How to Register From Home/Work

City of Los Angeles Department of Recreation and Parks / www.laparks.org

1. Locate the "Online Activity Catalog" tab at the top of the screen – it is between "Programs' and "Job Opportunities" – and click on it.

Online Activity Catalog / http://www.laparks.org/eregistration.htm

1. Click on "Online E-Registration System" located at the top of the left column and click on it - this will open a new window named "Recreation and Parks Online Activity Catalog."

Online Activity Catalog

1. Select the name of the facility in which you want to register for activities. 2. Click on the "Go" button located to the right of the park name. 3. NOTE: Until you are done with registration, DO NOT use the "Back" or "Forward" buttons on your internet browser; Clicking these will lose all of your information. If you need to go to a previous (or later) page, click on the "Previous" or "Next" buttons located on the bottom of the screen.

Activity Registration Page

1. Click on the "Go" button next to "Browse the Entire Activities Catalog "– this will bring up a page with every current and upcoming activity which is offered at that site.

Select Activity

1. Find the activity that you would like to register for. Classes and camps are split up by session (quarterly, monthly, or weekly); sports are divided by division. 2. Click on "Add Item" next to the activity you want (the next page will let you add more activities if so desired).
3. NOTE: the Online Activity Catalog will not let you register someone who is not the proper age for the activity.

Shopping Cart

1. To add another activity (click on "Add Item") otherwise "Check Out". 2. To remove an activity, uncheck any activities that you do want to keep in your shopping cart, and then click "Remove Item". 3. NOTE: If you are paying for multiple people for one activity, only add it to the shopping cart once.

Customer Login

1. New Customer – type in your (the payer's) birthday in this format: MM/DD/YYYY – for example 01/01/1950 – ALWAYS enter the slashes. Then click "Go." 2. Existing Customer – type in your username and password – if you don't remember it, click on "Forgot your Username or Password?" and it will be emailed to you. 3. If you have registered using the Online Activity Catalog at any park in the City of Los Angeles, you have an existing customer profile. Please DO NOT create a new one.

Create Customer Profile (Skip this if you have an existing customer account)

1. Type in your name and BILLING address – no PO Boxes. If you live in an apartment or other type of unit, make sure to include your "Unit Address" – select the type and the number/letter. 2. NOTE: This is the information for whom is paying for the activity – NOT who is taking it. Participants will be created on the next page. 3. Enter your phone number with no parenthesis or dashes including the area code – for example 1234567890. 4. If you have an email address, enter it here. This way you will be emailed a copy of your receipt. 5. Emergency contact – if you are only registering for yourself, you can repeat your information. However, if you are registering a minor for an activity put someone else in these fields – spouse, grandparent, friend, anyone. 6. Notes – "Parent of (participant)"… "Paying for (name of friend/relative/etc)". 7. Double check your information then click "Next"

Participant Information

1. Who is participating in the activities? For example, if you are signing up your child for a preschool class, put their information here. If you are the only participant, put in your information including your birth date and gender. Activities are set up based on age so if you put the wrong year it may not let you enroll. School name and grade are optional however they do not automatically update from year to year. 2. If there is anything you want the park staff to know about this participant, put it in the "Special Instructions" box – ie allergies, medical conditions, etc. 3. NOTE: Only one person per participant page – you have the option to create another participant on the next page. 4. Click "Next" when you are finished.

Create/Edit Participant Profiles

1. This page shows any participants who are tied to your account. 2. If you would like to add another person, click on the "New Participant" link which is located above the heading "Date of Birth" and this will take you to another "Create Participant" page. 3. When you are done with this page, click on "Next."

Assign Participants to Activities

1. Who is participating in each activity? Click a participant for each activity. If done correctly their name will be highlighted. 2. To register multiple participants for the same activity, hold down the "CTRL" button on your keyboard and select all of the names. 3. NOTE: If a participant is not the proper age it will not let you register them for the activity. 4. Click "Next" when you are done.

Select Payment Method

1. The Online Activity Catalog only accepts credit card payments from home. If you want to pay via cash or check you must register from the park office. 2. Select credit card type and then click “Next”.

Submit Credit Card Payment (Visa/MC Only)

1. Enter your credit card number (with no spaces or dashes) as well as the expiration date. 2. Once again, make sure your billing address for that specific card matches with the address on the screen. 3. When you are done, click “Next.” This may take up to a few minutes to process. DO NOT click on “Next” more than once – this could result in a double charge.

Customer Receipt

1. This is your confirmation of payment and lists the activities which you have registered for and shows any relevant information. It is YOUR responsibility to keep track of when the activities begin. If you have any questions, please contact the facility office.