

Veteran’s Memorial Legacy Brick Program Ordering Tutorial

If you have not done so already, go to the Veteran’s Memorial Legacy Brick Page on the Town of Jupiter website.

<https://www.jupiter.fl.us/VeteransBricks>

To order your Veteran’s Memorial Legacy Brick click the “Login Button” on that page, which will take you to the Town’s RecTrac portal.

How the program will work:

- Each brick will have two options:
 - A message with no branch insignia: these bricks will include four (4) lines of text, with a maximum of 21 characters per line.
 - A message containing a branch insignia: these bricks will include an insignia of the United States Army, Navy, Air Force, Marines or Coast Guard as well as four (4) lines of text with 15 characters per line.
- All bricks will be a red charcoal color to match the current bricks found at the Veterans Memorial.
- Each brick will cost \$100 plus tax, which will include the production of the brick as well as its installation.
- Space is limited and bricks will be placed on a first-come, first served basis. If the space sells out, the Town will explore additional areas.

If you have any questions about the program, please email them to CommunityRelations@jupiter.fl.us.

Having trouble ordering?

Ordering is a 2 part process.

- Log in or create a RecTrac account. (See below)
- Order the desired Veteran's Memorial Brick

[\(Click Here\)](#) for a printable step by step ordering guide

Orders for the third round of installation start May 24, 2024 and run until August 31, 2024 or until all available spots are sold out. If ordering multiple bricks, fill out one submission form per brick.

No political statements will be allowed as a part of this memorial program. The Town of Jupiter reserves the right to refuse any message or the placement of a brick.

Login or Create a RecTrac account by clicking the button below:



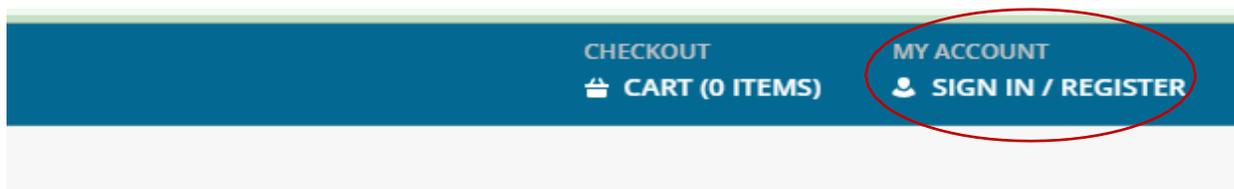
Ordering a Veteran’s Brick is a 2-part process.

- You must login to RecTrac or Create an Account if you have never used RecTrac
- Once logged into RecTrac Select your desired brick type and make payment.

PART 1 - Login or Create Account

Once you click the click the “Login Button” on the Veteran’s Memorial Legacy Brick Page, you are directed to RecTrac’s main screen: <https://webtrac.jupiter.fl.us/wbwsc/webtrac.wsc/>

Click the “SIGN IN / REGISTER” link at the top right of the screen under “MY ACCOUNT”.



If you have never used RecTrac (WebTrac) you will need to create an account by clicking the “Don’t have an account? Sign Up Now” link located below the login dialog box.

Login

WebTrac Login

Username *

Password *

Login

[Forgot Username?](#)
[Forgot Password?](#)

Don't have an account? [Sign Up Now](#)

To create a new account you will need to enter the required fields marked with an “*”.

Household Add

Account Contact Information

First Name * **Last Name *** **Birthday ***

Address * **City *** **State *** **Zip ***

Cell # * (561) - **Home #** (561) - **Work #** (561) -

Email * **Confirm Email ***

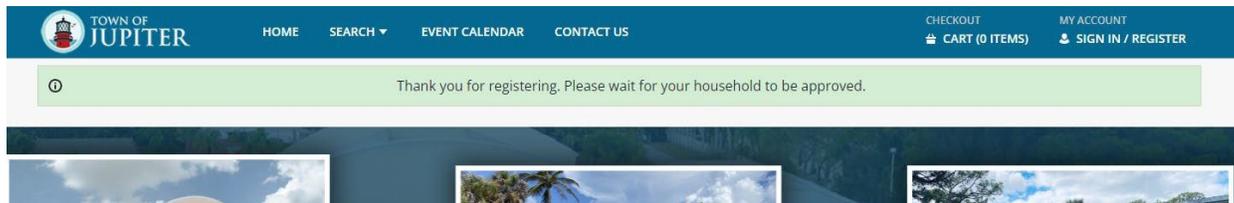
Organization Name

Click the “I’m not a robot” checkbox for security purposes and click the “Save” button.

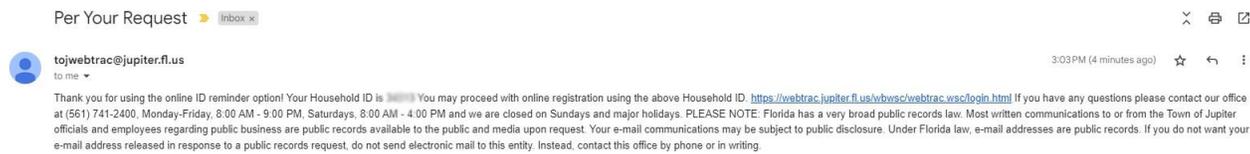
I'm not a robot 

Save

It can take up to 1 business day to approve your account. This is to determine your Jupiter resident status.



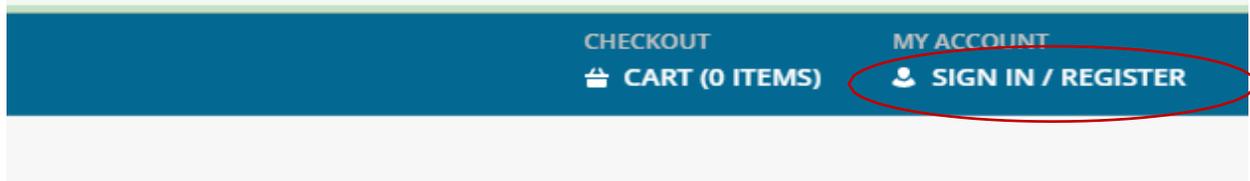
Once you receive an email stating that your account is setup.



You can now log into your account. Go to <https://webtrac.jupiter.fl.us/wbWSC/webtrac.wsc/>

to login, or go to the Veteran’s Memorial page at <https://www.jupiter.fl.us/VeteransBricks> and click the login button.

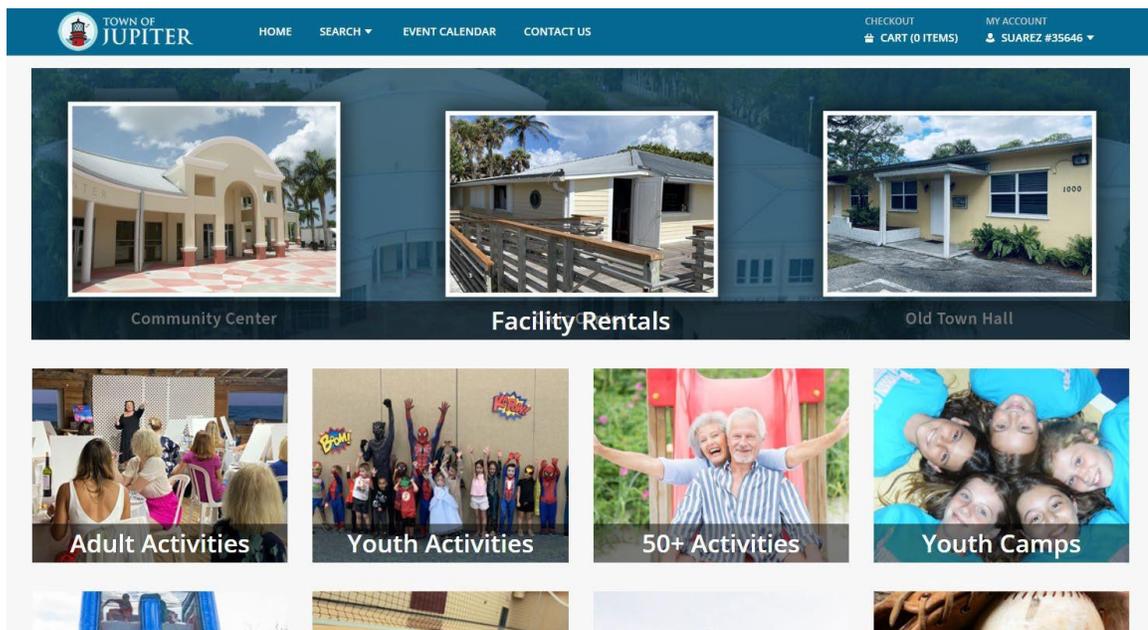
Once you are on the RecTrac page, click the “SIGN IN / REGISTER” link at the top right of the screen under “MY ACCOUNT”.



Log into your account.

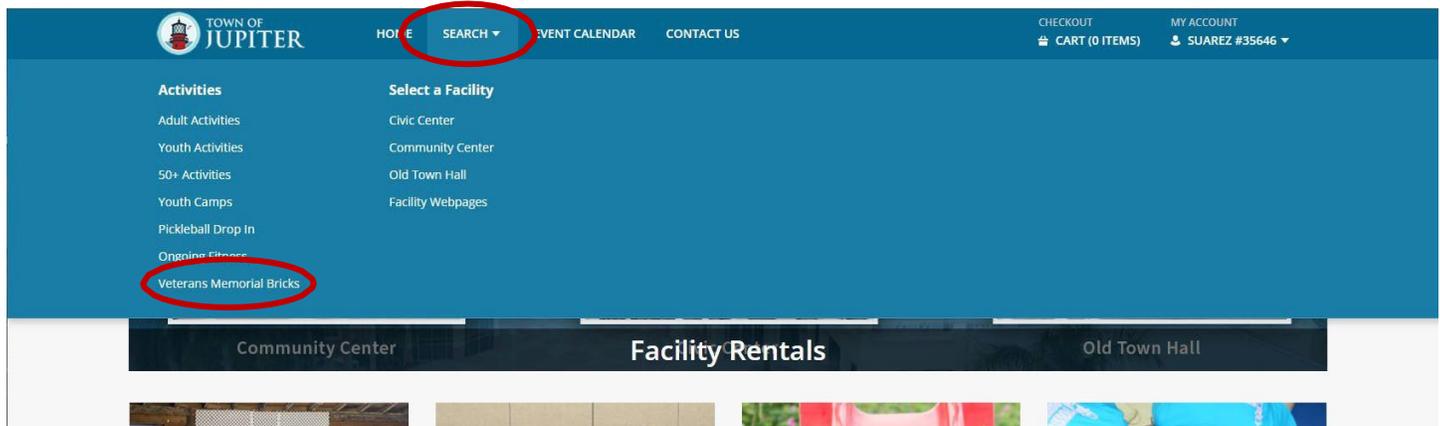
***Note when you go to login, use your Household ID from the email as both your Username* and Password*.**

When you log in you will see this home screen



PART 2 – Order Your Brick

On the home screen, select the “Search” dropdown on the top menu, then select “Veterans Memorial Bricks” in the menu.



This will take you to the Town’s RecTrac portal where you will see two choices of bricks that you can order.

Veterans Memorial Bricks - 900003
All bricks will be a red charcoal color to match the current bricks found at the Veterans Memorial.

Each brick will cost \$100 plus tax, which will include the production of the brick as well as its installation.

Space is limited and bricks will be placed on a first-come, first served basis. If the space sells out, the Town will explore additional area after completion of construction of the new Town Hall building.

2 Sections

Add	Activity #	Description	Dates	Times	Days	Location	Ages	Res/NR Price	Availability
	900003-AC	Veterans Memorial Brick w/Insignia		12:00 am -12:05 am	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	Available
	900003-AD	Veterans Memorial Brick		12:00 am -12:05 am	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	Available

Select which type of brick you would like to order, (with or without) insignia. Click on the button to Add to Cart.

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2 Sections

Add	Activity #	Description	Dates	Times	Days	Location	Ages	Res/NR Price	Availability
Add To Cart	900003-AC	Veterans Memorial Brick w/Insignia		12:00 am -12:05 am	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	Available
	900003-AD	Veterans Memorial Brick		12:00 am -12:05 am	Su, M, Tu, W, Th, F, Sa	Town of Jupiter Recreation Department		\$100.00/\$100.00	Available

This is the section where you will add the information you would like on your brick.

Veterans Memorial Brick (900003-AD) for Otto Suarez (Purchase)

Veterans Memorial Brick (900003-AD) for Otto Suarez (Purchase)

Questions

First 21 characters on brick *

Second 21 character on brick

Third 21 characters on brick

Fourth 21 characters on brick

Continue Cancel

Once you add your desired information click the “Continue” button.

New Charges In Shopping Cart

Shopping Cart

Shopping Cart

	Description	Name	Total Fees	
Remove	Veterans Memorial Brick w/Insignia (900003-AA) (Enrolled)	Scott	\$ 100.00	⋮
Grand Total Fees Due			\$ 100.00	
Total Old Balances Not in Shopping Cart			\$ 0.00	

Proceed To Checkout Continue Shopping Pay Old Balances Empty Cart

The fee is \$100.00 plus sales tax.

Click the “Proceed to Checkout” button.

Select your payment method from the dropdown menu and Fill out all required Fields and click “Continue” button

Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 107.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 107.00
Amount To Be Paid Today:	\$ 107.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *

Select A Payment Method

Customer Information

First Name: *

When your order is complete you will see the following screen:

Customer Confirmation

Your Online transaction is complete. Please select an option below to continue.

[View Confirmation Receipt \(in .PDF format\)](#)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

Email Address *

[Send Copy](#)

A copy of your receipt has been sent to "**scasteel1968@gmail.com**". If you would like to send a copy to another email address, use the field below.

[Continue Shopping](#)

[Logout](#)