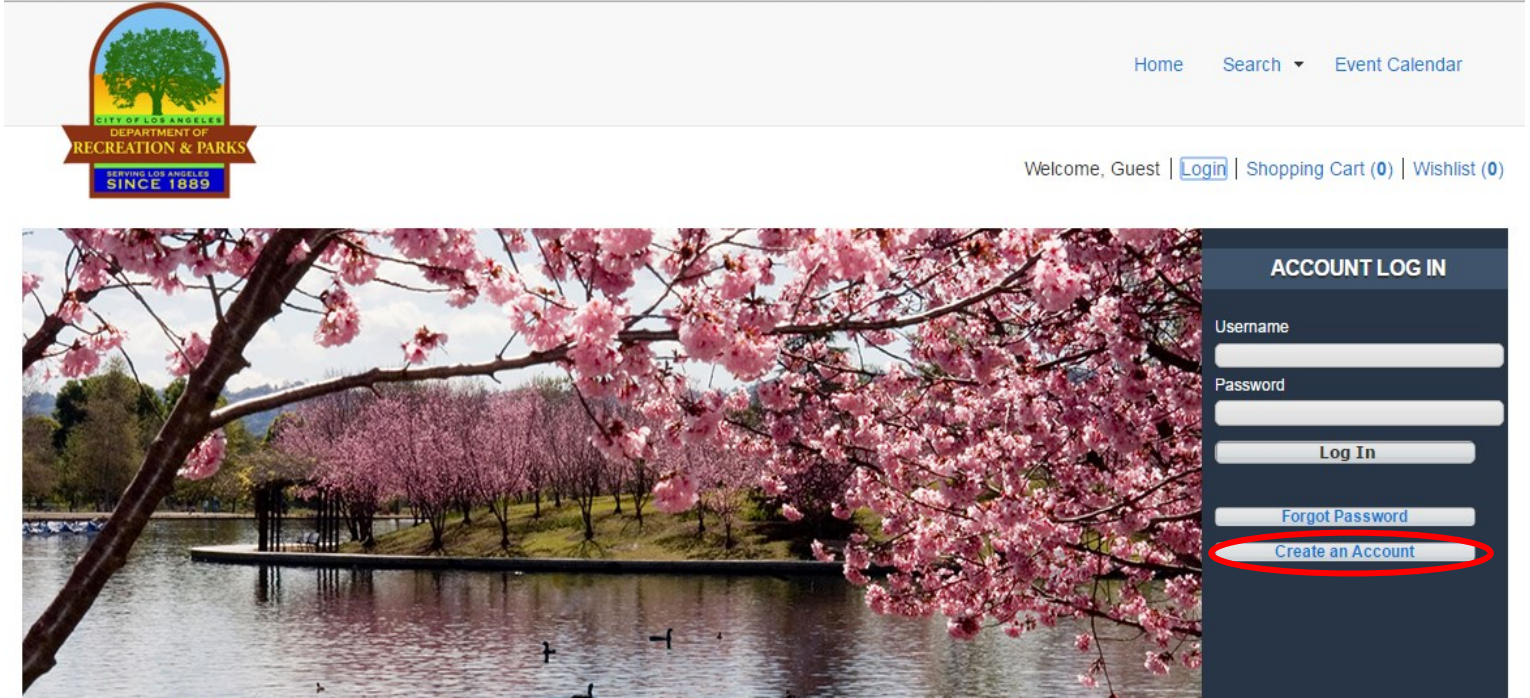


How to Create a Household Account

If you already have an account, visit page 3

1. Visit 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.
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

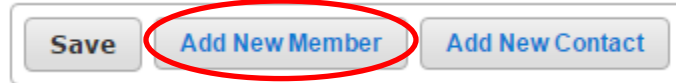
▲ Household Primary Person Information

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...

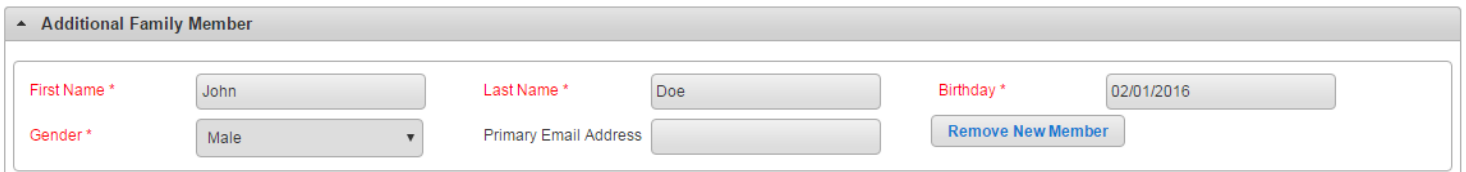
How to Create a Household Account—Continued

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

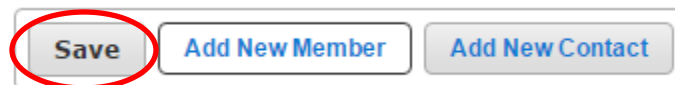
First Name * Last Name * Address 1

Address 2 City State CA

Zip Code Relation Email Address

Phone Number * Phone Extension Remove New Contact

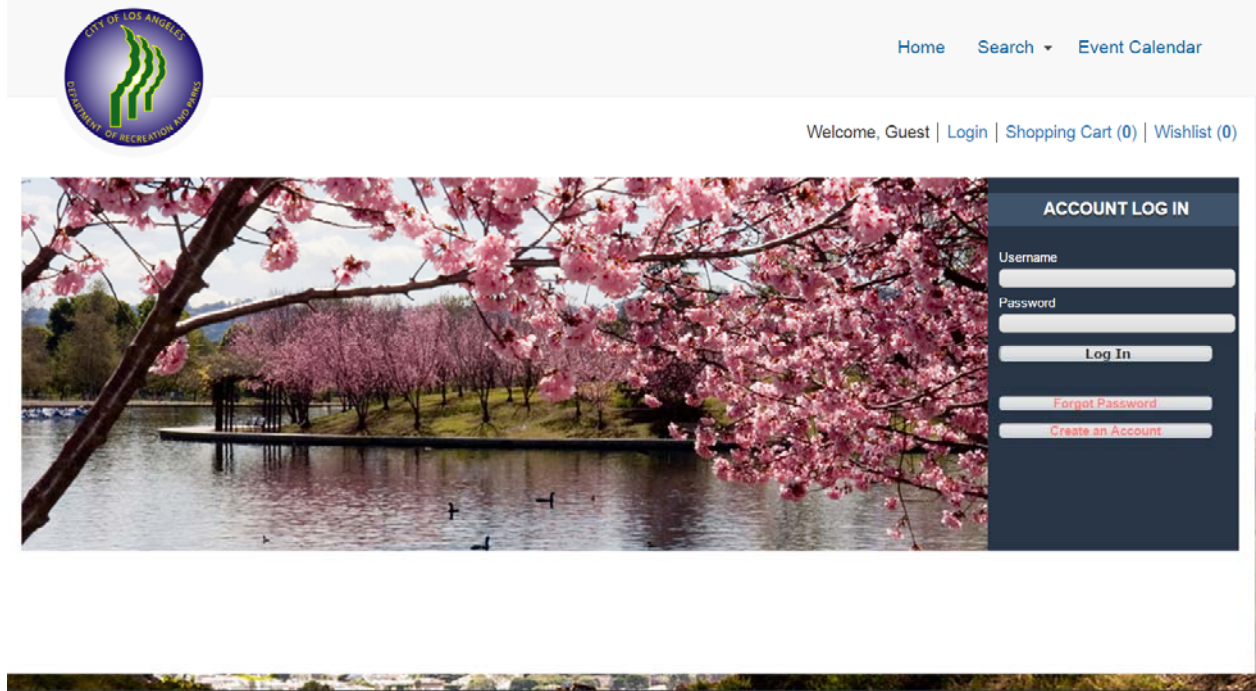
7. When you are done, click “Save” at the bottom of the page. You will automatically be logged in and redirected to the main registration page.



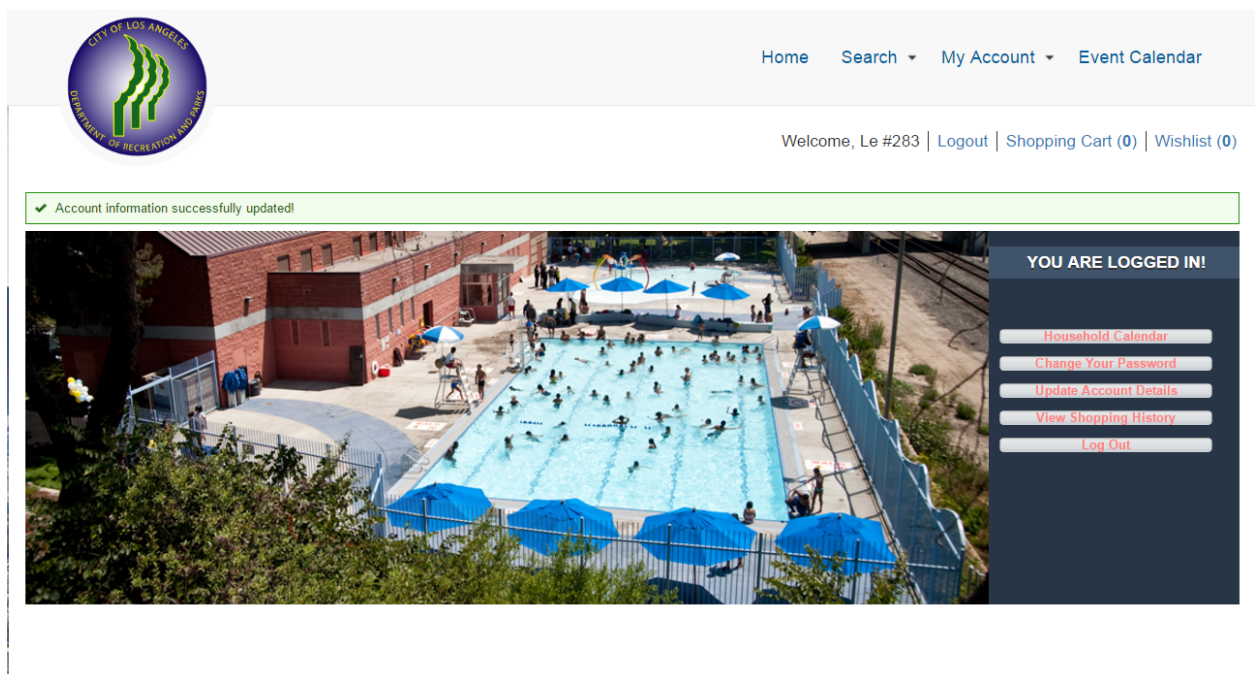
Save Add New Member Add New Contact

Registering for an Activity on WebTrac

1. Log into WebTrac using your username and password (see Household Creation document for username creation).



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”

Home **Search** My Account Event Calendar

Activities **Register for an Activity** Facilities Rent a Facility Facility Calendar

4. A list of activities will appear:

Activity Search Criteria

Additional Search Criteria

Search Reset

Search Results Total Results (100)

Showing 1 To 20

Summer Karate - 115121501

Learn karate in a class setting. Class level is determined by instructor and based on individual assessment. Students may participate in test to earn their belts. Learn the basics of Martial Arts. This class will also cover self defense.

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders	
Unavailable	115121501-01	July Karate	07/01/2016 -07/29/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed	i
Unavailable	115121501-02	August Karate	08/01/2016 -08/31/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed	i
Unavailable	115121501-03	September Karate	09/02/2016 -09/30/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed	i

Summer Night Light Youth Basketball - 115121801

Learn the fundamentals of basketball like shooting, passing, dribbling, and defense techniques. Develop teamwork skills and build new friendships. Children will learn dribbling, passing, shooting, and sportsmanship.

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders	
Unavailable	115121801-01	SNL Youth Basketball (5 - 6)	06/29/2016 -09/03/2016	7:00 pm -11:00 pm	W, Th, F, Sa	Lafayette RC	5-6	\$0.00	Coed	i
Unavailable	115121801-02	SNL Youth Basketball (7 - 8)	06/29/2016 -09/03/2016	7:00 pm -11:00 pm	W, Th, F, Sa	Lafayette RC	7-8	\$0.00	Coed	i
Unavailable	115121801-03	SNL Youth Basketball (9 - 11)	06/29/2016 -09/03/2016	7:00 pm -11:00 pm	W, Th, F, Sa	Lafayette RC	9-11	\$0.00	Coed	i
Unavailable	115121801-04	SNL Youth Basketball (12 - 14)	06/29/2016 -09/03/2016	7:00 pm -11:00 pm	W, Th, F, Sa	Lafayette RC	12-14	\$0.00	Coed	i
Unavailable	115121801-05	SNL Youth Basketball (15 - 17)	06/29/2016 -09/03/2016	7:00 pm -11:00 pm	W, Th, F, Sa	Lafayette RC	15-17	\$0.00	Coed	i

5. Activity Search Criteria can be expanded to select a specific recreation center, activity type, age or gender. You can also search for activities by typing in keywords in the keyword search box.

Activity Search Criteria

Additional Search Criteria

Search Reset

Search Results [Click Here to Expand](#)

Showing 1 To 20 Total Results (100)

Summer Karate - 115121501

Learn karate in a class setting. Class level is determined by instructor and based on individual assessment. Students may participate in test to earn their belts. Learn the basics of Martial Arts. This class will also cover self defense.

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders
Unavailable	115121501-01	July Karate	07/01/2016 -07/29/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed
Unavailable	115121501-02	August Karate	08/01/2016 -08/31/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed
Unavailable	115121501-03	September Karate	09/02/2016 -09/30/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed

Once the “Activity Search Criteria” is expanded, the following search criteria will appear.

Activity Search Criteria

Location: All Locations (dropdown menu)

Gender: Any Gender, Female, Male (dropdown menu)

Type: All Types, After School, Art, Baseball, Basketball, Boxing, Camps (dropdown menu)

Age: All Ages, 3 Months, 6 Months, 9 Months, 1, 2, 3 (dropdown menu)

Keyword Search: [text input]

Keyword Search Option: Match One (dropdown menu)

Display Option: Detail (dropdown menu)

Show Sections with X Spots Available?: N/A (dropdown menu)

Sort Option: Activity/Section (dropdown menu)

From here, select a recreation center in the “Location” box to narrow results down to a specific recreation center.

6. To add an activity(ies), click on the  next to an activity to add it to your cart.

Search Results

Showing 1 To 20 Total Results (100)

Summer Karate - 115121501

Learn karate in a class setting. Class level is determined by instructor and based on individual assessment. Students may participate in test to earn their belts.

Status	Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Genders
Available	115121501-01	July Karate	07/01/2016 -07/29/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed
Available	115121501-02	August Karate	08/01/2016 -08/31/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17		Coed
Available	115121501-03	September Karate	09/02/2016 -09/30/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17		Coed

SNL Youth Basketball - 115121801

Learn the fundamentals of basketball like shooting, passing, dribbling, and defense techniques. Develop teamwork skills and build new friendships.

Status	Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Genders
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- 7. After you have added all activities you would like to register for, click “Add To Cart” to proceed to the payment process.

+	Available	115121901-01	July Ballet	07/19/2016 -07/26/2016	0:30 pm - 7:30 pm	Tu	Lafayette RC	4-17	Coed	i
-	Available	115121901-02	August Ballet	08/02/2016 -08/30/2016	6:30 pm - 7:30 pm	Tu	Lafayette RC	4-17	Coed	i

August Ballet (115121901-02)
July Karate (115121501-01)
September Karate (115121501-03)
SNL Youth Basketball 15 - 17 (115121801-05)

Add To Cart Clear Selection

- 8. Read any waivers that may apply and select “Continue.”

July Karate (115121501-01) for Cynthia Dib (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.

Signature of Parent/Guardian

Date

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.

Signature of Parent/Guardian

I agree with the above *

Continue One Click To Finish Cancel

9. Proceed to the Shopping Cart and verify your activity registration(s). Click on Proceed to Checkout to complete the payment process.

Shopping Cart

Showing 1 To 6 Total Results (6)

	Description	Name	Total Fees		
✕	July Karate (115121501-01) (Enrolled)	Cynthia	\$ 25.00	🗑️	❤️
✕	July Karate (115121501-01) (Enrolled)	Jane	\$ 25.00	🗑️	❤️
✕	July Karate (115121501-01) (Enrolled)	Jude	\$ 25.00	🗑️	❤️
✕	September Karate (115121501-03) (Enrolled)	Cynthia	\$ 25.00	🗑️	❤️
✕	September Karate (115121501-03) (Enrolled)	Jane	\$ 25.00	🗑️	❤️
✕	September Karate (115121501-03) (Enrolled)	Jude	\$ 25.00	🗑️	❤️
Grand Total Fees Due			\$ 150.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout

Continue Shopping

Pay Old Balances

10. A payment screen will appear. Fill out all the required information that is indicated by red text with an asterisk. Then select "Continue"

Summary of Charges	
New Charges In Shopping Cart:	\$ 75.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 75.00
Minimum Amount Due Today:	\$ 75.00
Maximum Amount Due Today:	\$ 75.00

The Following Information is Required to Complete Your Transaction	
Amount To Be Paid Today: *	<input type="text" value="\$ 75.00"/>
Using This Payment Method: *	<input type="text" value="Visa"/>

Billing Information	
First Name: *	<input type="text" value="Kelly"/>
Last Name: *	<input type="text" value="Smith"/>
Home Phone w/area code: *	<input type="text" value="(818)123-4567"/>
Email: *	<input type="text" value="email@website.com"/>
Re-Enter Email:	<input type="text" value="email@website.com"/>

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

<input type="button" value="Continue"/>	<input type="button" value="Back To Shopping Cart"/>
---	--

11. You will be taken to a new window that will allow you to fill out credit card information. Then click Submit Payment to finish the payment process.

Time Remaining: 18:34

Payment Summary

Please review the following details for this transaction.

Amount	\$ 75.00
---------------	-----------------

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

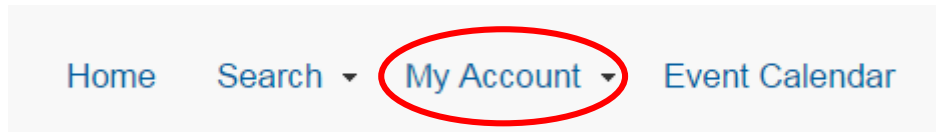
Submit Payment

Cancel

12. Your receipt will now appear and you are now registered in the activity. Make sure to turn in any required documents such as registration forms to the recreation center.

How to Look Up Old Receipts on WebTrac

1. Log into RecTrac using your username and password.
2. Click on **My Account** at the top of the page.







3. Under **Reprint**, click on **Reprint a Receipt**.

Update	Reprint	History & Balances	Reports
Household & Member	Reprint A Receipt	My History	Household Roster
Account Settings		Pay Old Balances	Household Calendar
			Childcare Statement
			Member Visit Report

4. A list of your payments will now appear. Click on the printer icon next to a receipt number to open it.

Your Receipts

Showing 1 To 19

	Number	Date
	1232	05/15/2016
	1231	05/15/2016
	835	04/15/2016
	820	04/12/2016

If You Can't Find the Receipt, Contact the Recreation Center Where You Paid

Forgotten Usernames and Passwords

All patrons who have paid for an activity **at** a recreation center during the past few months have a WebTrac account.

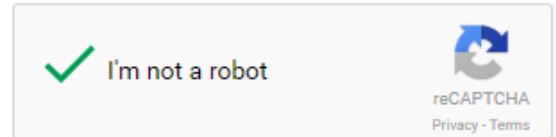
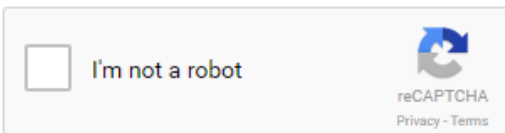
Forgotten Usernames

1. Visit reg.laparks.org
2. Click on the “Forgot Username” button
3. In the “Primary Email Address” box, type in your email address. If you have registered at a Recreation & Parks facility, use the email address where your last receipt was sent.

Primary Email Address *

email@email.com|

4. Place a checkmark in the box stating “I’m not a robot.” This will change to a green check once your computer/device has been verified.



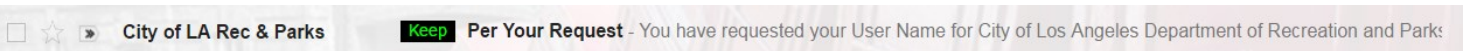
5. When you are done, hit the “Submit” button.

Submit

6. If the email address exists in the system, a green box will appear with instructions.

✓ An email has been sent to the address entered. Please check your email for your login information.

7. Check your email. It will arrive from “City of LA Rec & Parks.” Open it, and your username will appear.



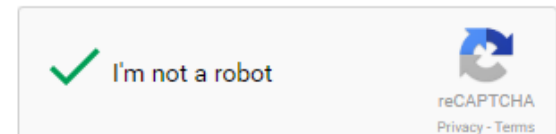
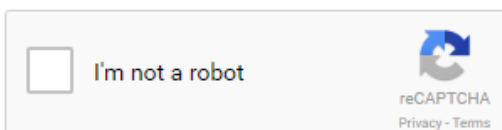
Forgotten Password

1. Visit reg.laparks.org
2. Click on the “Forgot Password” button
3. Type the email address associated with your account in the “Primary Email Address” box.

Primary Email Address *

email@email.com|

4. Place a checkmark in the box stating “I’m not a robot.” This will open a box asking you to select specific items to verify you are not a robot. When confirmed a green check will appear.



Continued on next page...

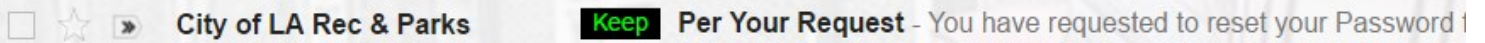
Forgotten Usernames and Passwords

Forgotten Password—Continued

5. Click on the “Submit” button.

Submit

6. An email will appear in your inbox from “City of LA Rec & Parks.” Open it.



7. In the email there will be a link to reset your password. Click on it; this will open a new tab on your browser.

8. Type in the password you wish to use in both “New Password” and “Re-Type New Password.” If they do not match you will not be able to proceed. When done, select “Submit.”

A screenshot of a web form titled "Reset Account Settings". At the top, there is a yellow highlighted box with the text "Reset Your Password". Below this, there are two password input fields. The first is labeled "New Password: *" in red text, and the second is labeled "Re-Type New Password:". Both input fields have a grey button with six dots (password mask) to their right. At the bottom of the form, there is a grey "Submit" button.

9. After completing this process you will be taken back to the main page. You may now login.