



HOW TO LOG INTO YOUR P&R ONLINE ACCOUNT

Online registration can be utilized once an individual has established an account at one of the Parks and Recreation facilities in person.

A driver's license with current address, and children's birth certificates are required for verification purposes to set up the account.

A CFOne card, or key FOB are needed for online registration. They are issued free of charge at the time the account is established.

Please note that the Parks and Rec Department must have the same email address on file that is used with the Parks and Rec Department's Online services.

1. Begin by going to website below
<https://pronline.cityofcf.com/web/wbwsc/webtrac.wsc/SPLASH.html>
2. Enter the email address that is on file with the Parks and Recreation department within the **Household Email Address** field, and enter your zip code on file within the **Password** field. Then click **Log In**.
3. Upon your first visit you will be prompted to create a password. Type in your zip code within the **Current Password** field, then enter your new password within the **Change your Password** field. Please note that passwords must have at least 7 characters, contain at least 1 Alpha A-Z character, and contain at least 1 numeric 0-9 character. Once you've entered your new password click **Save Changes**.

If you have an account with us, but you've forgotten your password, please click here for a reminder email.

<https://pronline.cityofcf.com/web/wbwsc/webtrac.wsc/forgotten.html?option=Password&SessionID=c837e0c2-4be2-8f86-1914-d02340529c42>

If you are unsure of your Household Email Address or Password, you may also wish to contact our office by using the link below or calling 330-971-8225 M-F, 8am-5pm.

<https://pronline.cityofcf.com/web/wbwsc/webtrac.wsc/contactus.html?SessionID=c837e0c2-4be2-8f86-1914-d02340529c42>