



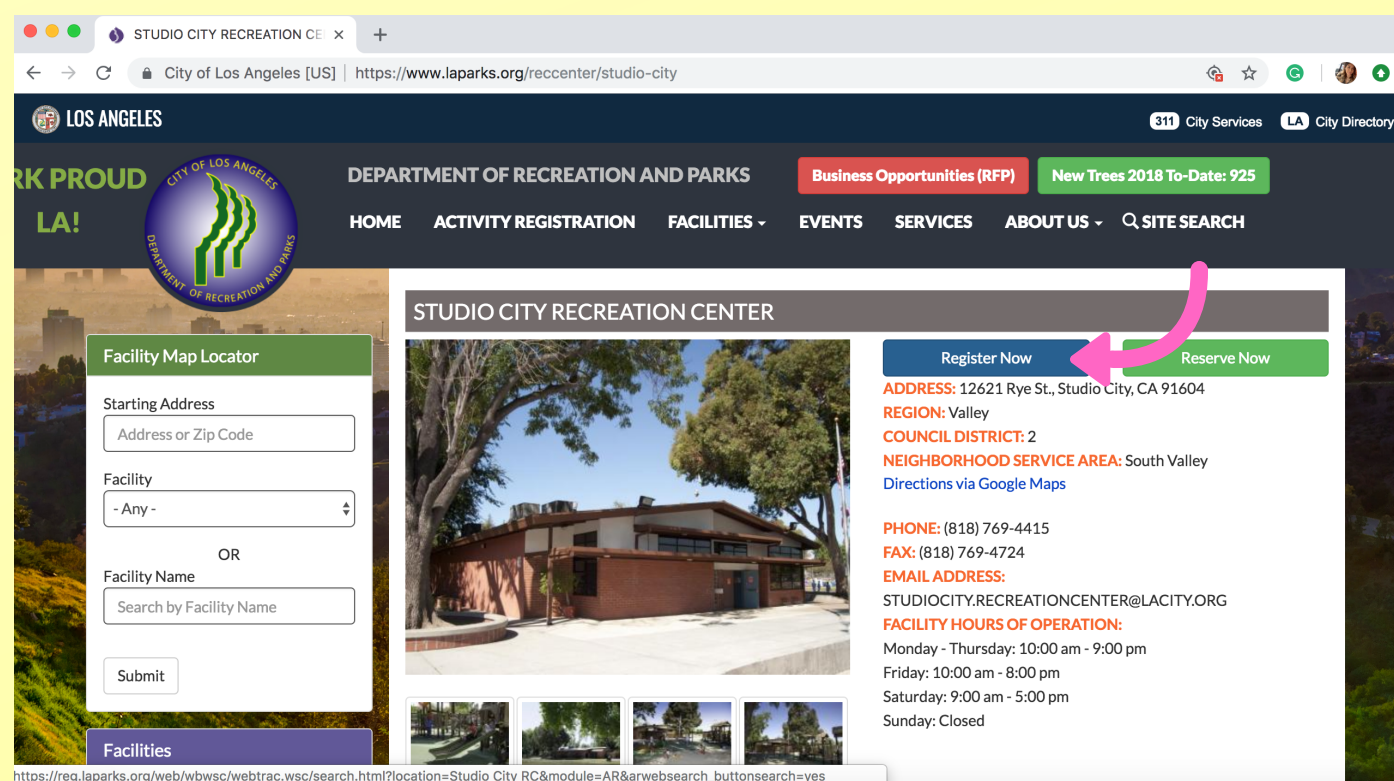
City of Los Angeles
Department of Recreation and Parks
Studio City Recreation Center
12621 Rye St., Studio City, CA, 91604
Office: (818)769-4415



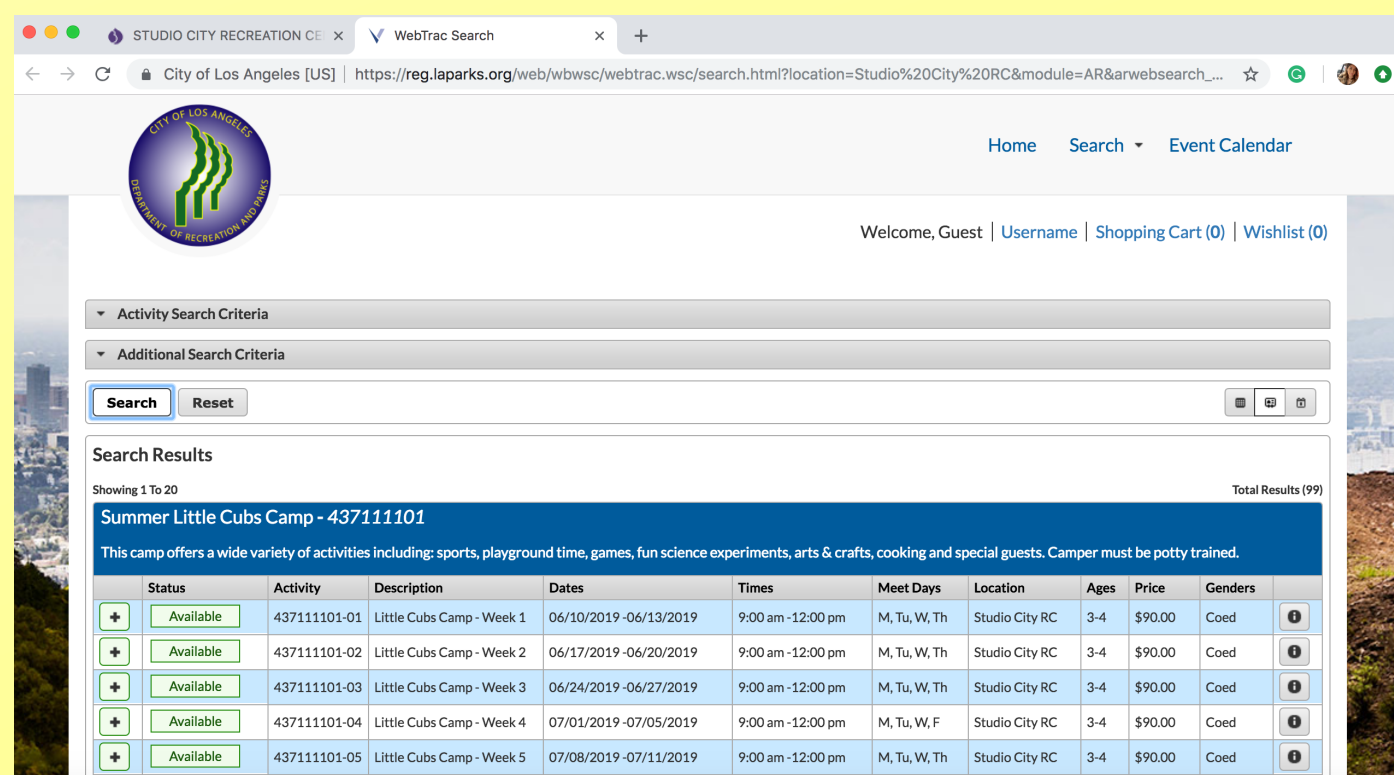
How to Navigate through our website and sign up for classes!

1 The first step is to search up our website: <https://www.laparks.org/reccenter/studio-city>

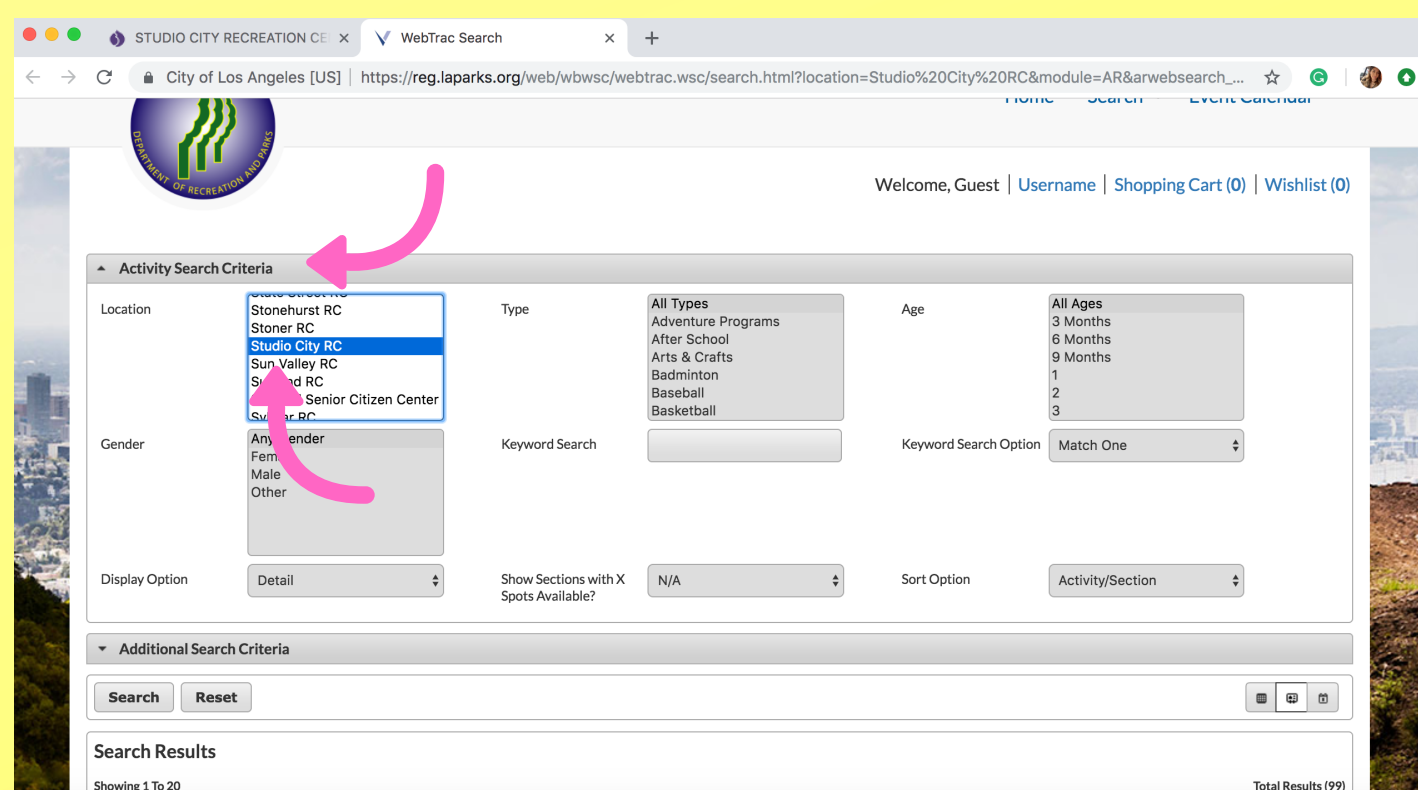
2 From our website, click on the blue **REGISTER NOW** button which will direct you to the webtrac site.



3 Once the blue button is clicked and you are directed to webtrac, you will encounter a list of classes that we offer.

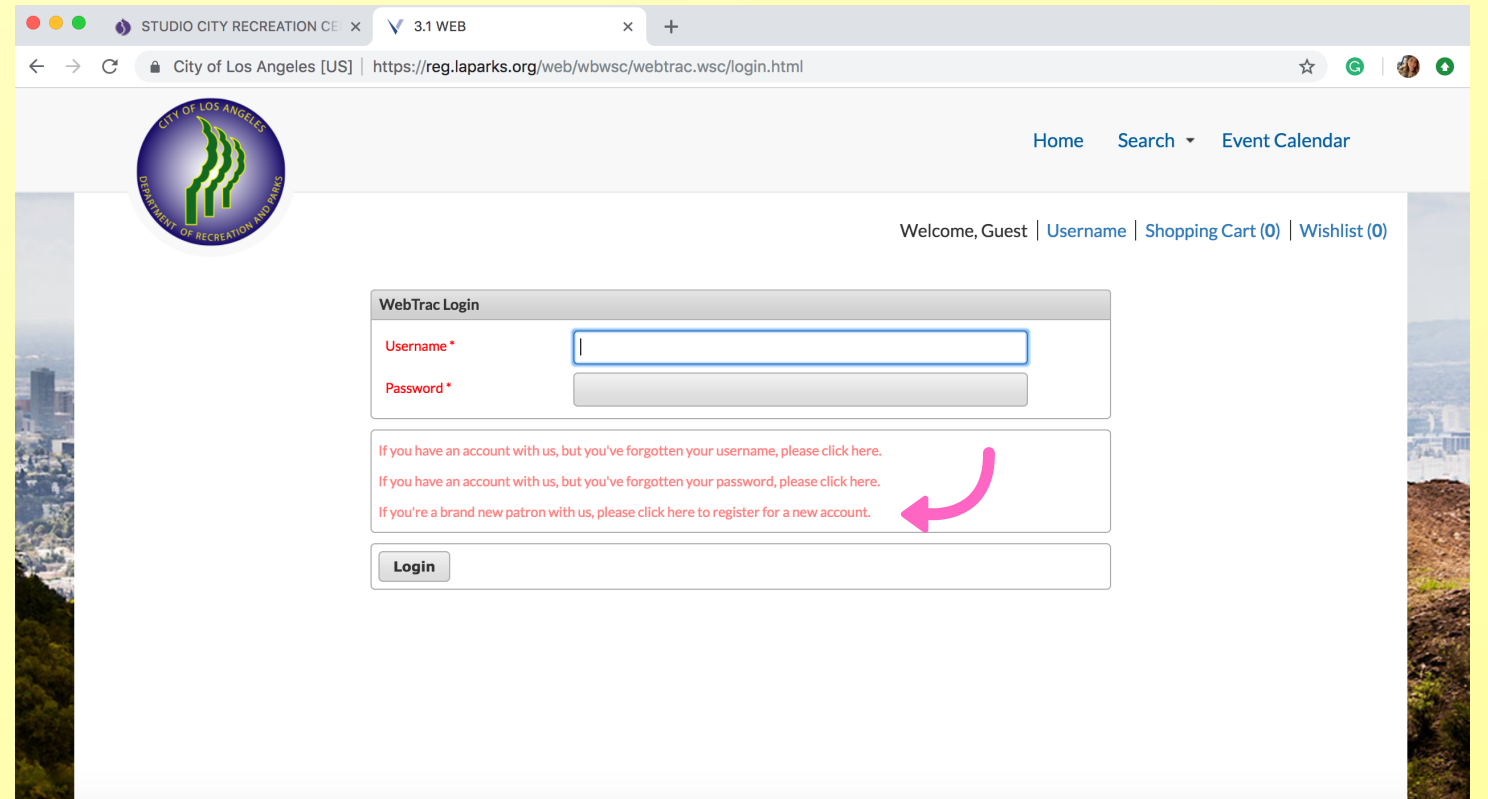
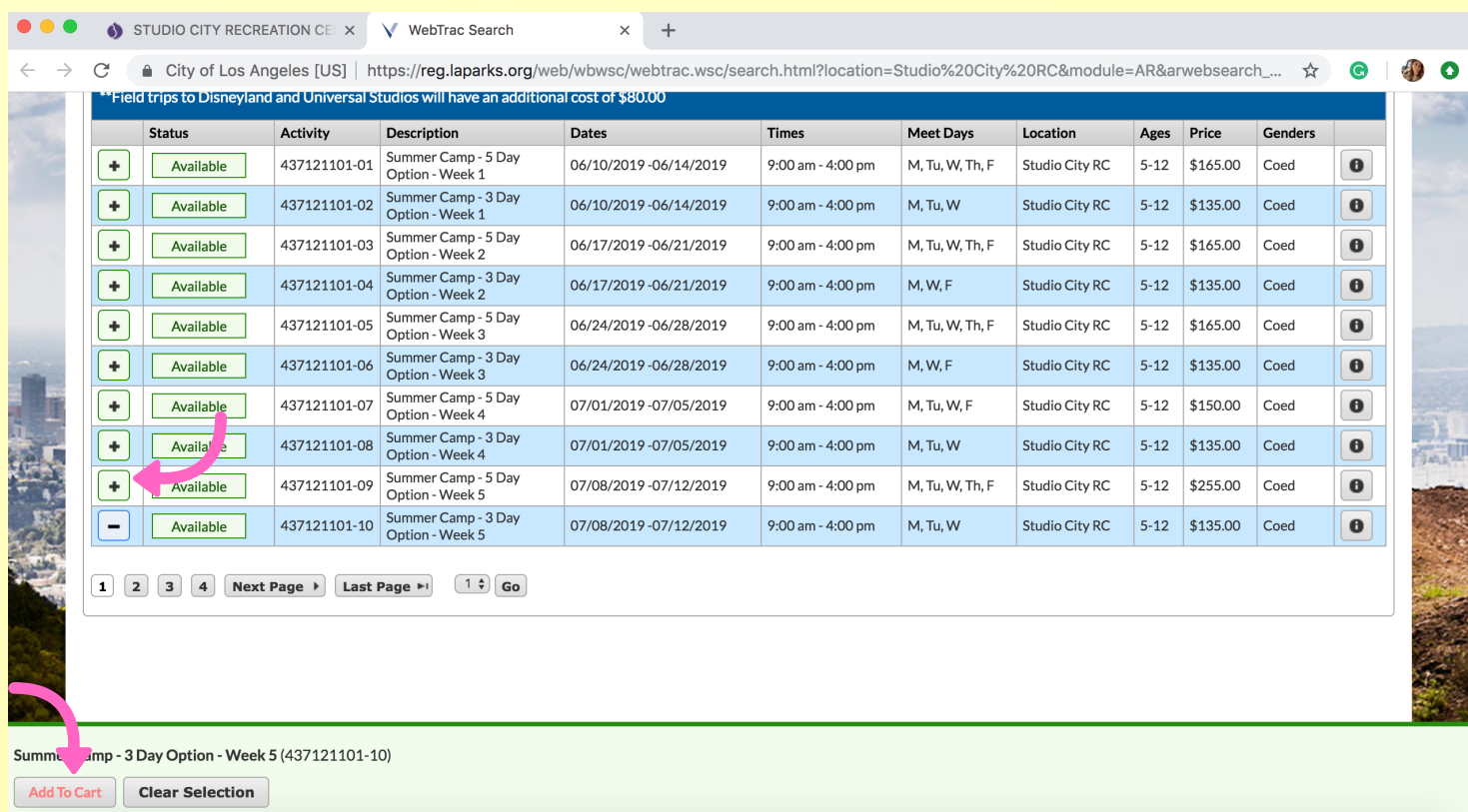


4 This website only allows a maximum of 5 pages of classes to be shown at a time. If you can not find the class you are looking for, follow these steps. Click down on **ACTIVITY SEARCH CRITERIA**, this will bring up a few categories to choose from. Under **LOCATION**, make sure you select **Studio City Recreation Center** and click on it. After that criteria is clicked on you can then make sure the other categories correlate to the individual whom is being signed up for the class.



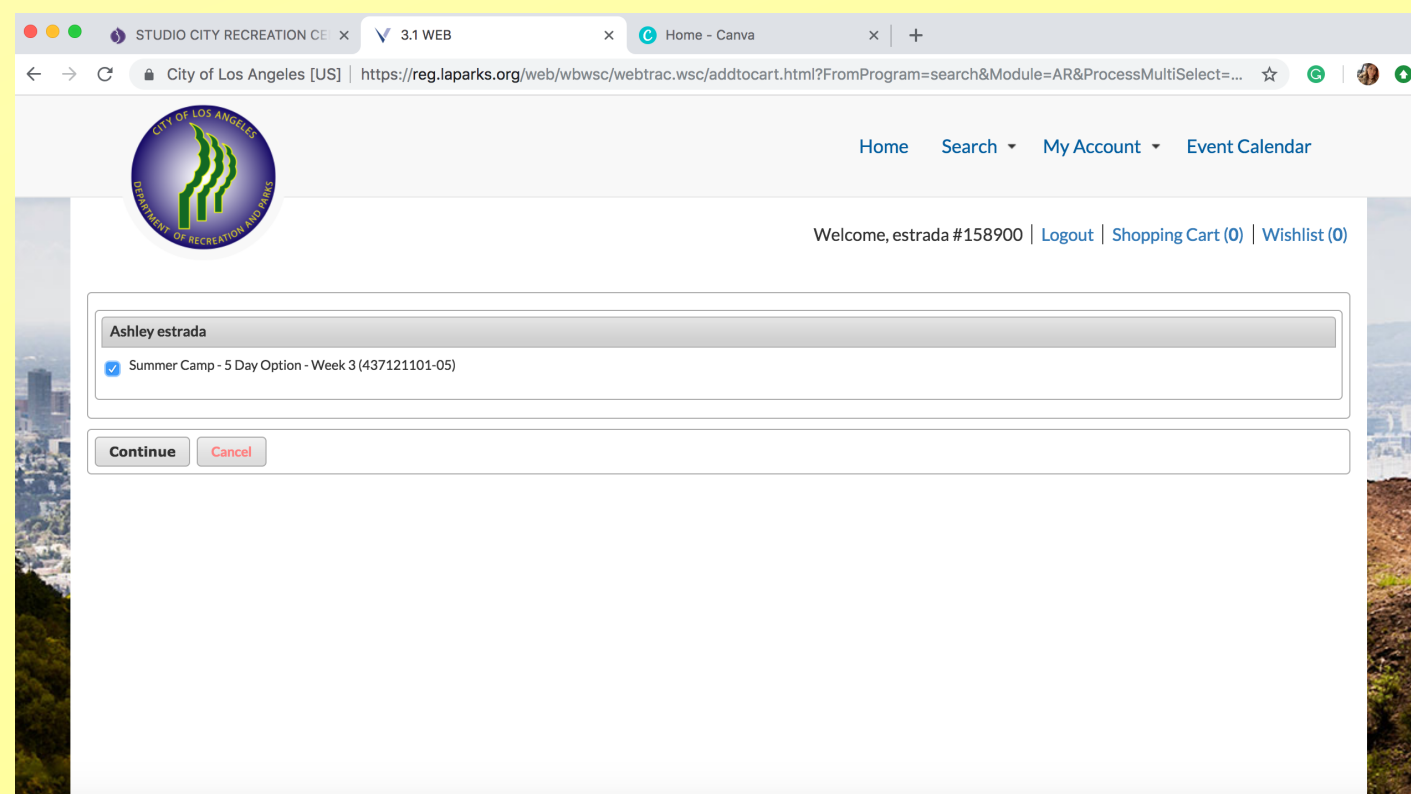
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Once you have found the desired class, you will click the green + **(PLUS SIGN)** button found on the left. The class you have chosen will now appear in the bottom of your screen. Here, you click on the **ADD TO CART** button to added to the cart; This will direct you to the Webtrac login. If you are new to our website you will click **"IF YOU'RE A BRAND NEW PATRON WITH US, PLEASE CLICK HERE TO REGISTER FOR A NEW ACCOUNT."**



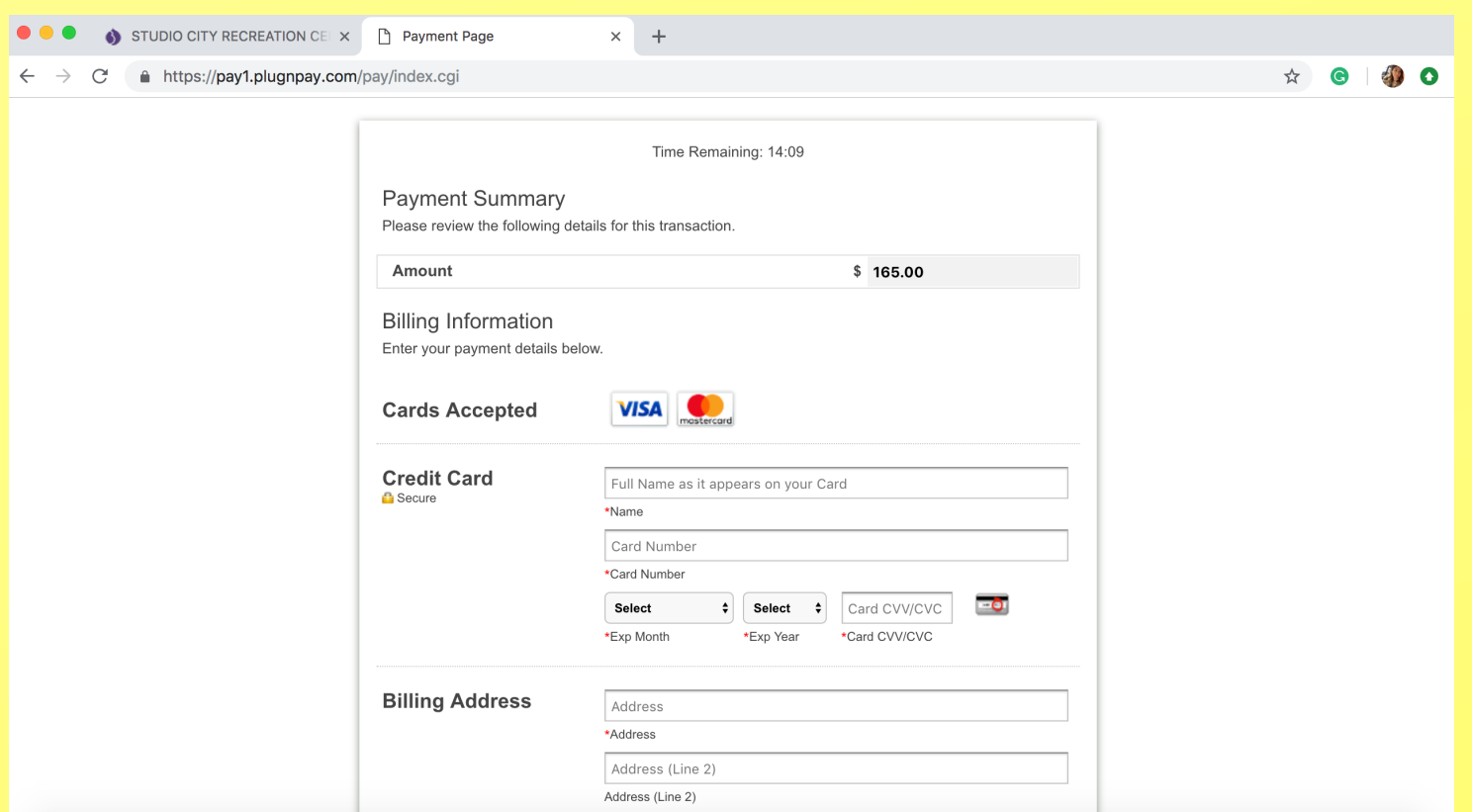
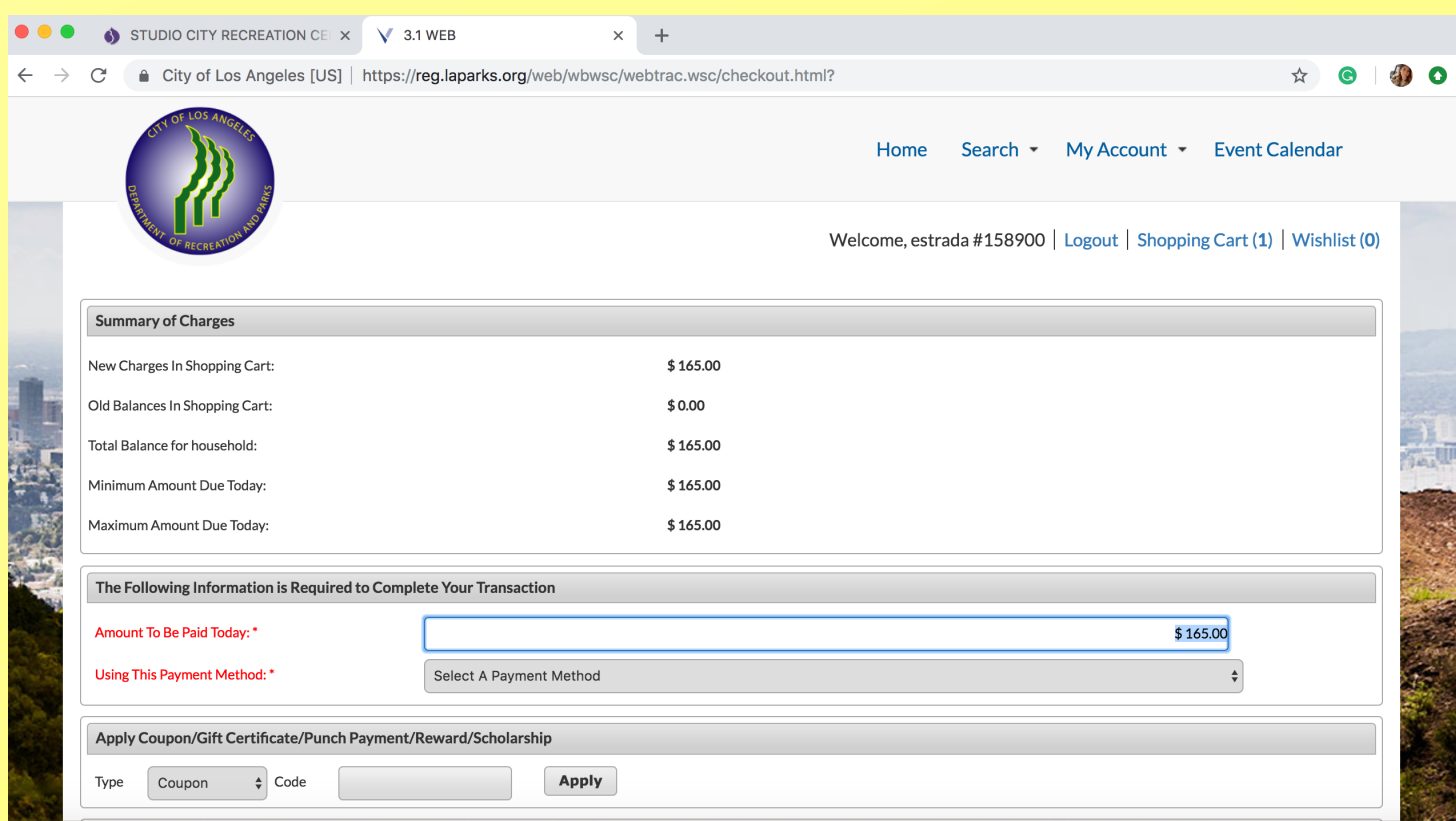
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After you have clicked to register for a new account, you will provide the information of the household member and your child(dren). After doing so, you will get directed to a summary page of the program you have enrolled in.



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After you have done all of this, you will proceed and continue with a payment. You should receive an email receipt once your payment has been processed, and you are all done! If you have any additional questions feel free to reach out to us. We look forward to serving your and your family's recreational needs. Don't forget to follow us on social media!



If you have any additional questions feel free to reach out to Julie Monroy-Cantor at JULIE.MONROY@LACITY.ORG or 818-769-4415. We look forward to serving your and your family's recreational needs. Don't forget to follow us on social media!

