

## 2017 Tree & Shrub Sale

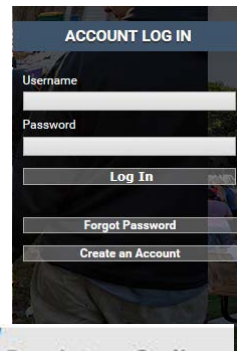
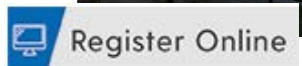
### How to Purchase Online

[www.plymouthmn.gov/treesale](http://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 Parks & Recreation homepage [www.plymouthmn.gov/recreation](http://www.plymouthmn.gov/recreation), click on "Create Account".
  - b. You will be directed to our NEW activity registration page. On the right hand side you will see the "Account Log In" box.
  - c. Click on "Create an Account". 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 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.

2. Purchase Trees & Shrubs
  - a. From the Parks & Recreation homepage [www.plymouthmn.gov/recreation](http://www.plymouthmn.gov/recreation), click on "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 Sales" option that is highlighted below.
  - c. You can then search based on the type you are looking for, then hit search.
  - d. Select the items you wish to purchase and put in your shopping cart. 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.

