

City of Los Angeles
Department of Recreation and Parks

Online Activity Catalog

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Questions?

If you have questions regarding the Online Activity Catalog, or about activities offered at a facility, please contact that specific center. Links with contact information for recreation, senior and aquatic facilities are below.

Recreation Centers: <http://www.laparks.org/dos/reccenter/reccenter.htm>

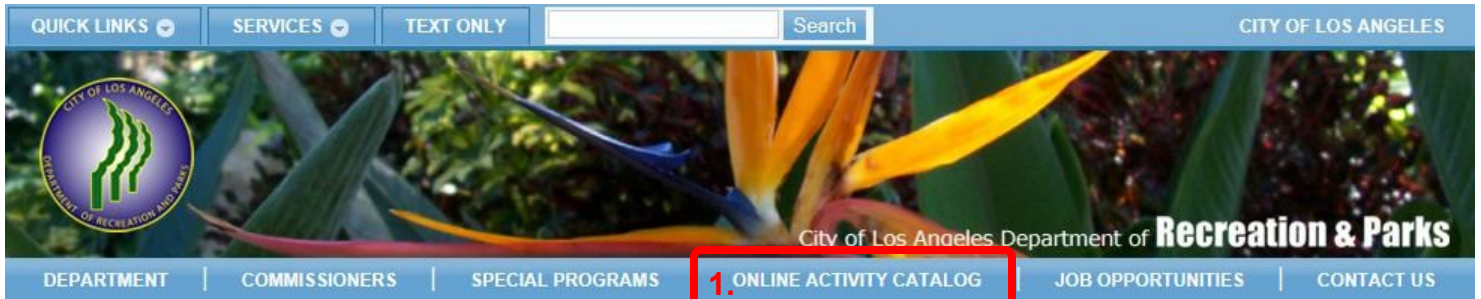
Senior Citizen Centers: <http://www.laparks.org/dos/senior/senior.htm>

Aquatics: http://www.laparks.org/dos/aquatic/yr_round.htm

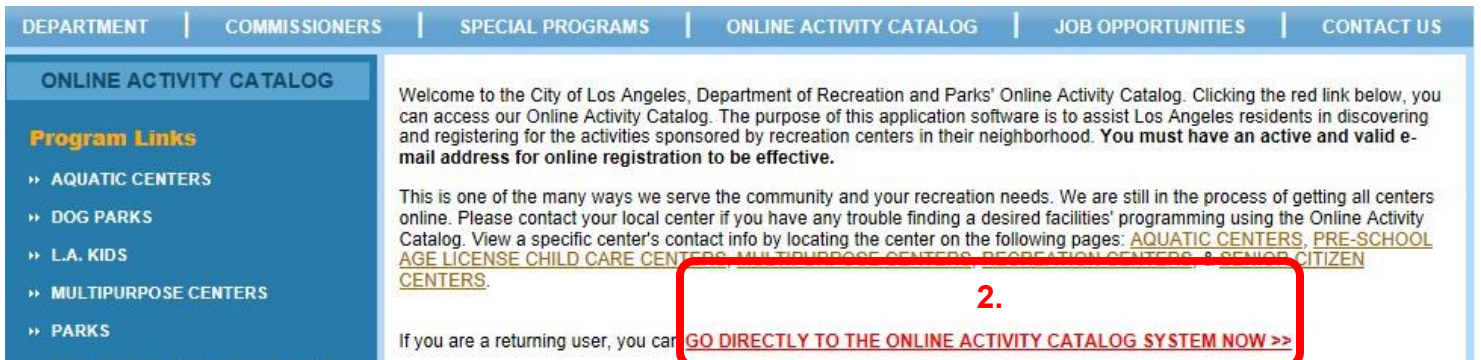
How to Access the Online Activity Catalog (OAC)

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1. Visit www.laparks.org and click on the **Online Activity Catalog** tab at the top of the screen.



2. On the page that appears, select the red link entitled **Go Directly to the Online Activity Catalog System Now**.



You may also access the OAC using the direct link:

<https://raponline.lacity.org/larap/>

How to Select a Facility's Online Activity Catalog

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1. On the main Online Activity Catalog (OAC) page, click on the name of the facility that you want from the drop down menu.
2. Click on the **Go** button.



Welcome to the Online Activity Catalog for the City of Los Angeles, Department of Recreation Parks. This system allows you to discover the many programs, sports and classes offered in Los Angeles. You may register online for activities at some facilities; contact your local recreation center for more information.

SELECT YOUR RECREATION CENTER AND PRESS "GO"

Center: 109th Street RC **2.** Go!

Search by you

Enter Zipcode:

Activity:

- 109th Street RC
- Algin Sutton Child Care
- Algin Sutton RC
- Aliso Pico Recreation Center
- Alpine Recreation Center
- Anderson Memorial Senior Citizen Center
- Angels Gate RC
- Ardmore (Seoul) Recreation Center
- Augustus F. Hawkins Nature Park
- Balboa Sports Center
- Baldwin Hills Child Care
- Baldwin Hills RC
- Banning RC
- Banning Child Care
- Banning Pool
- Barrington RC
- Bellevue Recreation Center
- Betty Hill Senior Citizen Center
- Bogdanovich RC
- Boyle Heights Senior Citizen Center
- Boyle Heights Sports Complex
- Branford Child Care
- Branford RC
- Cabrillo Bath House
- Cabrillo Marine Aquarium
- Canoga Park SCC
- Cardenas Recreation Center
- Carlin G. Smith Community Center
- Central Park RC
- Cheviot Hills RC

Note: If you don't see your recreation center, please visit the [Parks Home Page](#) to obtain contact information. This page may require your browser to accept a cookie. This is for your protection.

System Maintenance: The system will be unavailable from 8am to 8:15am on the second Wednesday of each month.

Los Angeles Recreation and Parks may be asked by your local recreation center for your use of the system.

System will be unavailable from 8am to 8:15am on the second Wednesday of each month.

[Online Registration Home](#)

[LA City Home](#)

You may only view one facility's OAC account at a time.

How to See What a Facility Offers

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- Using the steps on the [How to Select a Facility's Online Activity Catalog](#) page, pick a facility.
- Click on the **Go** button to the right of **Browse the Entire Activities Catalog**

- A list of activities will now appear. Look at the Register info for an activity to see if you are able to register for it online or not.

- Add Item** = Activity is available for Online Registration
- Wait List** = Activity is full
- Not Online, NA or Walk-In Only** = activities have either begun or do not accept online registration. For more information, contact the facility.

Test Center - Select Activities
03/27/2012 08:45 AM

AVAILABILITY -represents open spaces for an activity
 ADD -click "Add" under the "Register" column to add an activity into your shopping cart
 WAIT LIST -click "Waiting List" to join the waiting list for an activity that is already full
 NA -indicates that an activity has already started or is cancelled
 WALK-IN ONLY -indicates that registration is available on a walk-in or mail-in basis only.

Activity Name: Age:
 Activity Number: Type:
 SEARCH

No.	Name	Fee	Dates	Days	Time	Gender	Ages	Availability	
AFTER SCHOOL CLUB - ALL SKILL LEVELS									
After school Club									
6100-3	April 2012	\$50.00	04/02/12 - 04/30/12	M,T,W,TH,F	03:00 PM - 06:00 PM	Coed	6 - 12	10	3. Register Not Online
COOKING - ALL SKILL LEVELS									
Cooking basics for kids									
6300-3	Spring 2012	\$0.00	04/02/12 - 06/25/12	M	05:00 PM - 06:00 PM	Coed	5 - 12	8	Register ADD ITEM +
EXERCISE - ALL SKILL LEVELS									
Exercise Class									
16-3	Spring 2012	\$0.00	04/07/12 - 06/30/12	F	11:00 AM - 01:00 PM	Coed	5 - 100	0	Register WAIT LIST
LACROSSE BASICS - ALL SKILL LEVELS									
Learn the basics of Lacrosse!									
6305-2	Spring 2012	\$0.00	03/01/12 - 06/28/12	TH	05:30 PM - 06:30 PM	Coed	11 - 14	In Progress	Register NA

How to Log into the Online Activity Catalog

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For current users only. For new users who have never registered for an activity on the Online Activity Catalog, skip this part. An account will be created for you during the registration process. (See [How to Register for an Activity](#) for more information)



City of Los Angeles Department of Recreation and Parks
ONLINE ACTIVITY CATALOG

Home Activity Registration Shopping Cart Waiting List Request Refund My Profile My Schedule **2. Login** Help

Test Center - Activity Registration 1111 CENTRAL SERGIO DRIVE, LOS ANGELES, CA 91234 (818) 818 - 8181

03/21/2012 09:11 AM

1. Using the steps on the [How to Select a Facility's Online Activity Catalog](#) page, pick the facility that you want.
2. Click on the **Login** button
3. If you have registered for an activity at a City of Los Angeles Recreation and Parks facility previously, **enter your Username and Password** and select the **Go** button.
 - If you do not know your login information, click on the **Forget your Username or Password?** link or contact the facility that is offering the activity you want.



Home Activity Registration Shopping Cart Waiting List Request Refund My Profile My Schedule Help

Test Center - Customer Login

A customer account is required to access this portion of the Test Center Online Activity Catalog. If you have never registered for Los Angeles Department of Recreation and Parks activities through this system before you should return to the [Test Center Activity Registration](#) home page. Otherwise, enter your account information below.

3. Enter Username and Password and press "Go"

Username:

Password:

-Staff Login-

[Forgot your Username or Password?](#)

It is impossible to create a new account without registering for an activity or adding yourself to a wait list.

How to Register for an Activity

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1. Using the instructions on [How to Select a Facility's Online Activity Catalog](#) followed by [How to See What a Facility Offers](#), select the facility that offers the activity you want and **Browse the Entire Activities Catalog**.
2. Click on the **Add Item** button to the right of the activity you want to register for. You may only select one activity at a time.

COOKING - ALL SKILL LEVELS									
Cooking basics for kids									
No.	Name	Fee	Dates	Days	Time	Gender	Ages	Availability	Register
6300-3	Spring 2012	\$0.01	04/02/12 - 06/25/12	M	05:00 PM - 06:00 PM	Coed	5 - 12	10	ADD ITEM +

3. You are now on the Shopping Cart page. To add another activity, click on **Add Item** and repeat steps 1 and 2. If you are done, select **Check Out**.

Test Center - Shopping Cart

03/20/2012 01:28 PM

The following activities have been placed in your shopping cart. Check the select box and press "Check Out" to proceed with registration, press "Drop" to remove an item or press "Get More" to add more activities to your shopping cart. Please note that placing an item in your shopping cart does not reserve a space in an activity. Proceed promptly to check out if you are concerned that an activity you have selected will become full.

Select	Activity	Code	Session	Age	Gender	Amt
<input checked="" type="checkbox"/>	Cooking	6300-3	Spring 2012	5-12	Coed	\$0.01

3. **REMOVE ITEM** **CHECK OUT >** **ADD ITEM +**

You may only register for one facility's activities at a time.

How to Register for an Activity — Continued

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4. If you have not yet logged in to your account, The **Customer Login** page appears.
- **Current Users** = If you have previously registered for an activity at a City of Los Angeles Department of Recreation and Parks facility, go to the **Existing Customer** section and enter your **Username** and **Password** followed by the **Go** button.
 - **New Users** = create a new login if you have never registered before. Go to the **New Customer** section and enter your **Date of Birth** in the exact format displayed, including the slashes (example: 01/01/1980), and then click the **Go** button.

Test Center - Customer Login

You need to establish a customer profile to use this portion of the Test Center Online Activity Catalog. If you have registered activities before you should use the "Existing Customer" column. Otherwise, enter your birth date in the "New Customer" column. See the Recreation and Parks Online Registration [privacy policy](#) if you are concerned about how your confidential information will be used.

Existing Customer	
Username:	<input type="text"/>
Password:	<input type="password"/>
-Staff Login-	<input type="button" value="GO >"/>
Forgot your Username or Password?	

New Customer	
Date of Birth: (MM/DD/YYYY)	
<input type="text"/>	
<input type="button" value="GO >"/>	

Note: If you have registered for activities at the Test Center Recreation Center and do not know your User Name and Password contact the [Test Center Online Activity Catalog Administrator](#) for assistance in accessing your account.

Don't remember your login info? Use the **Forgot your Username or Password** link or contact the recreation facility.
DO NOT create a second account.

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How to Register for an Activity — Continued

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5. New User: fill out the **Customer Profile** page. This is **your** information — if you are registering a child for an activity, their information will be entered later.
6. Existing User: verify that your contact information is correct. Make any updated changes.
7. Make sure to add an **Emergency Contact**. This should not be you — add your spouse, parent, friend or someone else other than yourself.

* Required Fields

5.

Customer Name and Address					
First*/ Middle/ Last*	John			Doe	
Street Address	Number*	Fraction	Direction	Name*	Type
	123		North	Main	Street
Unit Address	Type	Number			
	Apartment	1			
City Name*	Los Angeles		State*/ Zip*	CA	12345 -
Contact Information					
Primary Tel.*	213-123-4567		Pager		
Secondary Tel.	323-987-6543		Pager		
E-mail	john.doe@email.com	***for email receipt confirmation please provide email address***			

6.

Emergency Contact Information			
First*/ Middle/ Last*	Jane		Doe
Phone No.*	213-891-2345	Relationship (to participants)	Other

◀ PREVIOUS **7.** NEXT ▶ ✕ CANCEL

8. When you are done, click on the **Next** button.

Do not use the backwards and forward arrows at the top of your screen. Instead, select the **Previous** or **Next** buttons located near the bottom of the page.

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How to Register for an Activity — Continued

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8. If you have an existing account, skip to step 11.
9. New customers will now be on the **Create/Edit Participant Profile** page. Fill out the first and last names, birthdate and gender for those who will be attending the activity. If you are registering multiple people, only create one person at this time.

Test Center - Create/ Edit Participant Profile

03/20/2012 01:05 PM

Fill out the following form and press "Next" to add or edit the following participant profile. Press "Cancel" to start over at the "Activity Registration" page.

* Required Fields

Participant Information

9. First*/ Middle/ Last*

Birth Date* (MM/DD/YYYY) Gender*

School Name

Grade Uniform Size

Special Instruction

10.

10. When you are done, click on the **Next** button.
11. A list of participants will now appear. To create another participant, click on the **New Participant** link and repeat steps 9 and 10.
12. When you are done creating participants, click on the **Next** button.

Test Center - Create/ Edit Participant Profiles

03/20/2012 01:56 PM

Click on the hyperlink in the "Participant Name" column to edit a participant's profile or click the "New Participant" hyperlink to add a new participant. Note that a customer may establish any number of participant profiles. Press "Next" when you are ready to proceed with checkout. Press "Cancel" to start over at the Activity Registration page.

Participant Name	Date of Birth
James Doe	01/01/2005
Jasper Doe	01/01/2003

11. [\[New Participant \]](#)

12.

Continued on next page...

How to Register for an Activity — Continued

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14. Who will be attending this activity? You must now select the names of those who will be registered in the activity by clicking on them. To select more than one participant, hold the **Ctrl** button on your keyboard while clicking on each of the names.
15. Once the participants are selected, click on the **Next** button. If a participant does not fit in

Test Center - Assign Participants to Activities

03/20/2012 02:14 PM

Use the following form to assign participants to the activities in your shopping cart. Note that you can assign more than one participant to a given activity by holding down the "control" or "shift" buttons on your keyboard and clicking or dragging across participants in the select boxes. You may assign any number of participants to the activities you have selected. You are also required to assign at least one participant to every activity.

Code	Name	Age	Fee	Participant
6300-4	Cooking	5 - 12	\$0.01	<div style="border: 1px solid red; padding: 2px;">14. <input type="checkbox"/> James Doe <input checked="" type="checkbox"/> Jasper Doe</div>

15.

the age range, the system will not allow you to register them.

16. You are now on the **Select Payment Method** page. Using the drop down menu, select

Test Center - Select Payment Method

03/20/2012 02:12 PM

Please verify the activities you are registering for and select the method of payment you wish to use.

Session Code	Activity Name	Participant	Fee
6300-4	Cooking	Jasper Doe	1 x \$0.01
Total			\$0.01
Credit Card	16. Credit Card Type Mastercard ▼		\$0.01

17.

The Online Activity Catalog only accepts Visa and MasterCard payments.

Use of debit cards is highly discouraged.

How to Register for an Activity — Continued

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18. Enter your credit card information on this page - no spaces or dashes.

19. Verify your address and make any necessary changes. This address must match the one that your credit card company has on file or else it will be declined.

User: JDoe005 Test Center Recreation and Parks - Submit Credit Card Payment
03/20/2012 02:18 PM

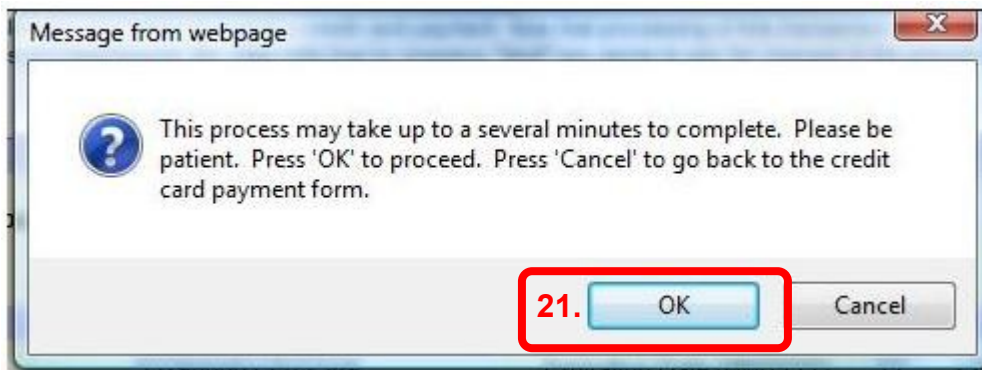
Please fill out the following information to submit a credit card payment. Note that processing of this transaction will be provided through the services of CyberSource, Inc. Also note that by pressing "Next" you agree to pay for charges in the amount listed below on your credit card.

Credit Card Information			
Credit Card No.	18. <input type="text"/>	Expiration Date (MM/YYYY)	<input type="text"/> / <input type="text"/>
Card Type:	Mastercard	Amount:	\$0.01
Credit Card Holder's Information Must Match That From The Credit Card Company			
19. First/ Middle/ Last Name	John	<input type="text"/>	Doe
Street Address	123 North Main Street , Apartmer		
City	Los Angeles	State	CA Zip Code 12345

 20.

20. When you are done with this page, click on the **Next** button. Only click on this **ONCE**.

21. A popup window will appear asking if you are sure that you want to register. Click on the



OK button. Be patient — it make take awhile for the receipt to appear.

22. If your registration and payment have been processed successfully, your receipt will now appear. Print this out and keep it for your records. When you are done, either logout or close the window. To see a sample receipt, visit the **What Does a Receipt Look Like?** page.

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How to Register for an Activity — Continued

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22. If your registration and payment have been processed successfully, your receipt will now appear. Print this out and keep it for your records. When you are done, either logout or close the window.

03/20/2012 02:26 PM		Test Center - Registration Receipt			LOS ANGELES, CA 91234 (818) 818 - 8181		
The following table provides details on the customer receipt you requested. Press "Next" to go back to the Reports menu. Press "Cancel" to return to the Activity Registration page.							
Customer Information							
Name: John Doe Address: 123 North Main Street Apartment 1 Los Angeles CA 12345 Tel: (213) 123-4567				UserName: JDoe005 Processed By: est, t (14096) Receipt No.: RW9990000308 Receipt Date: 03/20/2012			
Activities							
Session	Participant	Location	Start Date/Time	Status	Fee	Adjustments	Subtotal
6300-3 Cooking	James Doe	Test Center	04/02/2012 05:00 PM	Enrolled	\$0.01	\$0.00	\$0.01
Subtotal					\$0.01	\$0.00	\$0.01
Credit Card - Visa Authorization Code: 03318B							\$0.01
Amount Due							\$0.00
Signature _____ I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO MY CARD ISSUER AGREEMENT.							
Notes							
* indicates an incremental payment. Note that for continuous activities, adjustment amounts may include adjustments applied on initial registration, as well as adjustments made at this time.							

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[✖ CANCEL](#)

How to Add a Participant to a Wait List

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If an activity is full, you may add a participant to the wait list.

1. Follow the [How to See What a Facility Offers](#) instructions to **Browse the Entire Activities Catalog**.

AFTER SCHOOL CLUB - ALL SKILL LEVELS										
After school Club										
No.	Name	Fee	Dates	Days	Time	Gender	Ages	Availability	Register	
6100-3	April 2012	\$50.00	04/02/12 - 04/30/12	M,T,W,TH,F	03:00 PM - 06:00 PM	Coed	6 - 12	0	2. WAIT LIST	

2. Click on the **Wait List** button to the right of the activity name.
3. If you have previously registered at any facility, log into the Online Activity Catalog (Click here to access the [How to Log into the Online Activity Catalog](#) page). If you are a new customer, enter your birth date in the requested format (example 01/01/1980—make sure to include the slashes), and click on the **Go** button.
4. Fill out the waiting list form then select the **Next** button. You will be notified if a space opens up in the activity.

Home	Activity Registration	Shopping Cart	Waiting List	Request Refund	My Profile	My Schedule	Help
Test Center - Waiting Lists							
03/14/2012 09:15 AM							
Please enter or confirm the following waiting list profile information and press "Next" to be placed on the waiting list. Press "Cancel" to return to the Test Center home page.							

*** Required Fields**

Waiting List Profile Information			
First*/ Middle/ Last*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Tel.*	<input type="text"/>	E-mail	<input type="text"/>

4.

Not all facilities accept Online Activity Catalog waiting lists.
Contact the specific facility for more information.

How to Change Your Address

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1. After logging in, click on the **My Profile** tab.
2. Select the **Go** button to **Edit Customer Profile for _____**.

Home	Activity Registration	Shopping Cart	Waiting List	Request Refund	My Profile	My Schedule	Help
User: JDoe001							
Test Center - Customer Information							
03/14/2012 02:36 PM							

Press "Go" in the "Customer Profile" table to edit your customer profile. Press "Go" in the "Participant Profile" table to create and/or edit participant profiles under your account.

Edit Customer Profile for John Doe:	2. GO >
Create/Edit Participant Profiles for John Doe:	GO >
Change Password for John Doe:	GO >

3. Your current information will be displayed on the next page. Update any fields necessary and then click on the **Next** button.

Customer Name and Address					
First*/ Middle/ Last*	John			Doe	
Street Address	Number*	Fraction	Direction	Name*	Type
	1111			Main	Street
Unit Address	Type	Number			
City Name*	Los Angeles		State*/ Zip*	CA	12345
Contact Information					
Primary Tel.*	1234567890		Pager		
Secondary Tel.			Pager		
E-mail	john.doe@mail.com	***for email receipt confirmation please provide email address***			
Emergency Contact Information					
First*/ Middle/ Last*	Jane			Doe	
Phone No.*	7891234567		Relationship (to participants)	Other	

< PREVIOUS

3. **NEXT >**

✕ CANCEL

How to Add an Additional Participant to Your Profile

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1. After logging in, click on the **My Profile** tab.
2. Select the **Go** button next to **Create/Edit Participant Profiles for**

The screenshot shows a navigation menu with tabs: Home, Activity Registration, Shopping Cart, Waiting List, Request Refund, My Profile, My Schedule, and Help. The 'My Profile' tab is highlighted and circled with a red box containing the number '1'. Below the tabs, the user is identified as 'User: JDoe001' and the page title is 'Test Center - Customer Information'. A timestamp '03/14/2012 02:36 PM' is shown. A note reads: 'Press "Go" in the "Customer Profile" table to edit your customer profile. Press "Go" in the "Participant Profile" table to create and/or edit participant profiles under your account.' Below this are three buttons: 'Edit Customer Profile for John Doe: GO >', 'Create/Edit Participant Profiles for John Doe: GO >' (circled with a red box containing '2'), and 'Change Password for John Doe: GO >'.

3. A list of participants currently connected to your account will now appear. Click on the **New Participant** link located above the "Date of Birth" column

The screenshot shows a table with two columns: 'Participant Name' and 'Date of Birth'. The table contains two rows: 'JJ Doe' with birth date '01/01/1997' and 'John Doe' with birth date '01/01/1996'. Above the 'Date of Birth' column, there is a link '[New Participant]' circled with a red box containing the number '3'.

Participant Name	Date of Birth
JJ Doe	01/01/1997
John Doe	01/01/1996

4. Fill out the **Participant Information** form. First and last names, birth date and gender are mandatory. Leave school name, grade, uniform size and special instructions blank. When you are done, click on the **Next** button.

The screenshot shows the 'Participant Information' form. At the top right, it says '* Required Fields'. The form has the following fields: 'First*/ Middle/ Last*' (three text boxes), 'Birth Date* (MM/DD/YYYY)' (text box with a calendar icon), 'Gender*' (dropdown menu with 'Male' selected), 'School Name' (text box), 'Grade' (dropdown menu), and 'Uniform Size' (dropdown menu with 'Not Required' selected). Below these is a 'Special Instruction' section with a large text area. At the bottom, there are three buttons: '< PREVIOUS', '4. NEXT >' (circled with a red box), and 'X CANCEL'.

How to Change Your Password

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1. After logging into the Online Activity Catalog, click on the **My Profile** tab near the top of the screen
2. Click on the **Go** button to the right of **Change Password for _____**.

The screenshot shows a navigation bar with tabs: Home, Activity Registration, Shopping Cart, Waiting List, Request Refund, My Profile, My Schedule, and Help. The 'My Profile' tab is highlighted with a red box and labeled '1.'. Below the navigation bar, the user is identified as 'User: JDoe001' and the page title is 'Test Center - Customer Information'. A timestamp '03/14/2012 02:36 PM' and a help message are also visible. Below the navigation bar, there are three action buttons: 'Edit Customer Profile for John Doe:', 'Create/Edit Participant Profiles for John Doe:', and 'Change Password for John Doe:'. The 'Change Password for John Doe:' button is highlighted with a red box and labeled '2.', and it includes a 'GO >' button.

3. Enter your old password plus your new password twice, then click on the **Go** button.

The screenshot shows a 'Change Password' form with three input fields: 'Enter old Password', 'Enter New password', and 'Confirm New password'. A 'Go!' button is located at the bottom of the form. The entire form is highlighted with a red box and labeled '3.'.