

# How to Create a Household Account

*\*If you already have an account, start on page 3. All patrons who have registered in a Department of Recreation and Parks activity since 2016 have an existing account.\**

1. Visit [reg.laparks.org](http://reg.laparks.org)
2. Click on "Create An Account." This will open a new window.

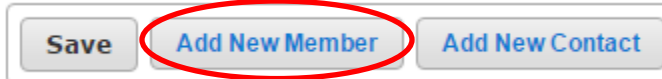
3. Fill out the new page, keeping in mind that this is your information, not your child's. You may pick your own username and password. All red fields are mandatory.

New Account Information					
Username (Up to 50 Characters - Email Address Recommended) *	<input type="text" value="jsmith@gmail.com"/>				
Password *	<input type="password" value="....."/>				
Retype Password to Confirm *	<input type="password" value="....."/>				
Head of Household					
First Name *	<input type="text" value="John"/>	Last Name *	<input type="text" value="Smith"/>	Category	<input type="text" value="Resident"/>
Address Line 2	<input type="text"/>	City *	<input type="text" value="Los Angeles"/>	Address Line 1 *	<input type="text"/>
Email *	<input type="text" value="jsmith@gmail.com"/>	Confirm Email *	<input type="text" value="jsmith@gmail.com"/>	State *	<input type="text" value="CA"/>
Phone Type	<input type="text" value="--- Select A Phone Type ---"/>	Phone #1 Provider	<input type="text" value="--- Select A Phone Provider ---"/>	Zip Code *	<input type="text" value="90001"/>
Phone *	<input type="text"/>	Gender *	<input type="text" value="Male"/>	Phone #1	<input type="text"/>
Birthdate (Mandatory Only for Adult Classes & Sports)	<input type="text"/>	Opt Into Email	<input type="text" value="Yes"/>	Participate in Promotions	<input type="text" value="Yes"/>

Continued on next page...

## How to Create a Household Account—Continued

4. If you plan on registering your child, spouse, or others using this system, click “Add New Member” at the bottom of the page.



Save Add New Member Add New Contact

5. Fill out the “Additional Family Member” section and repeat as necessary. When you are done, click “Save” or “Add New Contact” to add an emergency contact.

**Note:** Double check the birthdays before saving! You will not be able to change these.



Additional Family Member

First Name \* John Last Name \* Doe Birthday \* 02/01/2016

Gender \* Male Primary Email Address Remove New Member

6. If you would like to add an emergency contact, click on “Add New Contact.”



Emergency Contacts

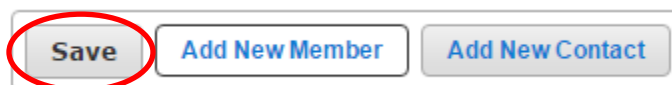
First Name \* Last Name \* Address 1

Address 2 City State CA

Zip Code Relation Email Address

Phone Number \* Phone Extension Remove New Contact

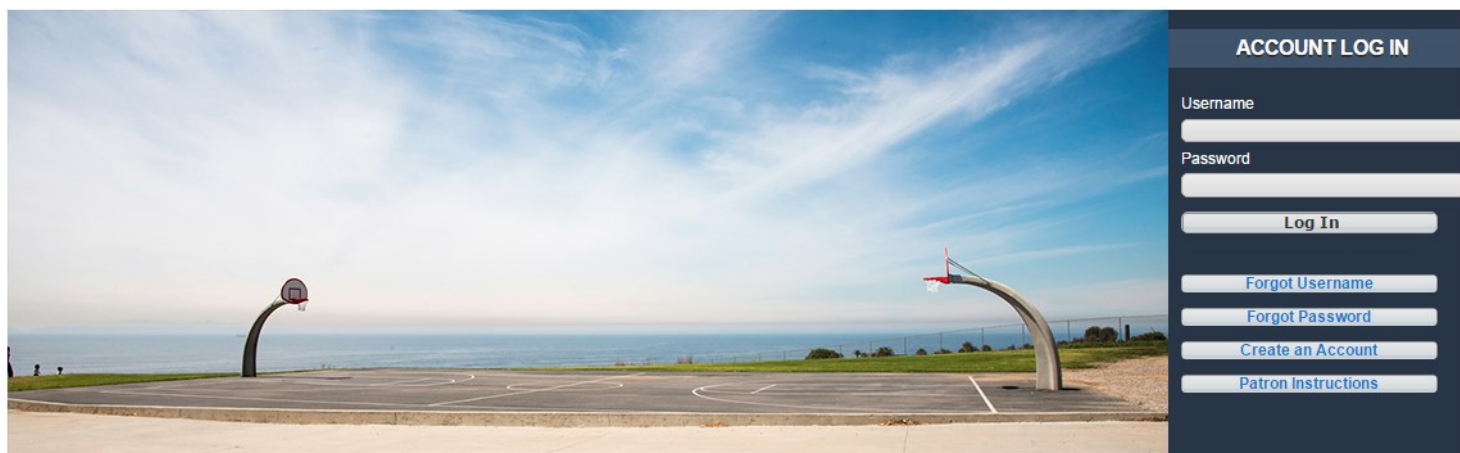
7. When you are done, click “Save” at the bottom of the page. You will automatically be logged in and redirected to the main registration page.



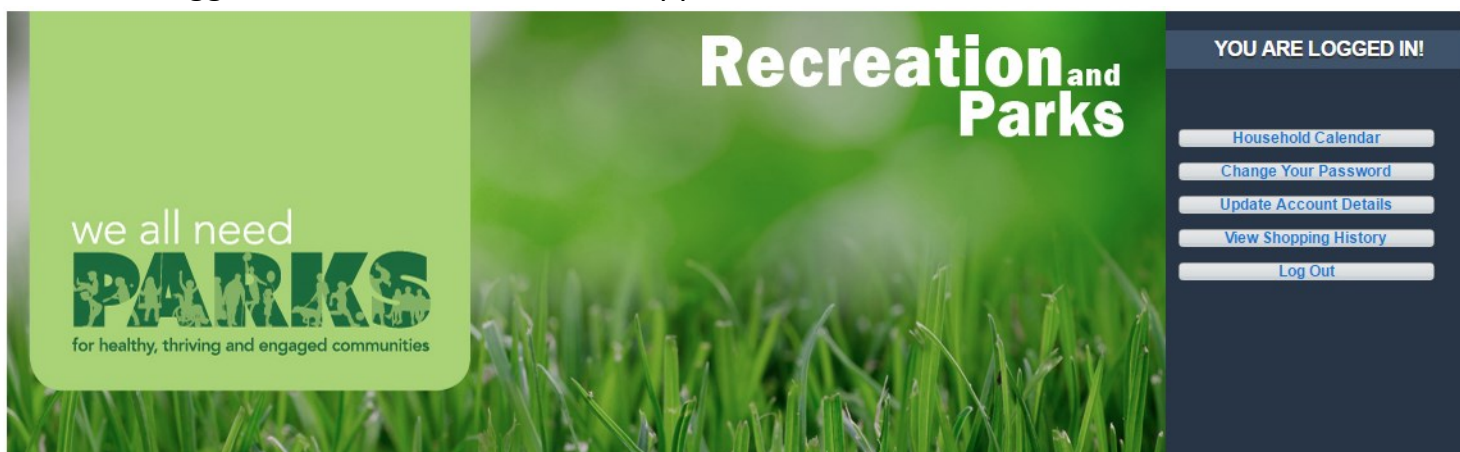
Save Add New Member Add New Contact

# Registering for an Activity on WebTrac

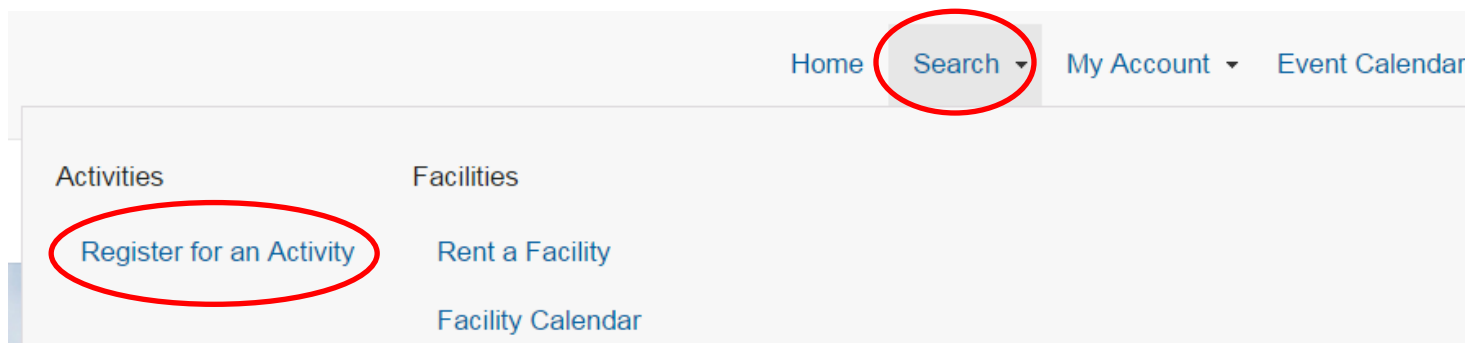
1. Log into WebTrac using your username and password (see Household Creation on page 1).



2. Once logged in, the home screen will appear:



3. To begin an activity registration, navigate to the “Search” tab and click on “Register for an Activity.”



Registration instructions continue on next page...

## Registering for an Activity on WebTrac—Continued

4. This page will be blank until you select one or more search criteria. You may use multiple search features at once to narrow down the results.

- **Location:** Look up all activities at a specific facility.
- **Type:** Search for activities based on the type.
- **Age:** Select activities for any age range.
- **Gender:** Find a gender specific activity.
- **Keyword Search:** Type in the activity name or type. Examples: “summer play,” “tiny tot camp” and “tango.”

When you are done, click on the “Search” button. A list of activities will now appear.

Activity Search Criteria

Location: All Locations, 109th Street RC, Algin Sutton RC, Alpine RC, Anderson Senior Citizen Ce, Angels Gate Park, Augustus F. Hawkins Nature

Type: All Types, Adventure Programs, After School, Aquatics Fitness, Artistic Swim/Synchronized!, Arts & Crafts, Badminton

Age: All Ages, 3 Months, 6 Months, 9 Months, 1, 2, 3

Gender: Any Gender, Female, Male, Other

Keyword Search: summer play

Keyword Search Option: Match One

Display Option: Detail

Show Activities with Spots Available?: N/A

Sort Option: Activity/Section

Additional Search Criteria

Search Reset

5. To add an activity to your cart, click on the “+” next to it. Then, hit the “Add to Cart” button at the bottom of the page. Multiple activities may be added at once.

<b>+</b>	Available	212121107-05	Summer Play L.A. - Week 5	07/27/2020 -07/31/2020	8:00 am - 4:30 pm
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Summer Play L.A. - Week 5 (212121107-05)

Add To Cart Clear Selection

Registration instructions continue on next page...

# Registering for an Activity on WebTrac—Continued

6. Place a check mark next to the correct participant(s) then hit Continue.

Jasper Sielen

Summer Play L.A. - Week 5 (212121107-05)

**Continue** **Cancel**

7. Answer the questions and agree to any waivers then select “Continue” at the bottom. Questions in red are mandatory. All relevant waivers will appear below the questions and you will need to agree to them to continue the registration process.

Summer Play L.A. - Week 5 (212121107-05) for Jasper Sielen (Purchase)

**Questions**

Grade in Fall: \*

Participant's School Name: \*

Parent/Guardian Name #1 \*

Parent/Guardian #1 Best Number: \*

**Waivers**

COVID-19 Acceptance of Risk and Waiver of Liability (COVID-19 Aceptación del Riesgo y Renuncia a la Responsabilidad)

By my participation I, Kimberly Sielen, am fully aware that there are a number of risks associated with me and/or my child entering onto City of Los Angeles Department of Recreation and Parks (RAP) property, participating in RAP programs, and utilizing RAP equipment and facilities during the COVID-19 pandemic. This waiver, release, and other representations and covenants set forth herein are given in consideration for RAP permitting me and/or my child to participate in RAP programs during this emergency period.

*Therefore, without limitation, I understand that I and/or my child could contract COVID-19 disease which could result in a serious medical condition requiring medical treatment in a hospital or could possibly lead to death.*

On behalf of myself and/or my child and our heirs, successors and assigns, I knowingly and freely, assume all such COVID-19 related risks, both known and unknown, relating to my and/or my child's entry onto RAP property, participation in RAP programs, and utilization of RAP equipment and facilities as described above, and I hereby forever release, waive, relinquish, and discharge RAP, along with its officers, agents, employees, or other representatives, and their successors and assigns (collectively, the "City Representatives"), from any and all COVID-19 related claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") as a result of me and/or my child entering onto RAP property, participating in RAP programs, and utilizing RAP equipment and facilities as described above, including but not limited to personal injuries, death, disease or property losses, or any other loss, and including but not limited to claims based on the alleged negligence of any City Representative or any other person related to COVID-19 sanitization. I further promise not to sue RAP or any City Representative, and agree to indemnify and hold them harmless from any and all Damages resulting from me and/or my child's contraction of COVID-19.

8. You are now on the Shopping Cart page. Review then hit “Proceed to Checkout”

**Shopping Cart**

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
* Summer Play L.A. - Week 5 (212121107-05) (Enrolled)	Jasper	\$ 10.00		
<b>Grand Total Fees Due</b>		<b>\$ 10.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>		

**Apply Coupon/Gift Certificate/Punch Payment/Reward**

Type: Coupon Code:  **Apply**

**Proceed To Checkout** **Continue Shopping** **Pay Old Balances** **Empty Cart**

## Registering for an Activity on WebTrac—Continued

9. You will be taken to a “Summary of Charges” page where you will select your payment type. When you hit Continue you will be redirected to a payment page.

Summary of Charges	
New Charges In Shopping Cart:	\$ 10.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 10.00
Amount To Be Paid Today:	\$ 10.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type  Code

Billing Information

First Name: \*

Last Name: \*

Home Phone w/area code: \*



Email: \*


Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

10. On the billing page enter your card information and confirm your address—this must match the one attached to your credit card. When you are done hit “Submit Payment.” Once complete you will be sent to a page where you may print your receipt (it will also be emailed).


Billing Information  
Enter your payment details below.

Cards Accepted  

Credit Card  Secure

\*Name

\*Card Number

\*Exp Month  \*Exp Year  \*Card CVW/CVC  

**Billing Address**

\*Address

Address (Line 2)