

# Registering for an Activity on WebTrac

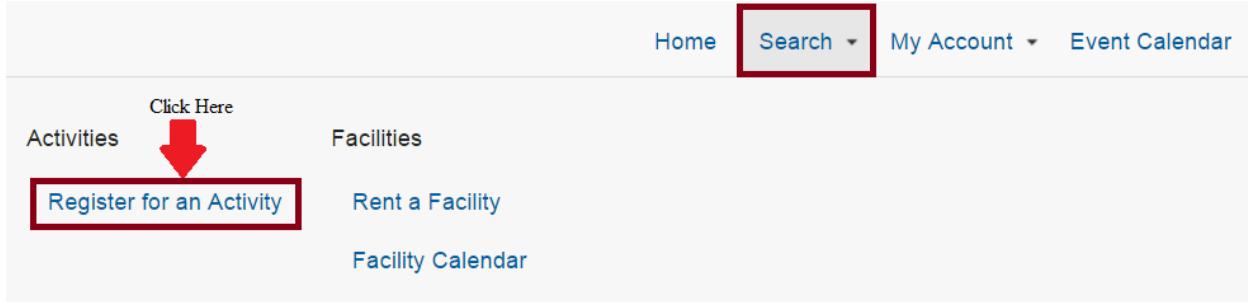
1. Log into WebTrac using your username and password (see Household Creation document for username creation).

The screenshot shows the homepage of the City of Los Angeles Department of Recreation and Parks. At the top left is the department's logo. To the right are links for "Home", "Search", and "Event Calendar". Below the logo, a banner displays a scenic view of a lake with cherry blossom trees in full bloom. On the right side of the banner is a dark blue sidebar titled "ACCOUNT LOG IN" containing fields for "Username" and "Password", a "Log In" button, and links for "Forgot Password" and "Create an Account". The main content area below the banner is currently empty.

2. Once logged in, the home screen will appear:

The screenshot shows the user's logged-in home screen. The top navigation bar includes "Home", "Search", "My Account", and "Event Calendar". A green notification bar at the top left indicates "Account information successfully updated!". The main content area features a large image of an outdoor swimming pool with people swimming and blue umbrellas. To the right is a dark blue sidebar titled "YOU ARE LOGGED IN!" with links for "Household Calendar", "Change Your Password", "Update Account Details", "View Shopping History", and "Log Out".

3. To begin an activity registration, navigate to the "Register for an Activity"



4. A list of activities will appear:

The screenshot displays a search results page with two main sections: 'Summer Karate - 115121501' and 'Summer Night Light Youth Basketball - 115121801'. Each section includes a brief description and a table listing activity details.

**Summer Karate - 115121501**

Show 1 To 20 Total Results (100)

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.

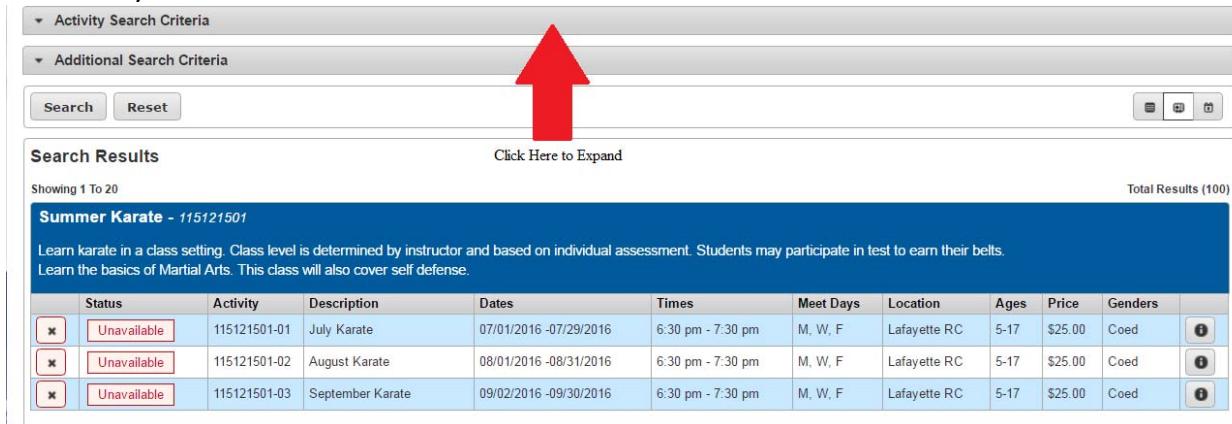
Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders
Unavailable	115121501-01	July Karate	07/01/2016 -07/29/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17	\$25.00	Coed
Unavailable	115121501-02	August Karate	08/01/2016 -08/31/2016	6:30 pm - 7:30 pm	M, W, F	Lafayette RC	5-17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

**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.

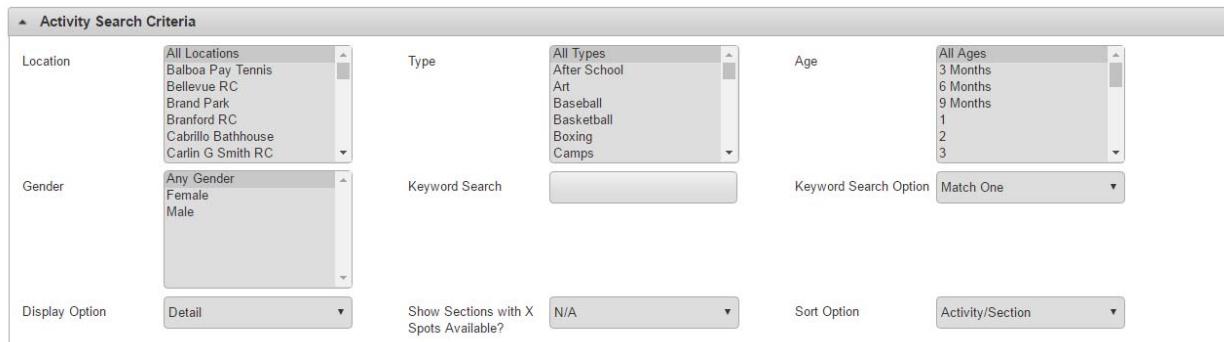
Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders
Unavailable	115121801-01	SNL Youth Basketball (5 - 6)	06/29/2016 -09/03/2016	7:00 pm -11:00 pm	W, Th, F, Sa	Lafayette RC	5-6	\$0.00	Coed
Unavailable	115121801-02	SNL Youth Basketball (7 - 8)	06/29/2016 -09/03/2016	7:00 pm -11:00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

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.



A screenshot of a web-based activity search interface. At the top, there are two collapsed sections: "Activity Search Criteria" and "Additional Search Criteria". A large red arrow points upwards from the bottom of the "Activity Search Criteria" section towards the collapsed "Additional Search Criteria" section. Below these sections is a search bar with "Search" and "Reset" buttons, and a "Click Here to Expand" link. The main area is titled "Search Results" and shows "Showing 1 To 20" results with a total of "100" results. A specific activity, "Summer Karate - 115121501", is highlighted in blue. The activity description states: "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." Below the description is a table listing three sessions: July Karate, August Karate, and September Karate, each with details like dates, times, locations, ages, price, and genders.

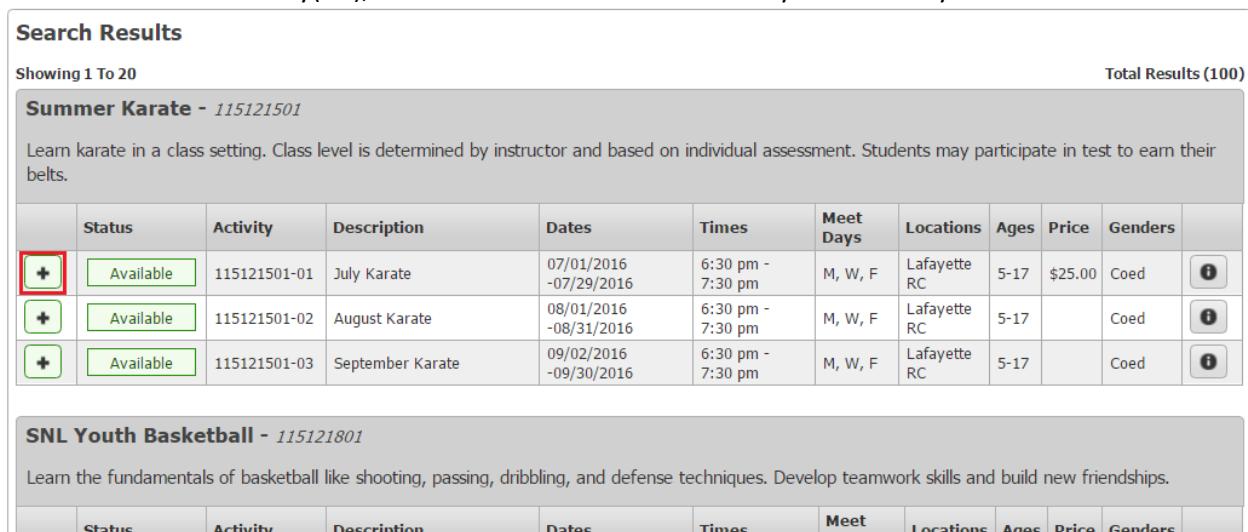
Once the “Activity Search Criteria” is expanded, the following search criteria will appear.



A screenshot of the expanded "Activity Search Criteria" section. It includes dropdown menus for Location (All Locations, Balboa Pay Tennis, Bellevue RC, Brand Park, Branford RC, Cabrillo Bathhouse, Carlin G Smith RC), Type (All Types, After School, Art, Baseball, Basketball, Boxing, Camps), Age (All Ages, 3 Months, 6 Months, 9 Months, 1, 2, 3), Gender (Any Gender, Female, Male), and Keyword Search. There are also options for "Display Option" (Detail), "Show Sections with X Spots Available?", "Sort Option" (Activity/Section), and "Keyword Search Option" (Match One). A "Match One" option is highlighted with a red box.

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.



A screenshot of the "Search Results" interface. It shows "Showing 1 To 20" results with a total of "100" results. A specific activity, "Summer Karate - 115121501", is highlighted in blue. The activity description is the same as in the previous screenshot. Below the description is a table listing three sessions: July Karate, August Karate, and September Karate. Each session row contains a status column with a green button containing a white plus sign (+) and the word "Available". The rest of the table columns include Status, Activity, Description, Dates, Times, Meet Days, Locations, Ages, Price, and Genders. A second activity, "SNL Youth Basketball - 115121801", is partially visible below the first one.

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	07/05/2016 - 07/26/2016	6:30 pm - 7:30 pm	Tu	Lafayette RC	4-17	Coed	
		Available	115121901-02	August Ballet	08/02/2016 - 08/30/2016	6:30 pm - 7:30 pm	Tu	Lafayette RC	4-17	Coed	

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)**

**RECREATION & PARKS**

**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				Total Results (6)
	Description	Name	Total Fees	
<input checked="" type="checkbox"/>	July Karate (115121501-01) (Enrolled)	Cynthia	\$ 25.00	 
<input checked="" type="checkbox"/>	July Karate (115121501-01) (Enrolled)	Jane	\$ 25.00	 
<input checked="" type="checkbox"/>	July Karate (115121501-01) (Enrolled)	Jude	\$ 25.00	 
<input checked="" type="checkbox"/>	September Karate (115121501-03) (Enrolled)	Cynthia	\$ 25.00	 
<input checked="" type="checkbox"/>	September Karate (115121501-03) (Enrolled)	Jane	\$ 25.00	 
<input checked="" type="checkbox"/>	September Karate (115121501-03) (Enrolled)	Jude	\$ 25.00	 
<b>Grand Total Fees Due</b>			<b>\$ 150.00</b>	
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>	

**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: *	\$ 75.00
Using This Payment Method: *	Visa ▾

Billing Information	
First Name: *	Kelly
Last Name: *	Smith
Home Phone w/area code: *	(818)123-4567
Email: *	email@website.com
Re-Enter Email:	email@website.com

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.	
<b>Continue</b>	<a href="#">Back To Shopping Cart</a>

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	Kelly Smith
Card Number	12345667777
Exp Month	5
Exp Year	2016
Card CVV/CVC	123

---

**Billing Address**

Address	3900 Chevy Chase Drive
Address (Line 2)	
Address (Line 2)	
City	Los Angeles
State/Province	California
Province (Outside US/Canada)	
Province (Outside US/Canada)	
Zip/Postal Code	90039
Country	UNITED STATES
E-mail Address	email@website.com
Phone Number	(818)123-4567

**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.