



Register for Community Schools Afterschool Programs and CYP Afterschool Programs in Trax

Cambridge Community Schools Afterschool Programs and Cambridge Youth Programs (CYP) Afterschool Programs use an online registration system called TraxSolutions. Each family will need a Trax Online Account in order to register for any summer or afterschool program.

- If you need to create a Trax Online Account, please start with Step 1 below. (Please **only** do this if you have never created an account before. Returning participants should all have an existing account.)
- If you already have a Trax Online Account, skip to Step 3.

If you have any questions, please email askdhsp@cambridgema.gov or call 617-349-6200.

1. Register for a New Trax 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 message from CambridgeDHSP@traxsolutions.com with the subject line "Welcome to Trax Online." Click the link in the email to activate your account.
- 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." Click "OK."

2. Add a Child to the Household

- In the "Account Members" section, click on the box that says, "ADD NEW PERSON."
- Fill out the information for the child registering for summer or afterschool programs and click "ADD NEW MEMBER."

3. Submit Registration for Summer or Afterschool Programs

- Click on “ACTIVITIES.”
- Select the summer or afterschool program activity to which you want to submit a registration.
- Choose the child. A pop up will alert you that the activity is waitlisted and ask you if you want to continue.
- Click “Yes.” ***Please note that all registrations are automatically placed on a wait list for internal purposes. This does not change your child’s enrollment status.***
- You will see the registration form in a cart. Click “NEXT.”
- You will be prompted to submit information about the child. *If you have participated in DHSP programs before, please make sure all the information is accurate and up to date.* Once you are finished with the form, click “NEXT.”
- You will return to your cart. Click “COMPLETE.” You will see a screen that says “Completed.” This completes your registration for Community Schools or Cambridge Youth Programs summer or afterschool programs.
- You will receive a confirmation email from CambridgeDHSP@traxsolutions.com with the subject “Receipt.” ***Please note that all registrations are automatically placed on a wait list for internal purposes. This does not change your child’s enrollment status.***

General Trax Account Maintenance

- When you are signed into your Trax account, please make sure your household information is up to date:
 - Click on “My Account”
 - The ellipsis (...) in the Account Holder category box indicates that more than one option is available.
 - Click on the ellipsis (“...”) and select “Update Account Form”
 - Update your household information and click “Complete”