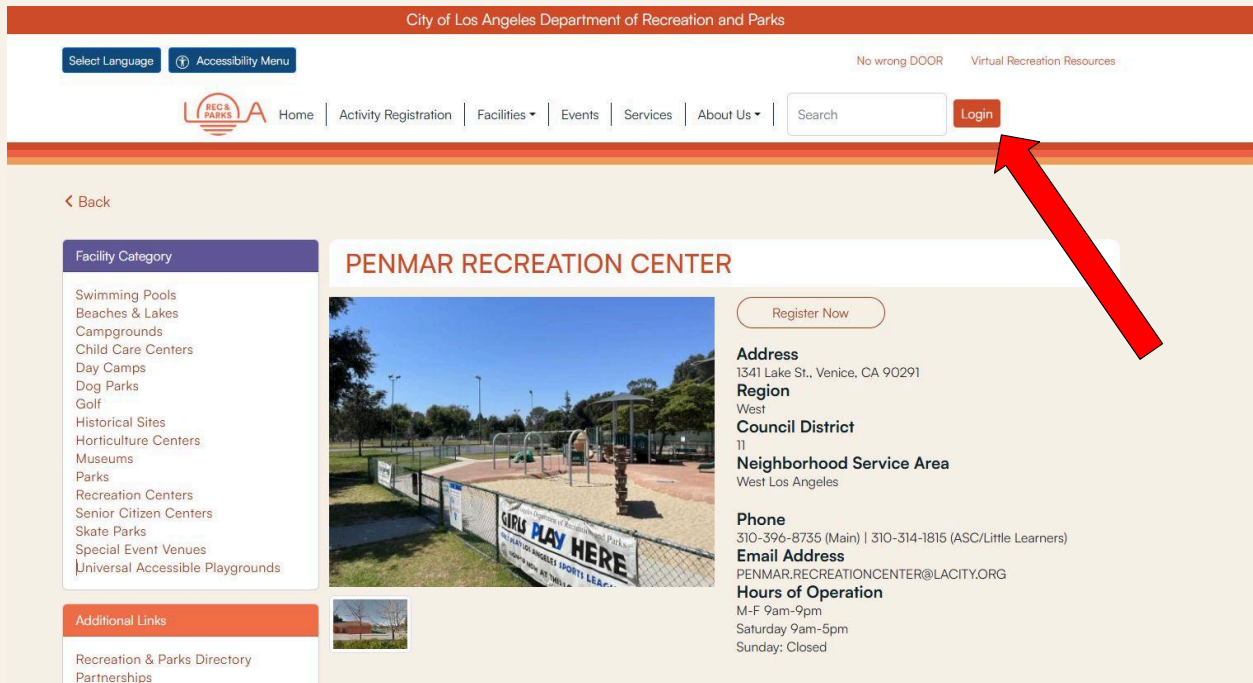


## HOW TO CREATE A HOUSEHOLD ACCOUNT VIA WEBTRAC

1. Find the orange box labeled LOGIN next to the search bar near the upper right corner.



City of Los Angeles Department of Recreation and Parks

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**Facility Category**

- Swimming Pools
- Beaches & Lakes
- Campgrounds
- Child Care Centers
- Day Camps
- Dog Parks
- Golf
- Historical Sites
- Horticulture Centers
- Museums
- Parks
- Recreation Centers
- Senior Citizen Centers
- Skate Parks
- Special Event Venues
- Universal Accessible Playgrounds

**Additional Links**

- Recreation & Parks Directory
- Partnerships

**PENMAR RECREATION CENTER**

Register Now

**Address**  
1341 Lake St., Venice, CA 90291

**Region**  
West

**Council District**  
11

**Neighborhood Service Area**  
West Los Angeles

**Phone**  
310-396-8735 (Main) | 310-314-1815 (ASC/Little Learners)

**Email Address**  
PENMAR.RECREATIONCENTER@LACITY.ORG

**Hours of Operation**  
M-F 9am-9pm  
Saturday 9am-5pm  
Sunday: Closed

2. Choose "Sign Up Now" Option



Forgot Username?

Forgot Password?

Don't have an account? Sign Up Now

3. Fill in NEW ACCOUNT INFORMATION form
  - a. This information will be used to log in to your account and can be used at ALL Los Angeles City Parks.
4. Fill in HEAD OF HOUSEHOLD
  - a. This information will be used to assist in searching for your account and will receive ALL communication from the park.
5. Click ADD NEW PARTICIPANT for any additional adult members or children in your family, birthdays must be added in order to register for activities and/or sports leagues.
6. Click SAVE when you are finished.
7. You should receive a confirmation email for your new Webtrac account.

## HOW TO REGISTER FOR EVENTS/CLASSES/SPORTS

1. Find REGISTER NOW button just below Penmar Recreation Center banner on our homepage.


City of Los Angeles Department of Recreation and Parks

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Home Activity Registration Facilities Events Services About Us Search Login

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### PENMAR RECREATION CENTER



[Register Now](#)

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2. Scroll to find desired activity and select.
3. Select activity time/sports league/etc.
4. Add to cart.
5. Enter Webtrac Login OR Create a new account.
6. After logging in, select a family member for activity.

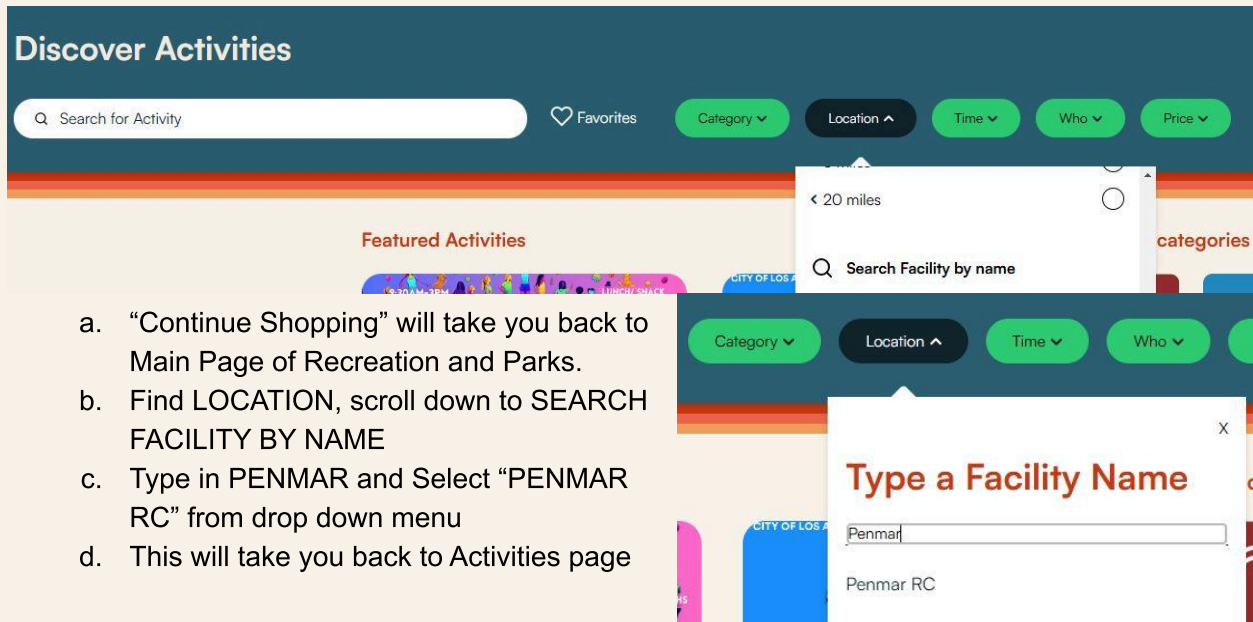
### Shopping Cart

Description	Name	Total Fees
<a href="#">Remove Item</a> January Open Gym Basketball - Tues. (634347101-01) (Enrolled)	<input type="text"/>	\$ 0.00
<b>Grand Total Fees Due</b>		<b>\$ 0.00</b>
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>

[Proceed To Checkout](#) [Pay Old Balances](#) [Continue Shopping](#) [Empty Cart](#)

7. Shopping Cart should have appropriate activity with participant's name and total fees.

8. Select CONTINUE SHOPPING to add more activities.



The screenshot shows the 'Discover Activities' page. At the top, there is a search bar with the placeholder text 'Search for Activity'. To the right of the search bar are several filter buttons: 'Favorites', 'Category', 'Location', 'Time', 'Who', and 'Price'. Below the search bar, there is a 'Featured Activities' section. A search overlay is visible, showing a search bar with the placeholder text 'Search Facility by name' and a dropdown menu with the text '< 20 miles'. Below the search bar, there is a text input field with the text 'Penmar' and a dropdown menu with the text 'Penmar RC'. The overlay also has a close button (X) in the top right corner.

- a. "Continue Shopping" will take you back to Main Page of Recreation and Parks.
- b. Find LOCATION, scroll down to SEARCH FACILITY BY NAME
- c. Type in PENMAR and Select "PENMAR RC" from drop down menu
- d. This will take you back to Activities page

9. When finished adding to cart, PROCEED TO CHECKOUT.
10. Enter Billing information.
11. Click CONTINUE to confirm enrollment and authorize payment.
12. CHECK CONFIRMATION page will pop up with a receipt number and a copy of your receipt will have been sent to account email. Please retain this receipt for your records.

## **PAY OLD BALANCES**

- 1) Click the link below to get started: <https://www.laparks.org/reccenter/penmar>
- 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) 369-8735