

Facility Reservations

Log In To WebTrac

Select Your Membership Type

[PSU Students, Benefits-Eligible Faculty & Staff](#)

Only current PSU students and PSU faculty/staff who pay for their membership via payroll deduction may use the "PSU Students, Faculty & Staff" button in order to login using PSU's Single Sign-On system.

- For the Single Sign-On members login, please use your odin username and password as you would with other PSU systems.

[All Other Members](#)

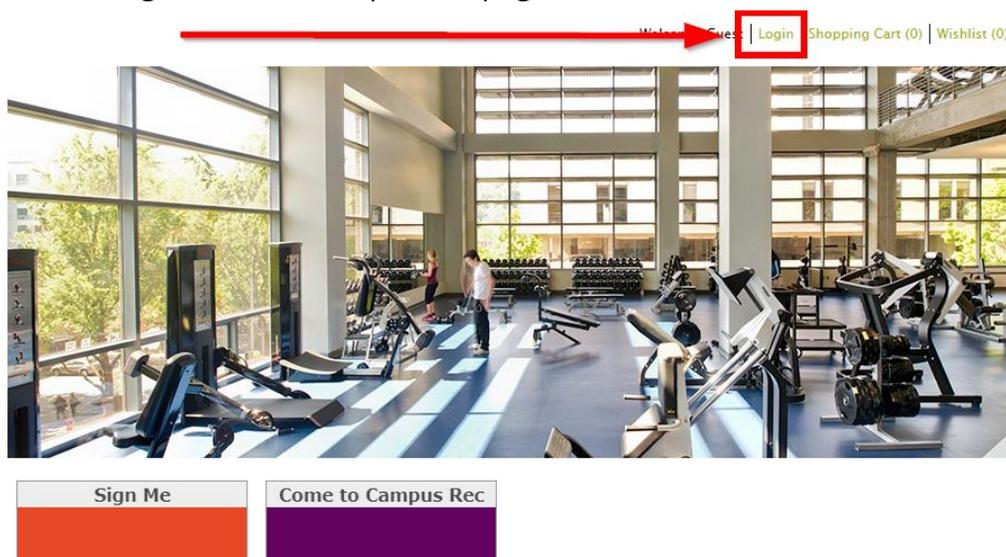
Non-benefits eligible faculty staff, alumni, and senior adult learners will use the "All Other Members" button. Due to our limited facility capacity, plus-one members, youth, and guests are not able to return to the Rec Center at this time.

- Under "Account LogIn" enter your username and password and click "Log In".

First-Time Log In

If you are a non-benefits eligible faculty/staff, alumni, or senior adult learner member logging in to WebTrac for the first time, please follow the steps below:

1. Click the "Login" link at the top of the page



2. Select the "Forgot Username" link and follow prompts.
 - a. This will send an email with next steps to the email address we have on file for you.
 - b. If you do not receive an email with next steps, please call Member Services at (503) 725-2931 to update your email address. At that time, you will be able to complete the login process.
 - i. After Member Services has confirmed that they have updated your email address on file, please go back to step one and begin this process again.

3.1 LIVE

WebTrac Login

Username *

Password *

[Forgot Username](#)

If you have an account with us, but you've forgotten your username, please click here.

If you have an account with us and need to create, or reset, your password, click here.

2. Once you have received an email with your username, it will contain a link to create/reset your password. Click that link and follow the prompts.
3. You will receive a final email with a custom link to create/reset your password. You must complete this step within 10 minutes of receiving the email. After 10 minutes, the password link will expire and you must initiate the process again.
4. Once you have created your password, you will be able to log in with the username that was provided to you and the password that you created, and will not need to go through steps 1-3 again. You may always use the "Forgot Username" or "Forgot Password" links if needed.

Reserve Time

1. **After logging in to WebTrac, click the “Reserve Time” button.** This will prompt a screen with our facility reservation options to appear.

- **Facility Time Reservation:** For general access to the Rec Center facility, including cardio machines and weights, you must reserve time in the Facility Time Reservation section.
- **In-Person Group X Class Reservation:** In order to reserve a spot in an in-person Group X class, you will need a general Facility Time Reservation and you will also need to [reserve a spot through Group Ex Pro](#).
- **Swim Lane Reservation:** A 50-minute swim lane reservation is required in order to access the pool and can be made up to 48 hours in advance.
- **Climbing Center Time Reservation:** Reservations are no longer needed for the Climbing Center, but you will need a Facility Time Reservation (see above) in order to access the facility. Drop-in bouldering during staffed hours. First-come, first-served. Capacity of six people.



2. **Choose the time block that corresponds with your visit to the Rec Center.** Each reservation section is broken into time blocks based on the facility hours of operation.

- Patrons will only be permitted to register for a time block up to 48 hours in advance.
- Patrons will only be permitted to register for one time block per day.
- To cancel or change your reservation, you must call Member Services at (503) 725-2931.
- You may visit the Rec Center facility at any point during your reserved time block.

Search Results

Showing 1 To 5 Total Results (5)

Facility Time Reservation - 460001						
Click Here To Select	Description	Dates	Times	Meet Days		Status
	Facility Time Reservation	09/23/2020 -12/31/2020	7:00 am -10:00 am	M, Tu, W, Th, F		Check Availability
	Facility Time Reservation	09/23/2020 -12/31/2020	11:00 am - 2:00 pm	M, Tu, W, Th, F		Check Availability
	Facility Time Reservation	09/23/2020 -12/31/2020	3:00 pm - 6:00 pm	M, Tu, W, Th, F		Check Availability

Climbing Center Time Reservation - 460002						
Click Here To Select	Description	Dates	Times	Meet Days		Status
	Climbing Center Time Reservation	09/23/2020 -12/31/2020	11:00 am - 2:00 pm	M, Tu, W, Th, F		Check Availability
	Climbing Center Time Reservation	09/23/2020 -12/31/2020	3:00 pm - 6:00 pm	M, Tu, W, Th, F		Check Availability

- To reserve a time block, click on the calendar icon (located in the first column on the left side of the screen) for the time block that you wish to visit during. This will open a calendar interface.

Search Results

Showing 1 To 5 Total Results (5)

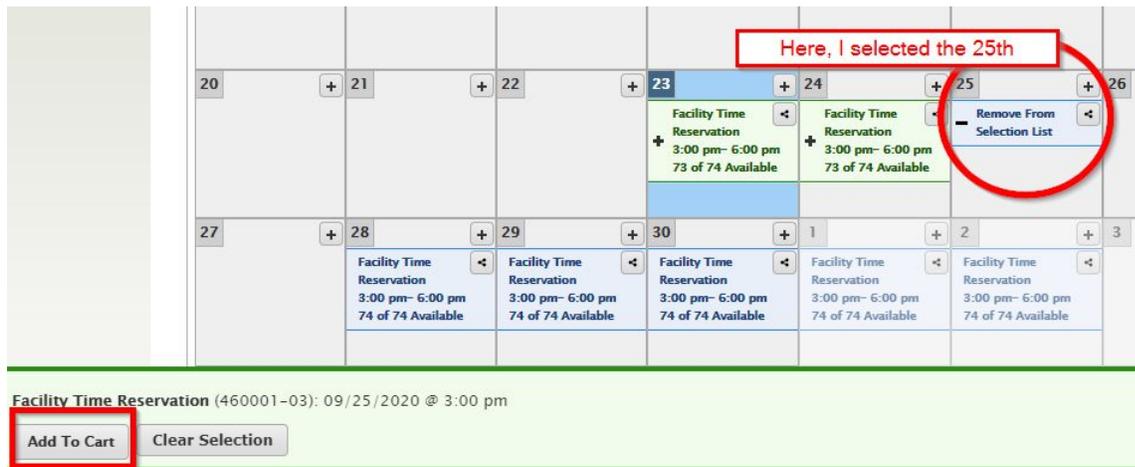
Facility Time Reservation - 460001						
Click Here To Select	Description	Dates	Times	Meet Days		Status
	Facility Time Reservation	09/23/2020 - 12/31/2020	7:00 am - 10:00 am	M, Tu, W, Th, F		Check Availability
	Facility Time Reservation	09/23/2020 - 12/31/2020	11:00 am - 2:00 pm	M, Tu, W, Th, F		Check Availability
	Facility Time Reservation	09/23/2020 - 12/31/2020	3:00 pm - 6:00 pm	M, Tu, W, Th, F		Check Availability

Climbing Center Time Reservation - 460002						
Click Here To Select	Description	Dates	Times	Meet Days		Status
	Climbing Center Time Reservation	09/23/2020 - 12/31/2020	11:00 am - 2:00 pm	M, Tu, W, Th, F		Check Availability
	Climbing Center Time Reservation	09/23/2020 - 12/31/2020	3:00 pm - 6:00 pm	M, Tu, W, Th, F		Check Availability

Available times that you may reserve time for will display in green. Those that you may not yet reserve time for due to our 48-hour time-based restrictions will display in blue.

+ 14	+ 15	+ 16	+ 17	+ 18	+ 19	
+ 21	+ 22	+ 23	Available			+ 26
		 Facility Time Reservation 3:00 pm- 6:00 pm 73 of 74 Available	 Facility Time Reservation 3:00 pm- 6:00 pm 73 of 74 Available	 Facility Time Reservation 3:00 pm- 6:00 pm 74 of 74 Available		
+ 28	Not Available				+ 3	
 Facility Time Reservation 3:00 pm- 6:00 pm 74 of 74 Available	 Facility Time Reservation 3:00 pm- 6:00 pm 74 of 74 Available	 Facility Time Reservation 3:00 pm- 6:00 pm 74 of 74 Available	 Facility Time Reservation 3:00 pm- 6:00 pm 74 of 74 Available	 Facility Time Reservation 3:00 pm- 6:00 pm 74 of 74 Available		

4. Click on the day and time block that you wish to reserve time during, and then click the “Add to Cart” button in the lower left corner of your screen.



If you have a plus-one or any dependents on your account, you may be prompted to select the person reserving time. Because we are reopening our facility to various membership types in phases, it is likely that you will only be able to reserve time for yourself during our initial reopening.

Person 1
 Facility Time Reservation (460001-03)

Person 2
 Facility Time Reservation (460001-03)

Person 3
 Facility Time Reservation (460001-03)

Continue Cancel

5. **From your shopping cart, you can proceed to checkout.** Don't worry, there is no money due for reserving a time block. Checking out is the final step to confirm your reservation.
- If you would like to continue reserving additional time slots for a different day, click “Continue Shopping” to go back to the main page and begin the process again.

6. When you are ready to check out and confirm all reservations, click the "Proceed To Checkout" button, where you will see a \$0.00 summary.

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees
x	Facility Time Reservation (460001-03) On 09/25/20 (Enrolled)	Nicole	\$ 0.00
	Grand Total Fees Due		\$ 0.00
	Total Old Balances Not in Shopping Cart		\$ 0.00

Proceed To Checkout **Continue Shopping** **Empty Cart**

7. From the summary screen, click "Continue" as the final step to confirm your reservation(s).

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

Click 'Continue' to finalize your request and generate a confirmation receipt.

Continue **Back To Shopping Cart**

8. Your reservation is now complete. From here you can choose from the following options:
- Click "Continue Shopping" if you would like to reserve additional time blocks.
 - Click "View Confirmation Receipt" to view your receipt and confirm the exact day and time of your reservation(s).
 - Click "Logout" if you would like to log out of the system.

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

View Confirmation Receipt (in .PDF format)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.
Click here to download free Adobe Reader software from Adobe.com.

Email confirmation sent to: *

Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping **Logout**

Troubleshooting

You may receive one of the following error messages when trying to register for time.

1. The first error message indicates that the patron is attempting to enroll for more than one time block in a single day, which is not permitted.

Facility Time Reservation (460001-03) On 09/24/20 [redacted]

Rules

You have not satisfied any of the following Allowances.

Reservation Limit Per Day

ⓘ Advanced settings: less than or equal to 1.00 enrollment(s) per family member, per activity code – list (460001) . **Advanced results: 2**

Cancel

2. The second error message indicates that the patron attempting to reserve time either has an expired membership, or does not hold a membership type that we are currently permitting into the facility.
 - o If your membership type is permitted into the facility at this time and you receive the second error message, please visit our Member Services desk to renew your membership or call (503) 725-2931.

Facility Time Reservation (460001-02) On 09/23/20 for [redacted]

Rules

You have not satisfied any of the following Allowances.

ProStaff Only

At least 1 current membership per family member from this pass code list: REC_STDNT (CREC Student Member), PROSTAFF12 (Pro Staff 12 Month), REC_FS (CREC Faculty/Staff Member), AFFIL1 (Affiliate 1 Month), AFFIL12 (Affiliate 12 Month), AFFIL3 (Affiliate 3 Month), AFFIL_PP (Affiliate Pre Paid), STDNT_1_MO (Student Term Off 1), CREC-STF (CREC Staff Pass), valid through 09/23/2020. **Membership not matched.**

Cancel