



What's needed to set up a household/register for the first time?

You will need to create an account

This can be done by going to <https://rec.oakcreekwi.org/wbWSC/webtrac.wsc/splash.html>

Click on create new account, once your information is submitted you will receive an email from Oak Creek Recreation requesting proof. (See below)

Proof of the following will need to be submitted to the Recreation Department

Proof can be submitted by email to [rec@oakcreekwi.org](mailto:rec@oakcreekwi.org), mailed, faxed, or dropped off.

Who needs?

**Address:** Anyone who wishes to pay resident rates needs to provide proof of their address, at their first registration.

**Date of Birth:** Required at each child's first registration

**School attendance:** Required each September for children who live outside the OC/F school district but attend school in the district to receive resident rates and registration dates .

What is required?

**Address:** Any document with a current address pre-printed (not handwritten). We do not keep the document.

**Date of Birth:** Any document with the child's name and their date of birth pre-printed (not handwritten). We do not keep the document.

**School attendance:** Any document from the school district with the child's name on it, report card, enrollment info, etc. We do not keep the document.

Once proof is received your account will be activated and you will receive your User ID and Password.