



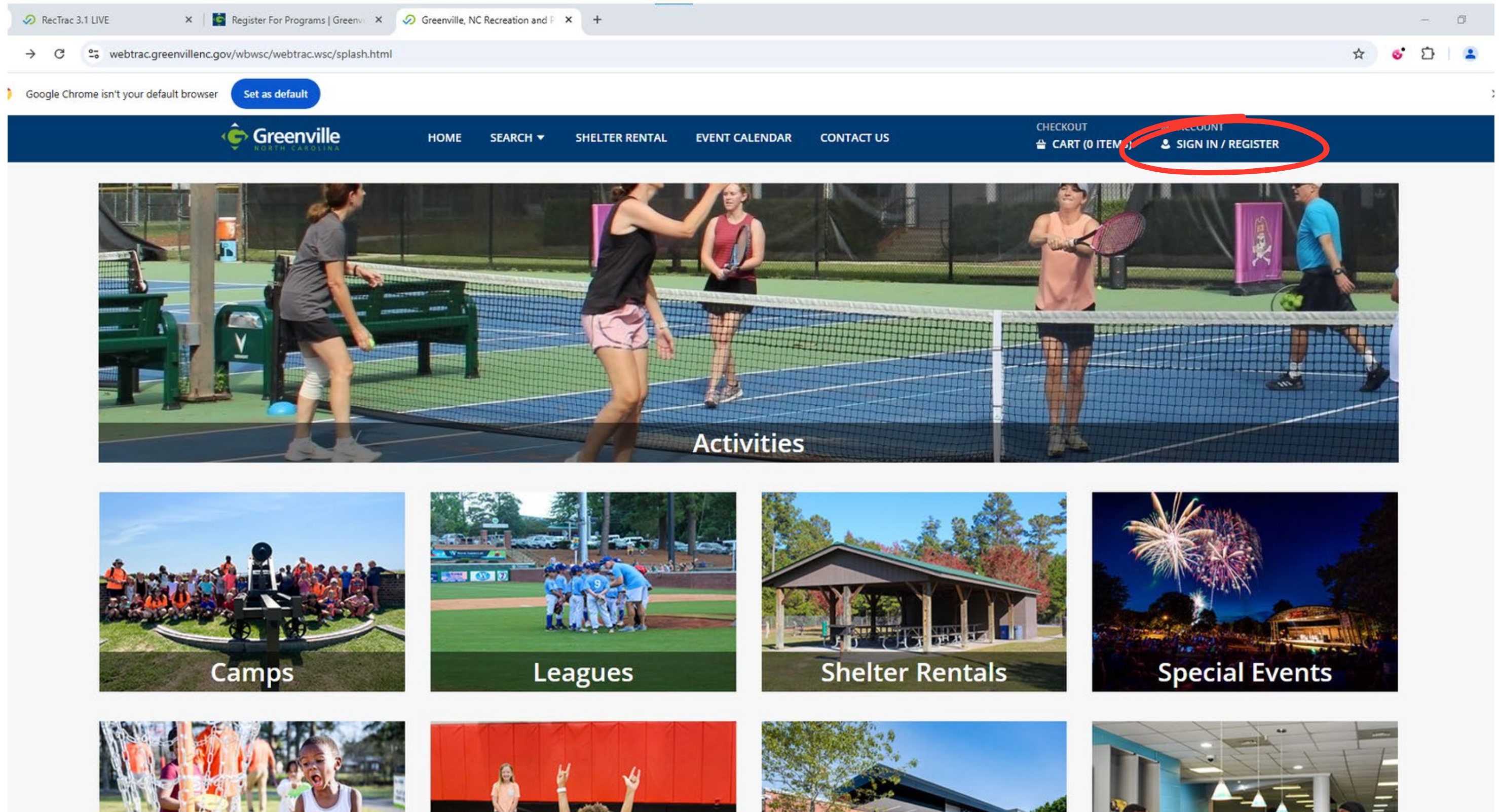
# How To Guide: Vendors Logging in or Creating a Webtrac Account



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RECREATION AND PARKS

1. [Go to GRPD WebTrac Site](#) (click here)
2. Click the **SIGN IN/REGISTRATION** button in the top right corner



Special Events



If you are a **NEW VENDOR** follow the below & for **EXISTING VENDOR** to the next slide.

- New vendor select the **SIGN UP NOW** **BUTTON**.
- Please fill out all required information (Highlighted in **RED**) that is requested and press the **GREEN SAVE BUTTON** at the bottom of the form.
- Once registered please reach out to event staff so that they can assign your account as a vendor. (Only those with the denotation of vendor are allowed to apply for special events)

Programs | Greenville, NC Recreation and Parks | Home

WebTrac Login

Username \*

Password \*

Login

[Forgot Username?](#)

[Forgot Password?](#)

[Don't have an account? Sign Up Now](#)

Programs | Greenville, NC Recreation and Parks | Home

You must register before using this site. You may register online now.

Household Add

New Account Information

User Name (up to 50 chars) \*

Password (up to 50 chars) \*

Re-Type to Confirm

Household Primary Person Information

User Defined HH Flst1

User Defined HH Flst2

First Name \*

Last Name \*

Gender \*

--- Select a Gender ---

Birthday \*

Additional Primary Person Information

Email and Phone Information

Email #1 \*

Confirm Email \*

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Phone #1 Type \*

--- Select a Phone Type ---

Phone #2 (252)

Phone #2 Extension

Phone #2 Type \*

--- Select a Phone Type ---

Address Information

Address Line 1 \*

Address Line 2

City \*

Greenville

State \*

NC

Zip Code \*

27858

Country

--- Select A Country ---

Do you live within the city limits of Greenville, NC? \*

Resident

Additional Family Member

Emergency Contacts

Save Add New Member Add New Contact Cancel

Special Events



- Log in using your Username & Password
  - If you do not remember your login select the **Forgot Username/Forgot Password** option located under the login. (see next slide for more details)
  - If we have provided you with a Household # please follow these steps.

Google Chrome isn't your default browser [Set as default](#)

**Greenville**  
NORTH CAROLINA

HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT MY ACCOUNT  
CART (0 ITEMS) SIGN IN / REGISTER

### Login

WebTrac Login

**Username \***

**Password \***

Login

[Forgot Username?](#)  
[Forgot Password?](#)

[Don't have an account? Sign Up Now](#)

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- For Forgotten Login please enter your **Primary Email Address**
  - This would be the email address we have on file for you
  - You will receive an email with your Username and/ or steps to follow to reset password
- Check the **IM NOT A ROBOT BOX**
- Click **SUBMIT**

webtrac.greenvillenc.gov/wbws/wbtrac.wsc/forgotten.html?option=User&\_csrf\_token=bA6B01140D0M3A4D13393Y3W6T4N526Q026T4L5L5A6N585W5U67025A4I6O671R6W4D5959026I5D594C1C71485057185X5W506D0I703Z4Q6F0Q5H4K4P4Y...

Google Chrome isn't your default browser [Set as default](#)

**Greenville** NORTH CAROLINA

HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US


CHECKOUT MY ACCOUNT  
CART (0 ITEMS) SIGN IN / REGISTER

### Forgotten Login




Forgotten User

ⓘ If you don't have an email address on file with us, or if our data fails to match your responses, you will need to contact our office at (252)329-4567 or by using the contact us form.

**Primary Email Address \***

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Submit**

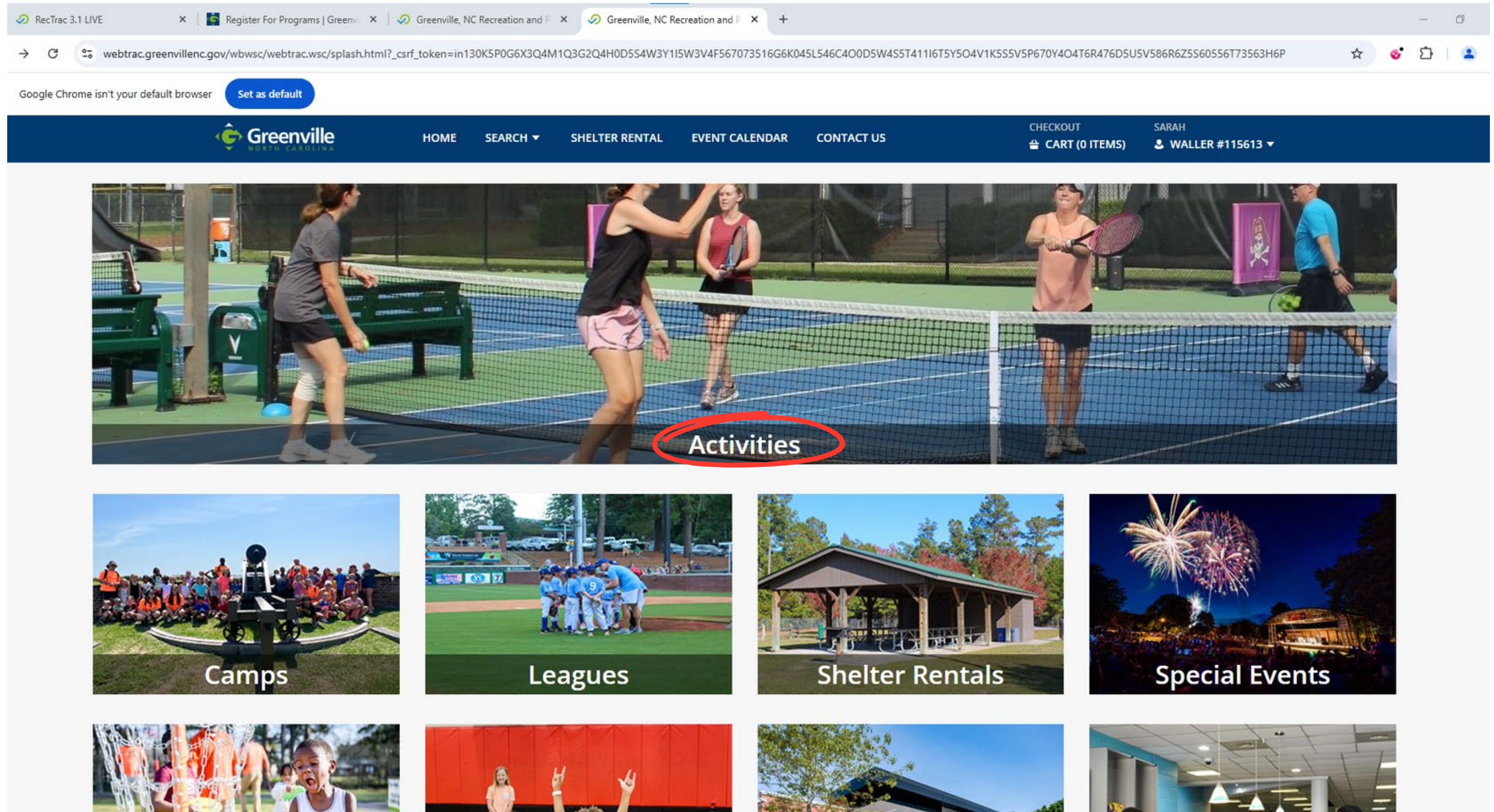
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Special Events



- When your account is successfully created or logged in you will be directed back to the home page.
- You will notice your name or business name in the top right corner.
- To submit your application select **Activities** to be directed to the program registration page.



# Special Events



- You will use **Keyword Search** or **Activity Number** to search for the event.
  - Event staff will email you activity numbers as events are added.

RecTrac 3.1 LIVE x Register For Programs | Greenville, NC x Greenville, NC Recreation and Parks x Greenville, NC Recreation and Parks x

webtrac.greenvillenc.gov/wbwc/webtrac.wsc/search.html?Action=Start&SubAction=&\_csrf\_token=Jj0X70180M062L4G0W352I656Q5R5D4C1H714I5P6Q0E5P4R4866725Y4H546H6L6Z5Y6F5F0G634S5F45726X51526C0A674N5C4X0I62695C6L6D5G4L...

Google Chrome isn't your default browser [Set as default](#)

**Greenville** NORTH CAROLINA

HOME SEARCH ▾ SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT SARAH  
CART (0 ITEMS) WALLER #115613 ▾

**A minimum of 1 Search Filter is required to view results. Please provide a Search Filter prior to searching.**

**Activity Search**

Type (0)

Filter

- Active Adult Trips
- Adult Fitness
- Aquatics
- Arts and Crafts
- Athletics
- Camps

Select All Clear Selection

Age (0)

**Activity Number**

Subtype (0)

**Keyword Search**

Keyword Search Option

Day Option

Search

**Search Results**

**Begin Search**

To view our offerings, use the filters to target results. When you are ready, press search to view your results.

Search Now





- Select which waitlist is applicable to your business.
  - Section 01: Food Vendors
  - Section 02: Sweet Vendors
  - Section 03: Merchant Vendors
- Make sure to add the correct vendor registration to your cart.
- Select **ADD TO CART BUTTON**.

**Greenville** NORTH CAROLINA

HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT SARAH  
CART (0 ITEMS) WALLER #115613

Type (0)  
Filter  
Active Adult Trips  
Adult Fitness  
Aquatics  
Arts and Crafts  
Athletics  
Camps  
Select All Clear Selection

Age (0)

Activity Number  
193601

Subtype (0)

Keyword Search

Keyword Search Option  
Search

### Activity Search

Search Results Showing results 1-3 of 3

**2025 Summer Sunday in the Park Vendor - 193601**  
June 15, 2025 Sunday in the Park Vendor Registration  
Please fill out the vendor registration to be considered for this event (6/15/25 SitP). You will need to submit an application for each event/date that you would like to be considered for.  
Your application will automatically be put in the waitlist category and staff will select vendors after the registration deadline. Staff will notify all vendors about their status after the deadline.  
If selected to be a part of this event you will have a balance on your account that must be paid within five (5) business days of being selected.

3 Sections

Activity #	Description	Dates	Days	Times	Cost	Location	Ages	Availability
193601-01	Food Vendor - 2025 Summer Sunday in the Park	06/15/2025 - 06/15/2025	Su	5:00 pm - 9:00 pm	\$50.00/\$50.00	Town Common		Waitlist
193601-02	Sweet Vendor - 2025 Summer Sunday in the Park	06/15/2025 - 06/15/2025	Su	5:00 pm - 9:00 pm	\$50.00/\$50.00	Town Common		Waitlist
193601-03	Merchant Vendor - 2025 Summer Sunday in the Park	06/15/2025 - 06/15/2025	Su	5:00 pm - 9:00 pm	\$50.00/\$50.00	Town Common		Waitlist

1 Selected Items  
Food Vendor - 2025 Summer Sunday in the Park (193601-01)  
Clear Selection Add To Cart



- After you click add to cart the next screen that will appear will be the contract agreement.
- Read all terms of the agreement and check the **AGREE BOX** for the waiver and click **CONTINUE**.

Food Vendor - 2025 Summer Sunday in the Park (193601-01) for Sarah Waller (Purchase)

Food Vendor - 2025 Summer Sunday in the Park (193601-01) for Sarah Waller (Purchase)

Availability Conflict

This enrollment has been placed on the waitlist. The waitlist position is 1.

Waivers

**LIMITED SERVICES CONTRACT**  
 The City shall pay per \$0/hour/activity for services rendered and no deduction shall be subtracted there from. The second party does not participate in any fringe benefits of City, nor does City provide liability insurance for Second Party.  
 The second party, is acting as an independent contractor and is not an employee of the City of Greenville.  
 The general terms and conditions of this Contract are contained in Attachment 1 to this Contract. Attachment 1 is incorporated into this contract by this reference.

**Attachment 1**  
**General Terms and Conditions**  
**A1. Conflict of Interest:** Second Party attests that they are not a City employee or spouse of a City employee.  
**A2. Indemnification:** To the fullest extent permitted by law, Second Party shall defend, indemnify and hold harmless City, its agents, representatives, officers, directors and employees from and against claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings) relating to, arising out of or resulting from Second Party's negligent acts, errors, mistakes or omissions relating to the performance of this contract.  
**A3. Termination:** This contract shall become effective upon complete execution by the parties, and shall remain in effect until terminated by either party, as follows:  
\*City reserves the right to terminate any part of the entire Contract upon notice if Second Party fails to carry out any term, promise or condition of the contract.  
 Upon giving thirty (30) calendar days written notice, City or Second Party may terminate this Contract, in whole or in part, for convenience and without penalty or further obligation.  
**A4. Assignability:** Second Party shall not assign or otherwise transfer this Contract or any of its rights or obligations under this contract without first obtaining the written consent of City. Any assignment or other transfer without City's consent shall be void.  
**A5. Nondiscrimination:** Second Party agrees to comply with all provisions of applicable federal, state and local laws related to nondiscrimination, equal employment opportunity, and the Americans with Disabilities Act.  
**A6. Insurance:** Any and all insurance coverage for activities undertaken in the course of this project, including, but not limited to, worker's compensation, automobile liability, commercial general liability, professional liability, umbrella excess liability, and valuable papers are the responsibility of Second Party.  
**A7. Tax Identification Information:** Prior to any payment for services being made, Second Party shall provide the City with information necessary to comply with income tax reporting requirements.  
**A8. Force Majeure:** In the event of a catastrophic event or other peril which prevents the fulfillment of the articles of this contract, neither City nor Second Party shall be held liable. This contract becomes null and void.  
**A9. Entire Contract-Amendments:** This contract represents the entire contract between the parties with respect to the subject matter hereof. This Contract may not be amended except through an appropriate writing signed by both parties.  
**A10. Weather Policies:** The City of Greenville reserves the right to cancel or postpone activities in its parks and facilities in cases of unfavorable weather conditions. In the event of activities needing to be postponed Second Party has first right of refusal at the new date/time. If Second Party is unable to agree to the new date/time the vendor fee will be credited on their account. In the event of activities needing to be postponed the vendor fee will be credited on their account.

I agree with the above



- Click **PROCEED TO CHECKOUT**
  - At this time you will not be charged for this event.
  - If selected for event, then event staff will put a charge on your account.

Greenville NORTH CAROLINA

HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT CART (1 ITEMS) SARAH WALLER #115613

New Charges In Shopping Cart

### Shopping Cart

Description	Name	Total Fees
<a href="#">Remove</a> Food Vendor - 2025 Summer Sunday in the Park (193601-01) (WaitList)	Sarah	\$ 0.00
<b>Grand Total Fees Due</b>		<b>\$ 0.00</b>
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>

[Proceed To Checkout](#) [Continue Shopping](#) [Pay Old Balances](#) [Empty Cart](#)

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Special Events



- Review all information is correct and click **CONTINUE**.

https://webtrac.greenvillenc.gov/wbws/wbtrac.wsc/checkout.html?\_csrf\_token=Nb6I6C0R076K2D29343B3S5Y5I5X5E5B095G5255506O5I3Y56591D5X4L6I6F035U4H5Q64706H5S5X6A0C6Y4V5A4Z075U5Y564E73...

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HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT  
CART (1 ITEMS) SARAH  
WALLER #115613

### Checkout

Summary of Charges	
New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.00
Amount To Be Paid Today:	\$ 0.00

### Billing Information

**First Name: \***

**Last Name: \***

**Home Phone w/area code: \***

**Email: \***

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Special Events



- You will be directed to your receipt after checking out as well as a copy will be sent to your email!
- Event staff will be in contact with you when the vendors have been selected for the corresponding event that you registered for

https://webtrac.greenvilenc.gov/webtrac.wsc/confirmation.html?\_csrf\_token=1p0n733203702D2Q2A403V4D3K4J0E331C014043301E3L4F3M0D1A334B334W00304L3G3R003F0030310A01430E4373013K3...

**Greenville**  
NORTH CAROLINA

HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT  
CART (0 ITEMS) SARAH  
WALLER #115613

### Checkout Confirmation

Your Online transaction is complete. Please select an option below to continue.

Your receipt number:  
**1165497**

A copy of your receipt will be emailed to Sarah Waller

If you have an account with us, you can browse anytime to **My Account/Reprint/Reprint a Receipt** once the receipt has been produced.

Logout Continue Shopping

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Type here to search 55°F Cloudy 1:24 PM 12/9/2024

Special Events



- - You will receive an email to update you on the status. If you were selected, you will be directed back to your [WebTrac](#) account to pay your balance
- **This must be paid within FIVE (5) business days from selection date**

Exciting News: You've Been Selected as a vendor for Sunday in the Park June 15th, 2025



Sarah Waller

To: Megan Howard



Reply

Reply all

Forward



Wed 12/11/2024 9:03 AM

Dear \*Food, Sweet, or Merchant Vendor\*,

We're thrilled to let you know that you've been selected off the waitlist to participate in Sunday in the Park on June 15th, 2025!

A balance of \$50 has been added to your [WebTrac account](#) which must be paid within 5 business days to confirm your spot. Please make your payment promptly to avoid forfeiting your position.

If you have any questions or need assistance, please don't hesitate to reach out we're happy to help.

We look forward to having you as part of this event and can't wait to showcase your offerings!

Best Regards,

Sarah Waller

Recreation and Parks Special Events Assistant

City of Greenville, NC

[swaller@greenvillenc.gov](mailto:swaller@greenvillenc.gov)

[www.greenvillenc.gov](http://www.greenvillenc.gov)

Office Hours: M-F 9:00am-2:00pm



Reply

Forward

Special Events



- Clicking on the **Name (Last name or business name may be shown)** in the top right corner will display this drop-down menu where you will then select **PAY OLD BALANCES**

The screenshot shows a web browser window with the URL `webtrac.greenvillenc.gov/wbws/wbtrac.wsc/pendingenrollments.html?_csrf_token=IX6E6S0U0D721H2X383B2L4D004S53680W5F5K6L6F01634K6M6C045Q4N5H4S02584B6554085G3S5751716Z5W5D57015N5F534J075R5P511G5H5W6L56095J4J...`. The page header includes the Greenville logo and navigation links: HOME, SEARCH, SHELTER RENTAL, EVENT CALENDAR, CONTACT US, CHECKOUT, and CART (0 items). The user is logged in as WALLER #115613. A dropdown menu is open, showing options: Reprint (Reprint A Receipt), History & Balances (My History, Pay Old Balances, Cancellations, Add Credit, League/Team Schedules), Reports (Household Roster, Household Calendar, Member Visit Report), and My Account (Wishlist, My Profile, Household Account Management, My Pending Enrollments, Logout). The 'Pay Old Balances' option is circled in red. Below the menu, a message states: 'There are no records to display for your account'.

Special Events



- Check the box of the vendor fee in your account and select **ADD TO CART**

The screenshot displays the 'Account History' page on the Greenville, NC webtrac system. The page includes a navigation bar with links for HOME, SEARCH, SHELTER RENTAL, EVENT CALENDAR, and CONTACT US. The user is identified as SARAH WALLER #115613. The search criteria section shows filters for Begin Transaction Date (12/12/2023), End Transaction Date (12/31/2099), Sort Option (Date), Begin Item Date (12/12/2023), End Item Date (12/31/2099), Sort Order (Ascending), and Module (System Admin). Below the search criteria are buttons for Search, Add To Cart, Select All, and Deselect All. The main table lists items with columns for Description, Name, Date Range, Status, Location, Paid, and Balance. The first item is 'Food Vendor - 2025 Summer Sunday in the Park (193601-01)' by Sarah, with a date range of 06/15/2025 - 06/15/2025, status of Enrolled, and a balance of \$ 50.00. A checkbox next to this item is circled in red. The 'Add To Cart' button is also circled in red. The Grand Totals row shows a total balance of \$ 50.00.

Description	Name	Date Range	Status	Location	Paid	Balance		
<input type="checkbox"/> Food Vendor - 2025 Summer Sunday in the Park (193601-01)	Sarah	06/15/2025 - 06/15/2025	Enrolled	Town Common	\$ 0.00	\$ 50.00	Item Details	Questions
<b>Grand Totals</b>					<b>\$ 0.00</b>	<b>\$ 50.00</b>		

Special Events



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- Click the **PROCEED TO CHECKOUT BOTTOM**

https://webtrac.greenvillenc.gov/wbws/wbtrac.wsc/cart.html?\_csrf\_token=dT0S716Q1H1E2434364F3W475N4I585G1F5N4N5F681M6T4U6J65025J4K6C6D1M6Z4P5D5518614D594Y1A5M4D50660A024P55511F6...

**Greenville** NORTH CAROLINA

HOME SEARCH SHELTER RENTAL EVENT CALENDAR CONTACT US

CHECKOUT  
CART (1 ITEMS) SARAH  
WALLER #115613

**New Charges In Shopping Cart**

### Shopping Cart

Description	Name	Total Fees
<a href="#">Remove</a> Food Vendor - 2025 Summer Sunday in the Park (193601-01) (Enrolled)	Sarah	\$ 50.00
<b>Grand Total Fees Due</b>		<b>\$ 50.00</b>
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>

[Proceed To Checkout](#) [Continue Shopping](#) [Pay Old Balances](#) [Empty Cart](#)

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type: Coupon Code:  [Apply](#)

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Special Events





- Please fill in all requested contact & card information (Highlighted in **RED**)
- Check the **IM NOT A ROBOT BOX**
- Select **CONTINUE**

Payment Information


**Name on Card: \***

**Card Number: \***

**Expiration Date: \*** **CVV: \***

**Billing Street Address: \***

**Billing Zip Code: \***

**I'm not a robot**  reCAPTCHA  
Privacy • Terms

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

**Continue** **Back To Cart**



\*You have now successfully paid your vendor fee and will receive a copy of your receipt! Please mark your calendars for the event and we will be in touch with further details closer to the event date.

As always if you have any questions, feel free to reach out and we look forward to working together on this event! \*



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RECREATION AND PARKS





## Additional Webtrac Tips:

By clicking on your name in the top right corner this drop down will appear:

- Under My Account you can view Pending Enrollment
- Under History & Balances you can Pay Balances
- Under Reprint you can reprint a receipt

The screenshot shows a web browser window with the URL `webtrac.greenvillenc.gov/wbwc/webtrac.wsc/pendingenrollments.html?_csrf_token=IX6E6S0U0D721H2X383B2L4D004S53680W5F5K6L6F01634K6M6C045Q4N5H4S02584B6554085G3S5751716Z5W5D57015N5F534J075R5P511G5H5W6L56095J4J...`. The page header includes the Greenville logo and navigation links: HOME, SEARCH, SHELTER RENTAL, EVENT CALENDAR, CONTACT US, CHECKOUT, and CART (0 ITEMS). The user's name, WALLER #115613, is displayed in the top right corner and is circled in red. A dropdown menu is open, showing the following options: Reprint (circled in red), History & Balances (with sub-items: My History, Pay Old Balances (circled in red), Cancellations, Add Credit, League/Team Schedules), Reports (with sub-items: Household Roster, Household Calendar, Member Visit Report), and My Account (with sub-items: Wishlist, My Profile, Household Account Management (circled in red), My Pending Enrollments (circled in red), Logout). A message box at the bottom of the page states: "There are no records to display for your account".