



11040 N. RANGE LINE ROAD SUITE A
MEQUON, WI 53092
PHONE: 262 238-7535 ♦ FAX: 262 238-7550
WEBSITE: www.mtsd.k12.wi.us

Welcome to the Mequon-Thiensville Recreation Department on-line registration site. We are excited to offer the residents of Mequon-Thiensville the convenience of on-line registration with an added bonus...no additional transaction fees!

Just follow the simple instructions listed below to begin and enjoy on-line registration.
Please print out this page before beginning.

1. Log onto <https://webtrac.mtsd.k12.wi.us> to begin.
2. Enter your ten-digit home phone number for your user name and your zip code for your password, then click sign in. **Note: If you have never registered for a program with M-T Recreation Department before, your phone number and zip code will not be recognized until an account is set up for you. To do this, please call the office at 262-238-7536. Office hours are Monday - Friday 8:00am-4:00pm.**
3. On the next screen, you will be asked to provide your e-mail address, then click submit.
4. You will then need to create a new user name and password by erasing your phone number and zip code. After answering two security questions, click submit. **Keep your new user name and password information near your computer** to make future on-line registration experiences as convenient as possible.
5. Begin registering by accessing categories you are interested in using the drop down menu. Enjoy your experience! If you are having problems, please call our office at (262) 238-7536 for assistance.
6. **Please Note:** If you are registering for a class one day prior to the start date or on the start date, you **MUST** print out a receipt, take it to the class, and present it to the instructor.