

Ronald G. Rios  
County Commissioner Director

Shanti Narra  
County Commissioner Deputy Director

Claribel A. Azcona-Barber  
Charles Kenny  
Leslie Koppel  
Chanelle Scott McCullum  
Charles E. Tomaro  
County Commissioners



Charles E. Tomaro  
Chairperson,  
Infrastructure Management

John A. Pulomena  
County Administrator

Dennis Cerami  
Department Head

**DEPARTMENT OF INFRASTRUCTURE MANAGEMENT**  
Office of Parks & Recreation

## Customer - WebTrac Guidelines

### Can I request more than one date?

Yes. You can request more than 1 reservation but only 1 reservation per date.

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

<https://parkreservations.co.middlesex.nj.us/wbwsc/webtrac.wsc/forgotten.html?option=User>

**If you have an account with us, but you've forgotten your password, please click**

<https://parkreservations.co.middlesex.nj.us/wbwsc/webtrac.wsc/forgotten.html?option>Password>

If you are having problems logging in, prior to making an additional account, please contact us at 732-745-3900, pick option 1.

If you're a brand new patron with us, please click here to register a new account

<https://parkreservations.co.middlesex.nj.us/wbwsc/webtrac.wsc/household.html?option=add>

### Upload proof of residency?

Login to your account.

Go to Update.

Go to Documents



Enter a Description for this file: Proof of Residency.

File to Upload: Choose File (attach proof of residency here)

Click upload.

### **Can I update my account information?**

Yes, first sign into your account.

Then click on MY ACCOUNT to update any information.

### **What fees might I be expected to pay?**

The cost of reserving the picnic grove. Please note for all out of County Residents, fees are doubled.

The cost if Beer/Wine is added to your permit.

The cost of Park Rangers if required for your picnic.

The cost of Park Maintenance if required for your picnic.

Fire Marshal application if required for your picnic. Fees are collected by Middlesex County Fire Marshal's Office.

### **What information am I required to fill in?**

All required information is highlighted in **RED**. The more information you provide the better we can help you. Please add any questions or additional information to the Reservation Comments box when you make your request.

### **When I find what I would like to request, how do I proceed?**

Hover Over the time block check availability.

Click the time block for "Book Now".

Click "ADD TO CART".

Log in (if you haven't already).

Fill in any required fields and click any applicable questions.

Add any additional information in the Reservation Comments box.

CLICK "CONTINUE".

Doublecheck what you are requesting is correct



Click "PROCEED TO CHECKOUT".

Confirm your information on the BILLING INFORMATION page and click "CONTINUE".

Once your request has been submitted, a member of our staff will call you by phone within 1-3 business to discuss your request and fees.

Once fees are finalized, you will log back into your account to make payment within 1 week.

The permit will then be sent to you via a DocuSign email within 1 – 3 business days for you to sign electronically to confirm the reservation.

All reservations are tentative until payment has been made and confirmed by our staff.

**Additional Documents available by clicking the three dots to the right:**

Click the Additional Documents folder to find the following information:

- Map of Park with Picnic Grove location
- Key Picnic Rules and Regulations

