



Tree & Shrub Sale

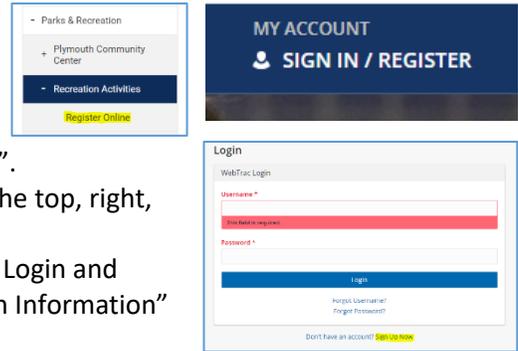
How to Purchase Online

www.plymouthmn.gov/treesale

Plymouth Parks & Recreation is pleased to offer the Tree & Shrub Sale online. The new registration system makes purchasing your trees and shrubs very easy. Follow these steps to make your purchase.

How to Purchase Online via WebTrac

1. Create an account online, if you don't already have one.
 - a. From the Recreation Activities page, <https://www.plymouthmn.gov/departments/parks-recreation-/recreation-activities>, choose "Register Online".
 - b. You will be directed to our activity registration page. On the top, right, click on "SIGN IN/REGISTER".
 - c. Click on "Sign Up Now". You will be prompted to create a Login and Password. Next, complete the "Household Primary Person Information" section.
 - d. From this page you can also add any additional family members & emergency contacts to your account. When finished, click on "Save".
 - e. You will receive an email confirmation of your new account within 2 business days from Parks & Recreation. Be sure to call or reset your password if you are unable to log in.



2. Purchase Trees & Shrubs

- a. From the Parks & Recreation homepage, click on "Recreation Activities", then "Register Online".
- b. From the Online Registration page, click on "Search" next to Home, then the following drop down will pop up. Select the "Tree & Shrub Sale" option that is highlighted below.
- c. Scroll through the list to find the items you are looking for.
- d. Select the items you wish to purchase and put in your shopping cart by clicking the blue square. You will be prompted to sign in to your account.
- e. Click "Proceed to Checkout".
- f. Select Payment Method and verify Billing Information, then click "Continue".
- g. Enter Credit Card information to finalize payment.

