



## ***DHSP Spring in the Sun Online Registration Instructions***

To facilitate the paperwork and registration process, the Department of Human Service Programs uses an online paperwork system called TraxSolutions. Each family will need a Trax Online Account in order to complete the sign-up paperwork for DHSP Spring in the Sun.

*If you need to create a Trax Online Account, please start with Step 1 below.*

*If you already have a Trax Online Account, skip to Step 3.*

If have any questions or if you prefer not to submit your paperwork online, please email [askdhsp@cambridgema.gov](mailto:askdhsp@cambridgema.gov) or call 617-349-6200.

### **1. Register for a New Account**

- On the online registration homepage, click "REGISTER." Follow the instructions to submit information for the account holder. The account holder should be the Primary Guardian or Head of Household.
- Check your email for a confirmation message from [CambridgeDHSP@traxsolutions.com](mailto:CambridgeDHSP@traxsolutions.com) with the subject "Welcome to Trax Online." Please note that depending on your email server, you may need to monitor your spam folder.
- From the email, click the link to activate your account. You will be prompted to create a password for your account and then click "Submit." Passwords must have at least: six characters, one digit, one uppercase character and one non-letter or digit character.
- Complete your Account Information. This includes only the adults in your household. Questions with an asterisk (\*) are required and must be filled in to submit the form.
- Once you are finished click "COMPLETE." You will get a message saying "Success" and then click "OK."

### **2. Add Child Participant to Your Household**

- In the "Account Members" section, click on the box that says "ADD NEW PERSON."
- Fill out the information for your preschool child and click "ADD NEW MEMBER."

### **3. Register for Spring in the Sun**

- Click on "ACTIVITIES."
- Select your child's age group.
- Choose your child from the list of household members. Click "NEXT."
- You will see the activity in a cart. Click "NEXT."
- You will be prompted to update your child's information. Once you are finished verifying your child's information, click "NEXT".
- You will return to your cart. Click "COMPLETE." Click "OK" when you see a screen that says "Completed."
- You will receive an email from [CambridgeDHSP@traxsolutions.com](mailto:CambridgeDHSP@traxsolutions.com) with the subject "Receipt." This completes your online paperwork submission for DHSP Spring in the Sun.

*Please remember: capacity on the fields will be limited to mitigate the spread of COVID-19. Please note that signing up does not guarantee that your child can participate on any given day.*