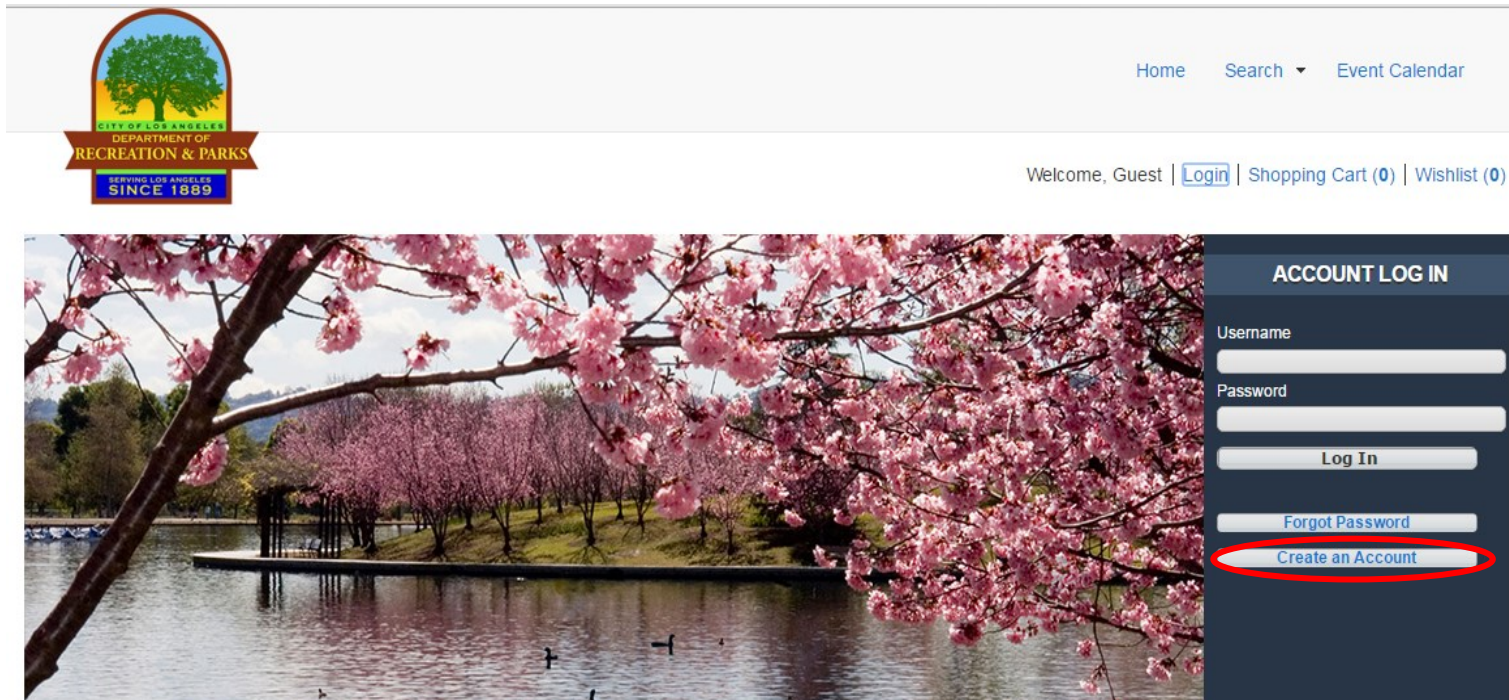


# How to Create a Household Account

*\*If you already have an account, visit page 3\**

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



The screenshot shows the website header with the City of Los Angeles logo and navigation links: Home, Search, and Event Calendar. Below the header, there is a banner image of a park with pink cherry blossoms. On the right side, there is a dark blue 'ACCOUNT LOG IN' panel with fields for Username and Password, a 'Log In' button, and links for 'Forgot Password' and 'Create an Account'. The 'Create an Account' link is circled in red.

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.
 

**Note:** If you are an adult and are not comfortable entering your birthday, make one up. Make sure it's a reasonable age if you are planning on registering for an adult or senior activity.

▲ New Account Information

Login (up to 50 chars) \*

Password (up to 50 chars) \*

Re-Type to Confirm

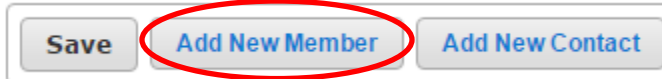
▲ Household Primary Person Information

First Name *	<input type="text" value="John"/>	Last Name *	<input type="text" value="Smith"/>	Category	<input type="text" value="Resident"/>
Address Line 1 *	<input type="text" value="123 Main St"/>	Address Line 2	<input type="text"/>	City *	<input type="text" value="Los Angeles"/>
State *	<input type="text" value="CA"/>	Zip Code *	<input type="text" value="91234"/>	Email Address *	<input type="text" value="test@gmail.com"/>
Extension	<input type="text" value="0"/>	Confirm Email *	<input type="text" value="test@gmail.com"/>	Phone Number *	<input type="text" value="(213)123-4567"/>
Birthday *	<input type="text" value="01/01/1980"/>	Phone Type	<input type="text" value="Cell Phone"/>	Gender *	<input type="text" value="Male"/>
		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 children, 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.



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

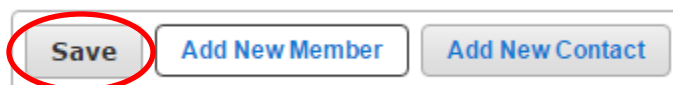
First Name \* Last Name \* Address 1

Address 2 City State CA

Zip Code Relation Email Address

Phone Number \* Phone Extension Remove New Contact

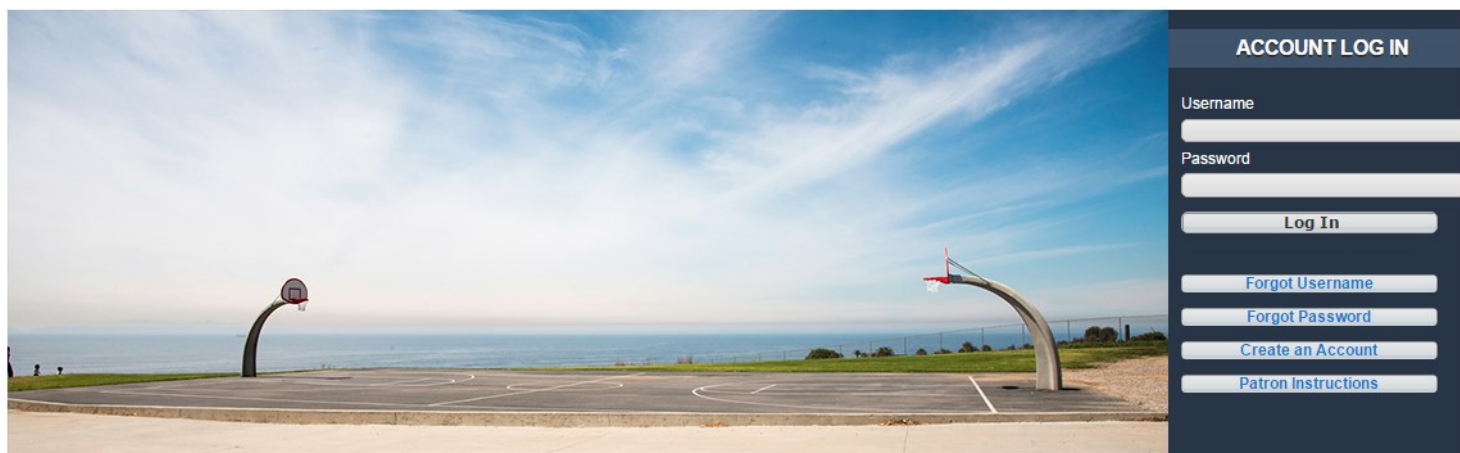
7. When you are done, click “Save” at the bottom of the page. You will automatically be logged in and redirected to the main registration page.



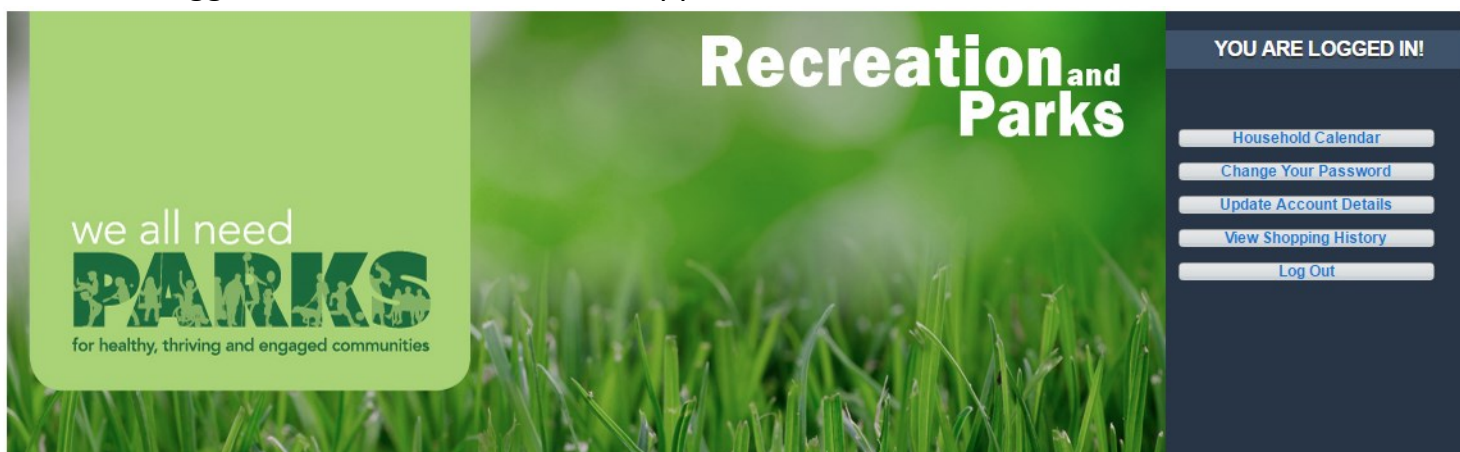
Save Add New Member Add New Contact

# Registering for an Activity on WebTrac

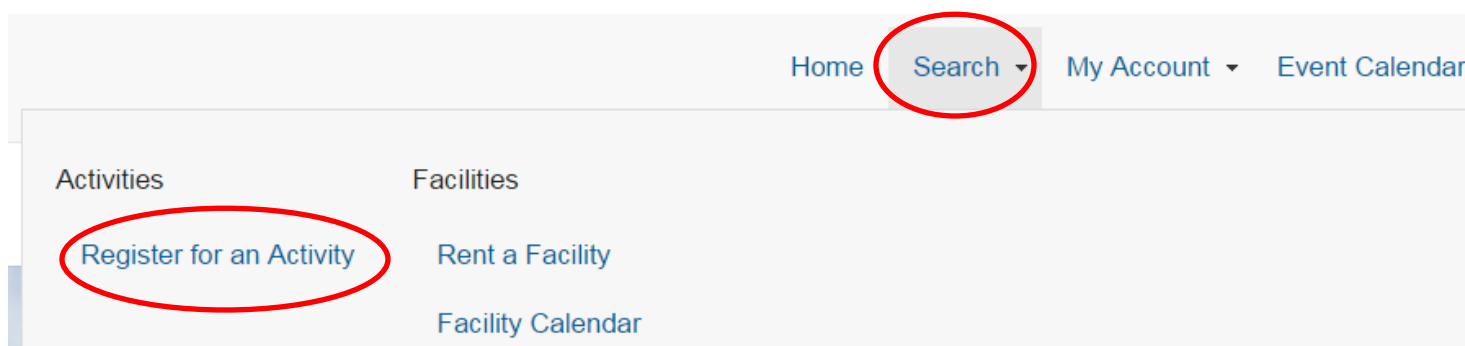
1. Log into WebTrac using your username and password (see Household Creation on page 1).



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

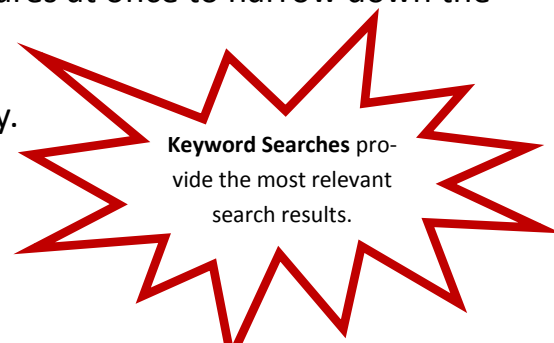
4. A list of activities will now appear however there will be a message about the number of relevant records. Click on “Activity Search Criteria” to expand the search options.

 Your search has returned more than 100 records. Some records have not been included. Please limit your search more and try again.

▼ Activity Search Criteria

4. Search options. Note: 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: “piano,” “tiny tot camp” and “tango.”






When you are done, click on the “Search” button.



▲ Activity Search Criteria

Location	All Locations 109th Street RC Ahmanson EXPO Senior Citi Algin Sutton RC Alpine RC Anderson Senior Citizen Cer Angels Gate Park	Type	All Types After School Art Badminton Baseball Basketball Boxing	Age	All Ages 3 Months 6 Months 9 Months 1 2 3
Gender	Any Gender Female Male Other	Keyword Search	tango	Keyword Search Option	Match One
Display Option	Detail	Show Sections with X 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.

	Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders	
	Available	153111101-01	Summer Camp Tiny Chasers - Week 1	06/12/2017 -06/16/2017	8:00 am -12:00 pm	M, Tu, W, Th, F	Echo Park RC	2.5-5.49	\$45.00	Coed	

Summer Camp Tiny Chasers - Week 1 (153111101-01)

**Add To Cart**

**Clear Selection**

Registration instructions continue on next page...

## Registering for an Activity on WebTrac—Continued

6. Read any waivers that may apply and select “Continue.” Some activities may also have mandatory questions you must fill out before being allowed to pay.

Summer Camp Tiny Chasers - Week 1 (153111101-01) for Freyja Sielen (Purchase)

**Waivers**

**PARENT/LEGAL GUARDIAN CONSENT:** I, the Parent/Legal Guardian of the above named minor, hereby grant permission for my child(ren) to participate in the above named City of Los Angeles, Department of Recreation and Parks program and all activities therein. I affirm and recognize that there are risks, hazards and dangers that are integral to recreational activities and outdoor environments. I understand the nature of the activities and the minor's experience and capabilities and believe the minor to be qualified, in good health and in proper physical condition to participate in such activities. I agree to relieve the CITY, its Boards, Officers, Agents, Employees, Assigns, and Successors from any liability for injury to me or my child(ren) resulting from and/or in connection with the activities in this program. I further agree to release and forever discharge the City from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with my child(ren)'s participation. I understand that the CITY CARRIES NO INSURANCE. Medical bills, any subsequent treatment or care, including prescription drugs, will be the responsibility of the Parent or Legal Guardian. I affirm that I am the lawful parent/legal guardian of the above named minor and I understand and agree to the provisions of this consent and release as described in the preceding paragraph.

**Photo Release:** The City of Los Angeles' Department of Recreation and Parks or its assigned agents has my permission to use images (digital, film, tape or video) of my child for promotion of City of Los Angeles Department of Recreation and Parks' programs.

I agree with the above

Continue One Click To Finish Cancel

7. You are now on the Shopping Cart page. If you are ready to pay, hit “Proceed to Checkout.” To instead add additional items to your Cart, click on “Continue Shopping.”

✓ New Charges In Shopping Cart

**Shopping Cart**

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
Summer Camp Tiny Chasers - Week 1 (153111101-01) (Enrolled)	Freyja	\$ 45.00		
<b>Grand Total Fees Due</b>		<b>\$ 45.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>		

Proceed To Checkout Continue Shopping Pay Old Balances Empty Cart

8. A summary of charges will now appear. Type in the amount you will pay, select the Payment Method (Visa or MasterCard), and enter your billing information. When you are done, click on “Continue.”

**The Following Information is Required to Complete Your Transaction**

Amount To Be Paid Today: \*

Using This Payment Method: \*

**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.

Continue Back To Shopping Cart

## Registering for an Activity on WebTrac—Continued

9. You will be taken to a new window that will allow you to fill out your credit card information. When you are done click on “Submit Payment” to finish the payment process. After a few seconds your receipt will appear on the screen.

Time Remaining: 13:14

### Payment Summary



Please review the following details for this transaction.

<b>Amount</b>	<b>\$ 44.00</b>
---------------	-----------------

### Billing Information


Enter your payment details below.

#### Cards Accepted

---

#### Credit Card


 Secure

\*Name

\*Card Number

\*Exp Month

\*Exp Year



\*Card CVV/CVC

---

#### Billing Address

\*Address

Address (Line 2)

\*City

\*State/Province

Province (Outside US/Canada)

\*Zip/Postal Code

Country

\*E-mail Address

Phone Number