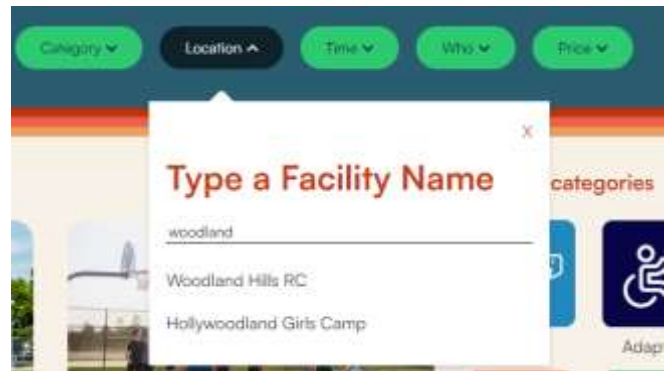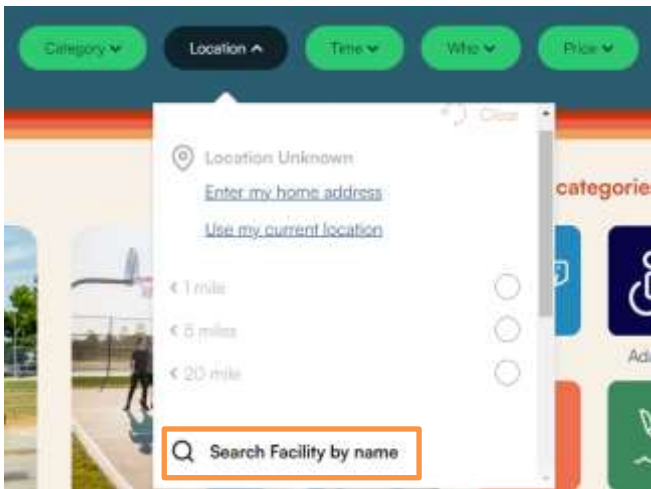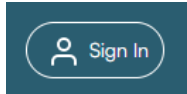# Patron Registration Instructions

1. Visit laparks.org
2. Click on the Activity Registration tab near the top of the page

3. Log into your LAParks.org account. If you open it up and it says "My Profile," log out and then log back in.

4. Discover Activities page – click on the Location button and then click on the area with the magnifying glass. This will update the display so you may enter the facility's name. Click on the requested site's name.

5. If you wish, further filter the results by using the Category, Time, Who or Price tabs. If you want to see all activities for a site then no additional filtering is needed.
6. Click on either the name or price of the activity you want. You may only have one activity open at a time.

7. A new page will appear. If the activity is open for registration it will say **Available**. If it is full you may click on the Wait List option. If online registration is closed it will say **Contact Facility**. If you want multiple activities on this page you may select multiple. This will send the activities to the bottom of the page. When you are done selecting activities, hit the **Add to Cart** button.

8. A new page will appear. Any household members who are the correct age will appear. Place a checkmark next to the name(s) of those who will attend the activity then hit **Continue**.
   1. If no one qualifies, you will receive an error. Hit the Cancel button.

Family Member Selection

Test Sielen

☑ Winter Mighty Mites Basketball Hybrid League (539317101-01)

Continue   Cancel

9. Any questions or waivers attached to the activity will appear on the new page. Fill them out and agree to the waiver. When you are done, click on the **Continue** button.
   1. This page will prompt once per participant.
10. The **Shopping Cart** page will now appear. If you want additional activities click on **Continue Shopping** which will take you back to the search results. To continue with the payment/registration process select **Proceed to Checkout**.

Shopping Cart

Shopping Cart

	Description	Name	Total Fees
Remove Item	Winter Mighty Mites Basketball Hybrid League (539317101-01) (Enrolled)	Test	$ 125.00
	Grand Total Fees Due		$ 125.00
	Total Old Balances Not in Shopping Cart		$ 0.00

Proceed To Checkout   Pay Old Balances   Continue Shopping   Empty Cart

11. The **Checkout** page will now appear. Select the payment type – Visa or Mastercard only. When you hit **Continue** at the bottom of the page it will take you to the payment page.

Checkout

Summary of Charges

New Charges in Shopping Cart:	$ 125.00
Old Balances in Shopping Cart:	$ 0.00
Total Balance for household:	$ 125.00
Amount To Be Paid Today:	$ 125.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *

Select A Payment Method ▾

Select A Payment Method
Visa
Mastercard

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

12. Enter your card information on the new page. Make sure the **Billing Address** matches what the bank has on file. Once complete, click the **Submit Payment** button. It may take a second or two to process.

Amount	$ 125.00

Billing Information
Enter your payment details below.

Cards Accepted   VISA mastercard

Credit Card
🔒 Secure

John Doe
*Name

4111555522224444
*Card Number

2 ⌄   2027 ⌄   111
*Exp Month   *Exp Year   *Card CVV/CVC

Billing Address

123 Main Street
*Address

Address (Line 2)
Address (Line 2)

Los Angeles   California ⌄
*City   *State/Province

Province (Outside US/Canada)
Province (Outside US/Canada)

90000   UNITED STATES ⌄
*Zip/Postal Code   Country

kimberly.sielen@lacity.org
*E-mail Address

(213)847-0572
Phone Number

(Submit Payment)   (Cancel)

13. A confirmation page will now appear. A copy of your receipt will automatically be emailed.

Checkout Confirmation
Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in PDF format)
All receipts are in PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.
Click here to download free Adobe Reader software from adobe.com.

A copy of your receipt has been sent to "**kimberly.sielen@lacity.org**". If you would like to send a copy to another email address, use the field below.

Email Address *

(Send Copy)

(Logout)   (Continue Shopping)