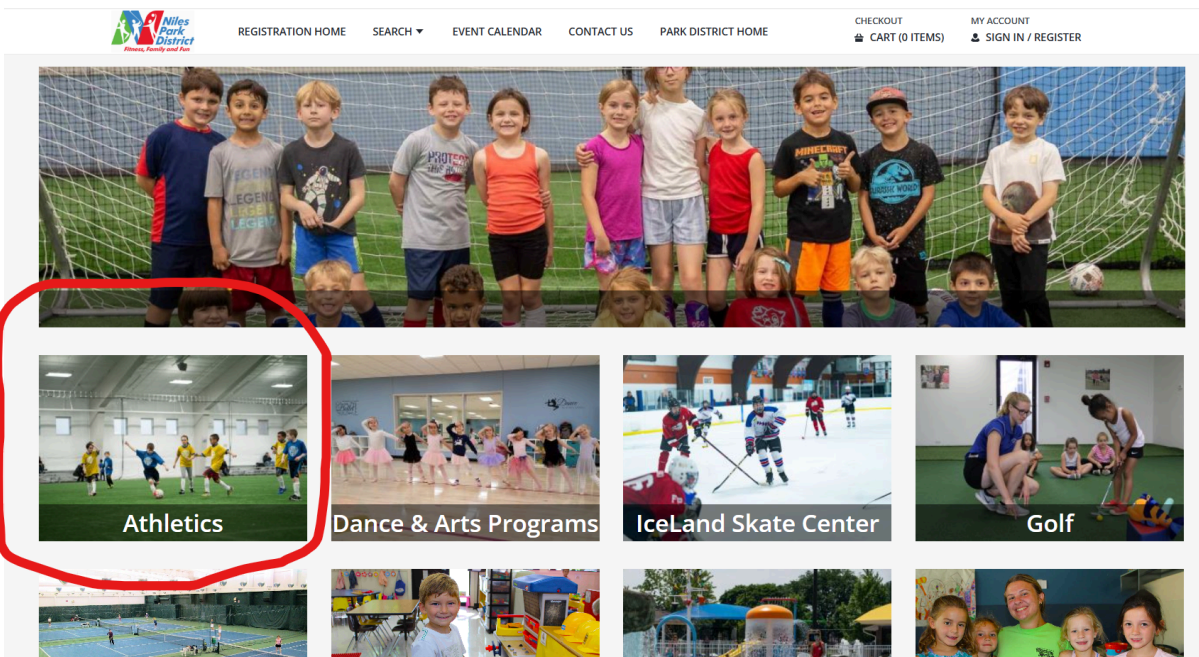
# Section 3

## Instructions for Everyone to Sign Up for a Class on Next Page

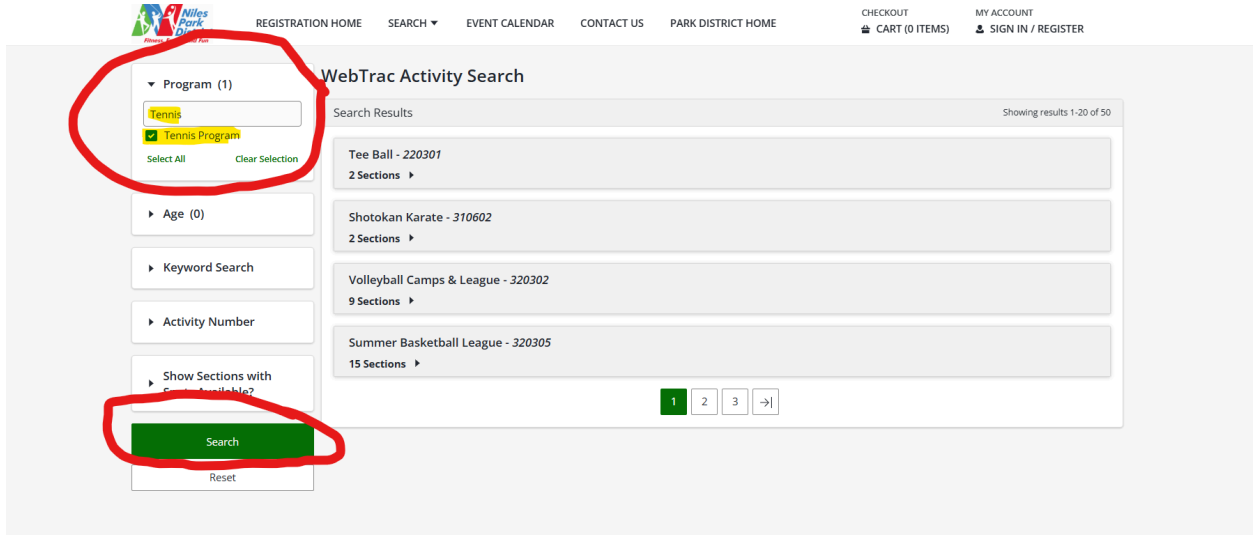
1. Follow this Link to Sign in if you have not done so already:

<https://ilnilesweb.myvscloud.com/webtrac/web/>

2. Once you are logged in you will click on the Athletics Tab. It will take you to another page.

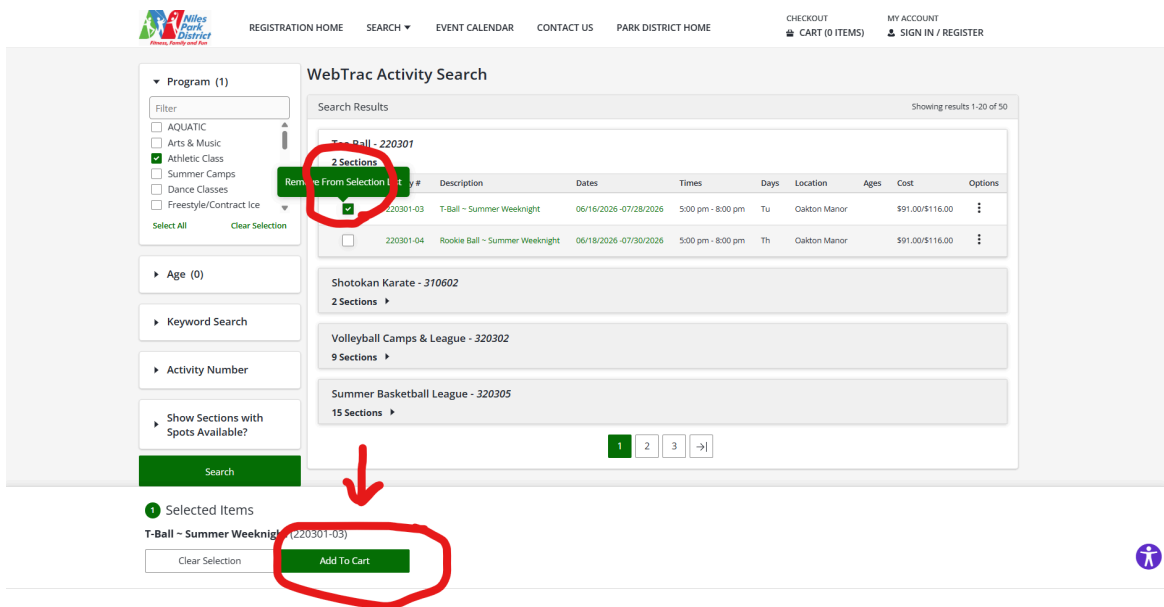


3. You will see a search bar at the top left. Click on it and type in Tennis. Click on the check mark next to the Tennis Program section. Press search. The classes will appear on the right.



Follow us on Social Media  
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4. From there you will see a list of classes. Pick the desired class, add it to the cart. If you have more than one person in the household, it will ask you who is being signed up for the class. Check the box of the desired person. Enter the info needed. Once you finish you will be signed up for the class.



If you are a Member, the Member class fee will **NOT** show up until it is added into the cart.

**You Should be All Set for Classes.**  
**This Classes Meet once a week and run from**  
**6/6/2026-7/31/2026**