



# Encino Community Center

Phone: (818) 995-1690 • e-mail: encino.communitycenter@lacity.org

## Camp Encino Paying Balances Online

### Step 1

Go to <https://www.laparks.org/reccenter/encino-community> and click on the blue “Register Now” button next to the picture of the main entrance. For best results use Google Chrome and a computer, not a mobile device.

\* Googling “Encino Community Center” will also lead to our homepage.

**PARK PROUD LA!** CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

DEPARTMENT OF RECREATION AND PARKS Business Opportunities (RFP) New Trees 2019 To-Date: 713

HOME ACTIVITY REGISTRATION FACILITIES - EVENTS SERVICES ABOUT US - Q SITE SEARCH

**ENCINO COMMUNITY CENTER**

**Register Now**

ADDRESS: 4935 Balboa Blvd., Encino, CA 91316  
 REGION: Valley  
 COUNCIL DISTRICT: 5  
 NEIGHBORHOOD SERVICE AREA: West Valley  
 Directions via Google Maps

PHONE: (818) 995-1690  
 FAX: (818) 990-8467  
 EMAIL ADDRESS: ENCINO.COMMUNITYCENTER@LACITY.ORG

**FACILITY HOURS OF OPERATION:**  
 Monday - Thursday: 9:00 am - 9:00 pm  
 Friday: 9:00 am - 6:00 pm  
 Saturday: 9:00 am - 5:00 pm  
 Sunday: 9:00 am - 1:00 pm  
 Holiday: Closed

### Step 2

After the new tab opens, click on “Log In”.

ENCINO COMMUNITY C WebTrac Search

Secure https://reg.laparks.org/web/wbwc/webtrac.wsc/search.html?location=Encino%20Community%20Center&module=AR&arwebsearch\_buttonsearch=yes

Home Search Event Calendar

Welcome, Guest | **Login** | Shopping Cart (0) | Wishlist (0)

Your search has returned more than 100 records. Some records have not been included. Please limit your search more and try again.

Activity Search Criteria

Additional Search Criteria

Search Reset

**Search Results** Showing 1 To 20 Total Results (100)

**Summer Camp Registration Fee - 537121101**  
 Walk-In Registration Only  
 Contact Encino Community Center at 818-995-1690 for information.

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders
Unavailable	537121101-01	Summer Camp Registration Fee	03/08/2018 -06/11/2018	9:00 am - 5:00 pm	M, Tu, W, Th, F, Sa	Encino Community Center	4-9-13	\$35.00	Coed

**Summer Camp Field Trips - 537121102**

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders
Unavailable	537121102-01	Universal Studios Field Trip (Week 1)	06/13/2018 -06/13/2018	9:00 am - 5:00 pm	W	Encino Community Center	4-9-13	\$50.00	Coed
Unavailable	537121102-02	Disneyland Field Trip (Week 7)	07/25/2018 -07/25/2018	9:00 am - 5:00 pm	W	Encino Community Center	4-9-13	\$50.00	Coed

## Step 3

If you have used the City of LA's online registration system to sign up for any activity in the past, **skip to step 4** and log in using the username and password you previously created.

If you have **not** used this online system in the past enter the following information to log in:



**Username:** household number

**Password:** head of household's last name

Your household number and head of household's last name can be found on any receipt issued from Encino Community Center. The system will prompt you to change your password after you first log in.

If you are having trouble logging in, call the office at (818) 995-1690. The system will not allow you to create a new account.

*\* Please note that the password is case sensitive.*

 	<b>ACTIVITY SALES RECEIPT</b> Receipt # 407871 Payment Date: 04/06/18 Household: 612196
Encino Community Center 4935 Balboa Blvd. Encino CA 91316 Phone: (818)995-1690 www.laparks.org	Lorraine McFly 9303 Lyon Drive Hill Valley, CA 95420 Dlorean85@doc.brown
	Cell Phone (818) 995-1690

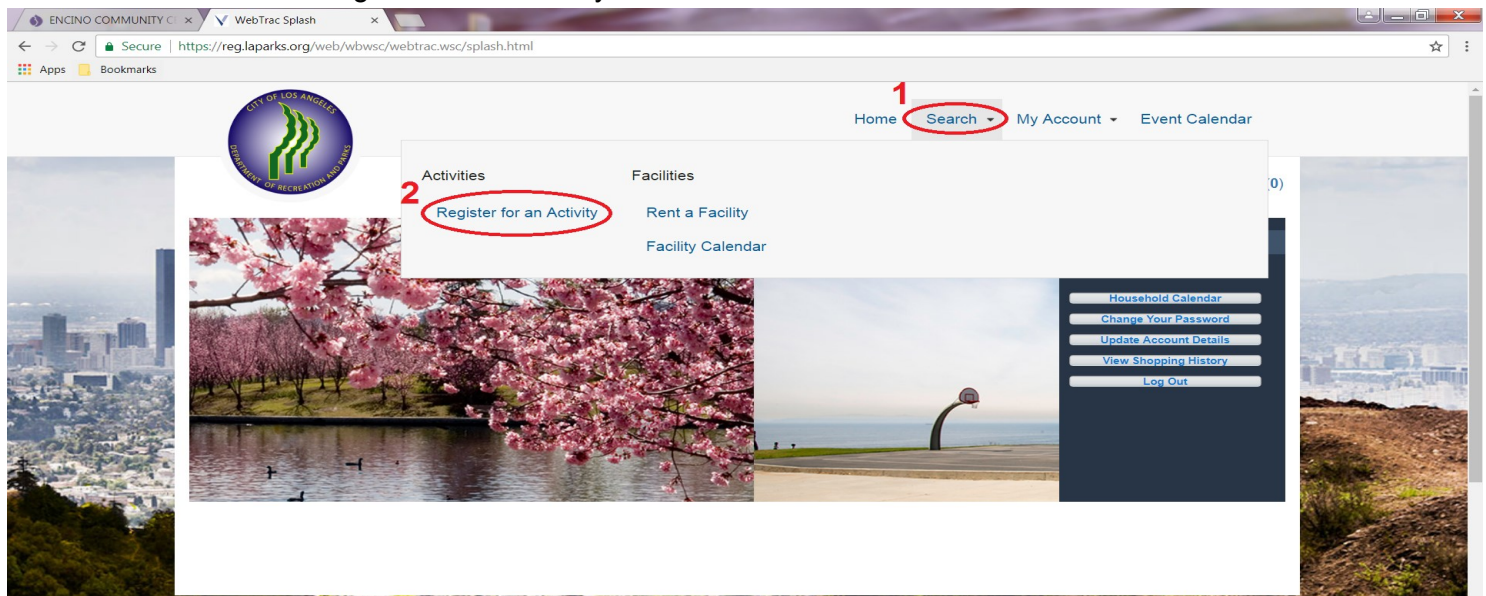
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**Activity Enrollment Details: 537121101-01 (Summer Camp Registration Fee)**

	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Enrollee Name: <b>Marty McFly</b>	35.00	35.00	35.00	35.00	0.00
Enrollment Date: 04/06/2018					
Enrollment Status: Enrolled					
Class Location: Auditorium Encino Community Center 4935 Balboa Blvd. Encino, CA 91316 (818)995-1690					
Class Dates: 03/08/2018 to 06/11/2018 9:00 am to 5:00 pm M,Tu,W,Th,F,Sa					
Scheduled Sessions: 82					

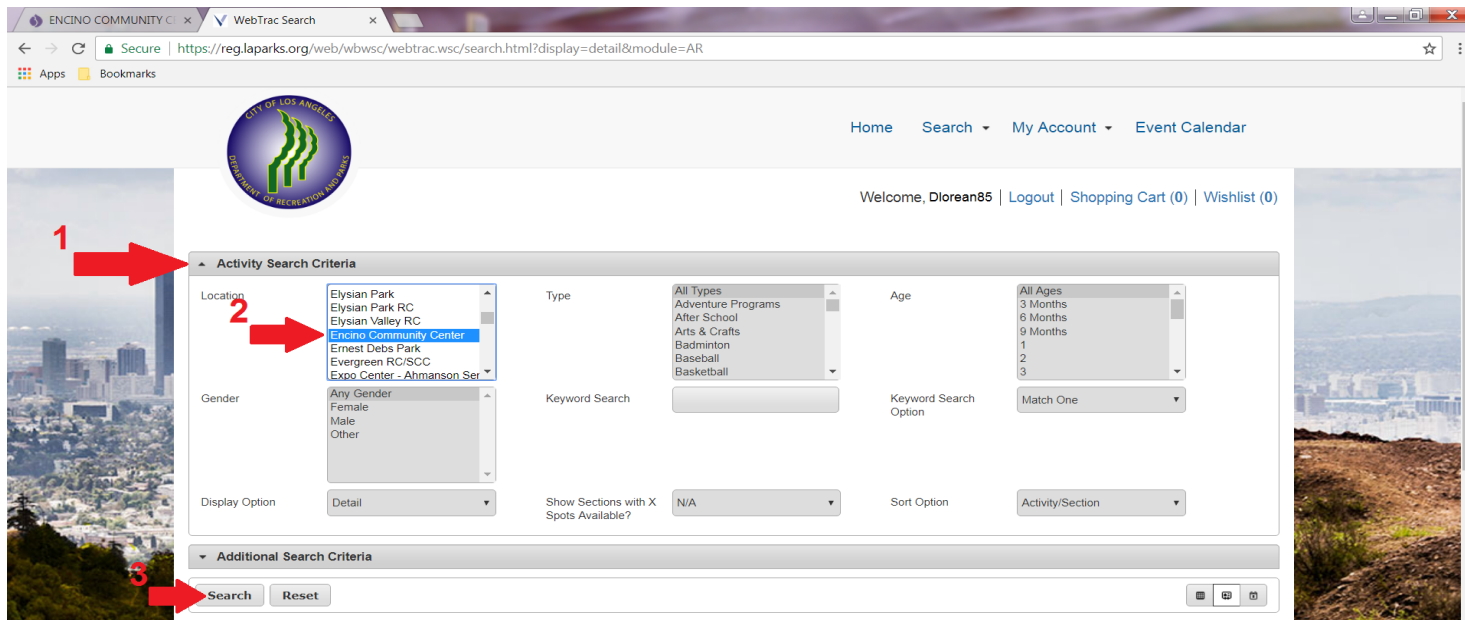
## Step 4

Click on "Search" then "Register for an Activity".



## Step 5

Click on “Activity Search Criteria”. In the “Location” box, scroll down and select “Encino Community Center”. Press “Search”.




The screenshot shows the "Activity Search Criteria" form on the Encino Community Center website. The form includes several dropdown menus and input fields. Red arrows indicate the following steps:

1. Click on the "Activity Search Criteria" section.
2. Click on the "Location" dropdown menu and select "Encino Community Center".
3. Click on the "Search" button.

## Step 6

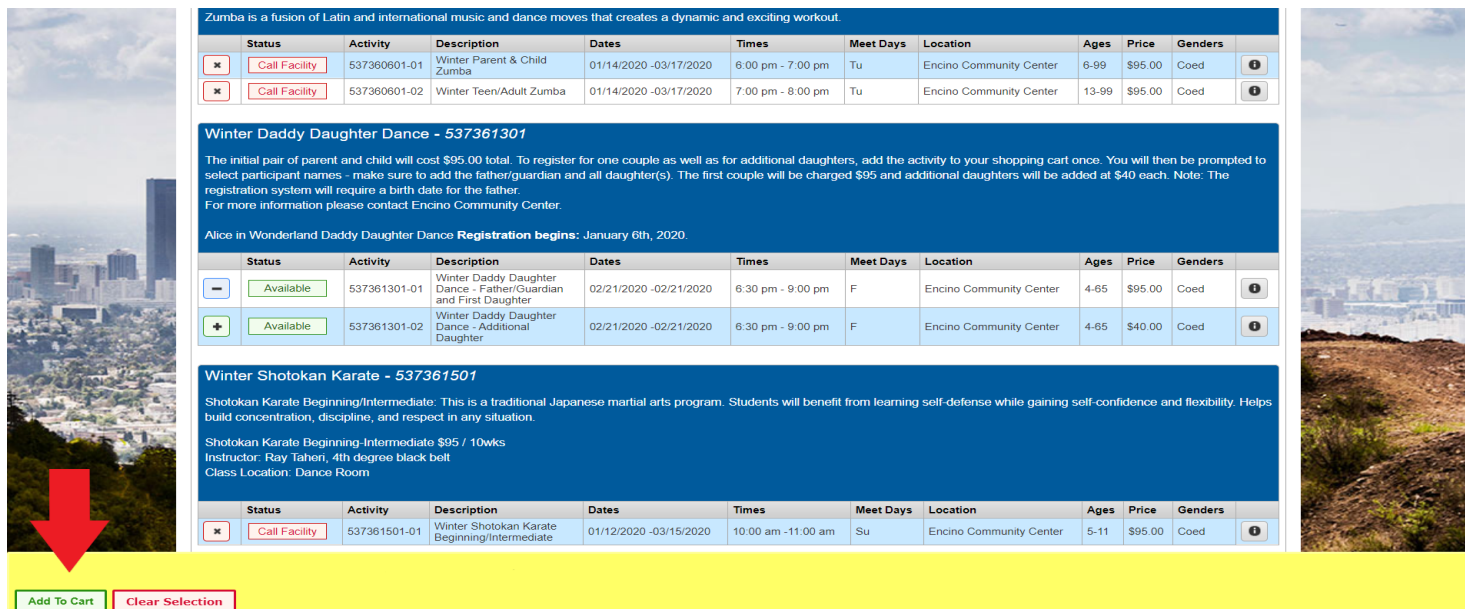
You will now see a listing of every activity. Scroll down until you find the summer camp balance option you would like to pay off. You may have to go through different pages to find the right one.

## Step 7



 Click on the green plus sign next to the option you need.

## Step 8

Click on the “Add To Cart” button at the bottom left of the screen.





The screenshot shows a listing of activities. The activities are displayed in a table format. A red arrow points to the "Add To Cart" button at the bottom left of the screen.

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders		
<input checked="" type="checkbox"/>	Call Facility	537360601-01	Winter Parent & Child Zumba	01/14/2020 -03/17/2020	6:00 pm - 7:00 pm	Tu	Encino Community Center	6-99	\$95.00	Coed	
<input checked="" type="checkbox"/>	Call Facility	537360601-02	Winter Teen/Adult Zumba	01/14/2020 -03/17/2020	7:00 pm - 8:00 pm	Tu	Encino Community Center	13-99	\$95.00	Coed	

**Winter Daddy Daughter Dance - 537361301**

The initial pair of parent and child will cost \$95.00 total. To register for one couple as well as for additional daughters, add the activity to your shopping cart once. You will then be prompted to select participant names - make sure to add the father/guardian and all daughter(s). The first couple will be charged \$95 and additional daughters will be added at \$40 each. Note: The registration system will require a birth date for the father. For more information please contact Encino Community Center.


Alice in Wonderland Daddy Daughter Dance **Registration begins: January 6th, 2020.**

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders		
<input type="checkbox"/>	Available	537361301-01	Winter Daddy Daughter Dance - Father/Guardian and First Daughter	02/21/2020 -02/21/2020	6:30 pm - 9:00 pm	F	Encino Community Center	4-65	\$95.00	Coed	
<input checked="" type="checkbox"/>	Available	537361301-02	Winter Daddy Daughter Dance - Additional Daughter	02/21/2020 -02/21/2020	6:30 pm - 9:00 pm	F	Encino Community Center	4-65	\$40.00	Coed	

**Winter Shotokan Karate - 537361501**

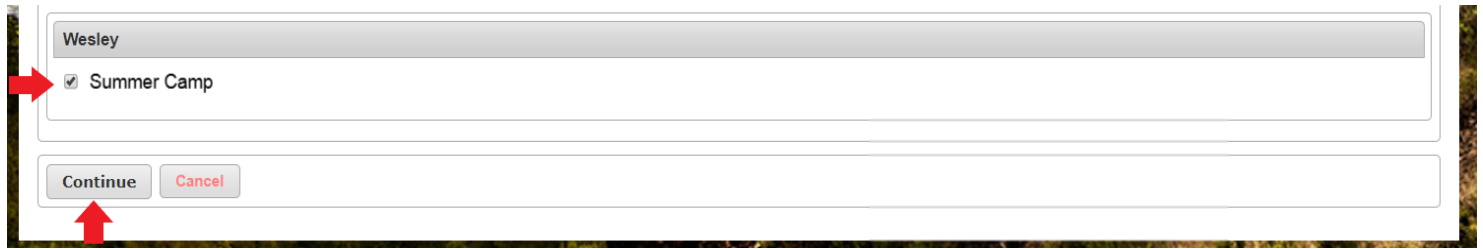
Shotokan Karate Beginning/Intermediate: This is a traditional Japanese martial arts program. Students will benefit from learning self-defense while gaining self-confidence and flexibility. Helps build concentration, discipline, and respect in any situation.

Shotokan Karate Beginning-Intermediate \$95 / 10wks  
Instructor: Ray Tahen, 4th degree black belt  
Class Location: Dance Room

Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders		
<input checked="" type="checkbox"/>	Call Facility	537361501-01	Winter Shotokan Karate Beginning/Intermediate	01/12/2020 -03/15/2020	10:00 am -11:00 am	Su	Encino Community Center	5-11	\$95.00	Coed	

## Step 9

Select the participant then click “Continue”.



Wesley

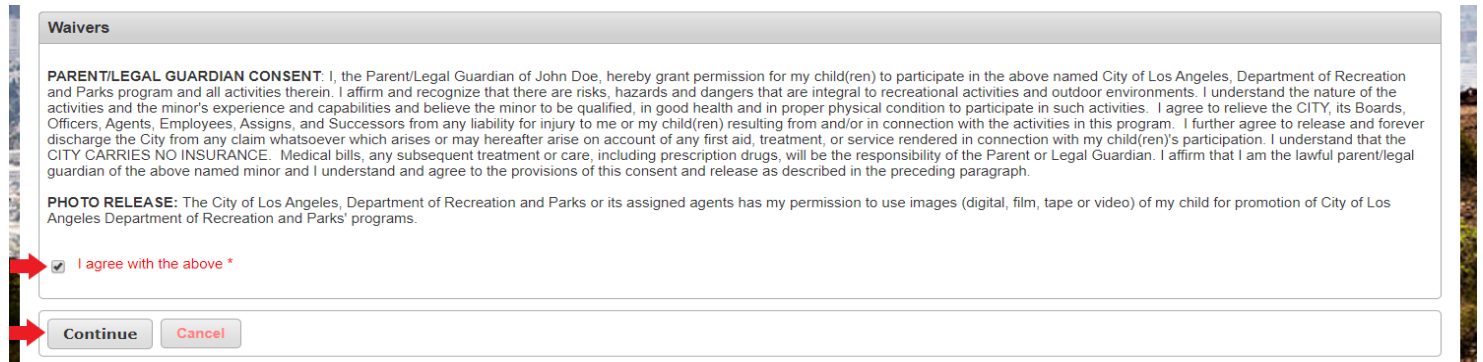
Summer Camp

Continue Cancel

A red arrow points to the 'Continue' button.

## Step 10

Click on “I agree with the above” and then “Continue”.



Waivers

**PARENT/LEGAL GUARDIAN CONSENT:** I, the Parent/Legal Guardian of John Doe, 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.

**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.

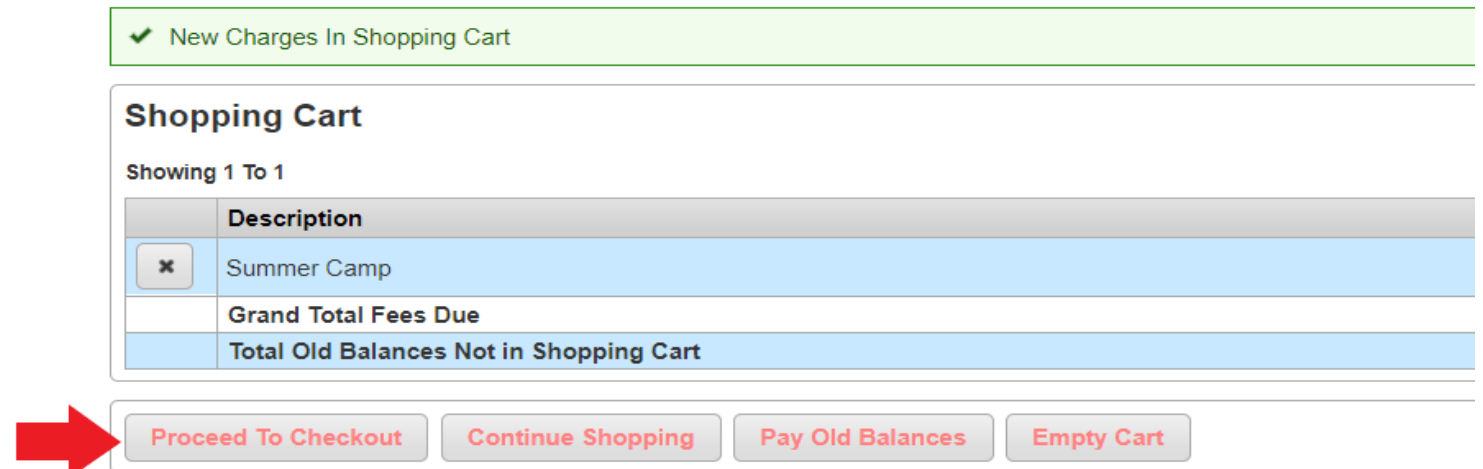
I agree with the above \*

Continue Cancel

Two red arrows point to the 'I agree with the above \*' checkbox and the 'Continue' button.

## Step 11

Verify the items in the shopping cart and click “Proceed to Checkout”.



✓ New Charges In Shopping Cart

### Shopping Cart

Showing 1 To 1

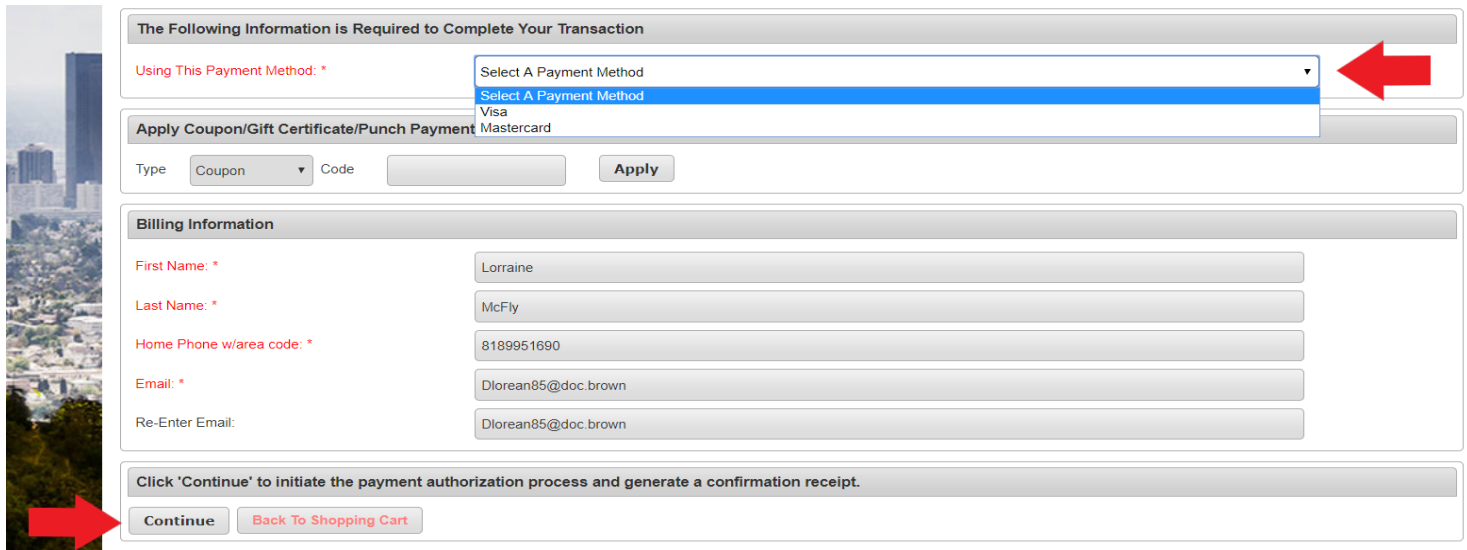
	Description
<input type="checkbox"/>	Summer Camp
	<b>Grand Total Fees Due</b>
	<b>Total Old Balances Not in Shopping Cart</b>

Proceed To Checkout Continue Shopping Pay Old Balances Empty Cart

A red arrow points to the 'Proceed To Checkout' button.

## Step 12

Click on the drop-down arrow to select your payment method. Verify the billing information is correct then click "Continue".

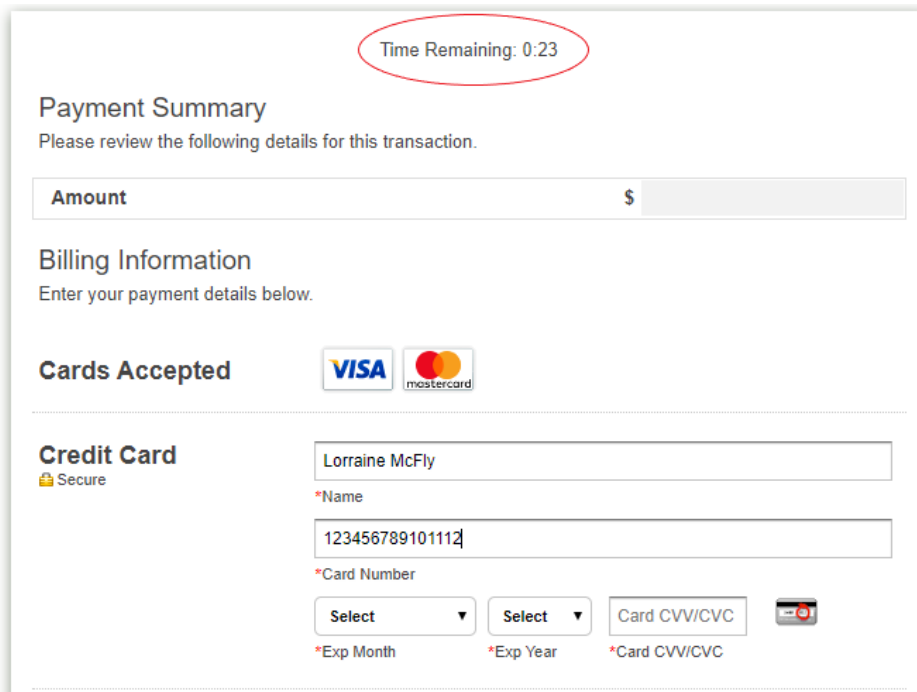


The screenshot shows a payment form with the following sections:

- The Following Information is Required to Complete Your Transaction**: A dropdown menu for "Using This Payment Method: \*" with options "Select A Payment Method", "Select A Payment Method", "Visa", and "Mastercard". A red arrow points to the dropdown arrow.
- Apply Coupon/Gift Certificate/Punch Payment**: Fields for "Type" (Coupon), "Code", and an "Apply" button.
- Billing Information**: Fields for "First Name: \*" (Lorraine), "Last Name: \*" (McFly), "Home Phone w/area code: \*" (8189951690), "Email: \*" (Dloean85@doc.brown), and "Re-Enter Email:" (Dloean85@doc.brown).
- Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.**: "Continue" and "Back To Shopping Cart" buttons. A red arrow points to the "Continue" button.

## Step 13

You will be directed to the payment screen. This screen is timed.



The screenshot shows a payment summary screen with the following elements:

- Time Remaining: 0:23**: A timer at the top, circled in red.
- Payment Summary**: "Please review the following details for this transaction." and an "Amount" field with a "\$" symbol.
- Billing Information**: "Enter your payment details below."
- Cards Accepted**: Logos for VISA and mastercard.
- Credit Card**: Fields for "Name" (Lorraine McFly), "Card Number" (123456789101112), "Exp Month" (Select), "Exp Year" (Select), and "Card CVV/CVC" (with a card icon).

## Step 14

Click the "Submit Payment" and wait. The system may take a few minutes to process the payment. Do not press the back or refresh buttons.

## Step 15

Your receipt will now appear.