

RecTrac Registration: Pay Balance - Instructions for Patrons

Thank you for calling Cheviot Hills Recreation Center Office to register for an activity. To complete the registration you must log into your account and submit the payment. Please follow the steps below to complete the payment. Please note that payment must be made within 24 hours or your reservation on the spot will be removed from your cart.

- 1) Click the link below to get started: bit.ly/cheviothillsrc
- 2) Click the Register Now Button (Near the top right of screen)
- 3) Click "Sign In" on the right side. **If you do not know your username or password, please let us know so we can assist you.**
- 4) Once signed in, click the same button which will now say "My Profile".
- 5) Scroll to History & Balances and click on "Pay Old Balances".
- 6) Check the box with the activity name and balance.
- 7) Proceed to check out and you will be able to pay with a Visa or Mastercard.

If you have any issues, please feel free to contact our park office at (310) 837-5186