How to Create a Household Account
*If you already have an account, start on page 3. All patrons who have registered in a Department of Recreation and Parks activity since 2016 have an existing account.*

1. Visit reg.laparks.org

2. Click on “Create An Account.” This will open a new window.

3. Fill out the new page, keeping in mind that this is your information, not your child’s. You may pick your own username and password. All red fields are mandatory.

Continued on next page...
How to Create a Household Account—Continued

4. If you plan on registering your child, spouse, or others using this system, click “Add New Member” at the bottom of the page.

5. Fill out the “Additional Family Member” section and repeat as necessary. When you are done, click “Save” or “Add New Contact” to add an emergency contact.

   Note: Double check the birthdays before saving! You will not be able to change these.

6. If you would like to add an emergency contact, click on “Add New Contact.”

7. When you are done, click “Save” at the bottom of the page. You will automatically be logged in and redirected to the main registration page.
Registering for an Activity on WebTrac
Safer At Parks Alternate Learning Activities Only

1. Log into WebTrac using your username and password.

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

3. To begin an activity registration, navigate to the “Search” tab and click on “Register for an Activity.”

Registration instructions continue on next page...
Registering for an Activity on WebTrac—Safer At Parks

4. This page will be blank until you select one or more search criteria. In order to find Safer At Parks Alternate Learning activity you will need to select the location from the list and then hit the “Search” button.

5. A list of activities will now appear. Locate “Step 1: Safer At parks Alternative Learning Center & After School—Initial Participant Registration” and hit the “+” button.

**Note:** You MUST add the Step 1 activity to your cart before any of the months or weeks of the Safer at Parks program. It will not work in any other order.

Registration instructions continue on next page...
7. The activities will now appear at the bottom of the screen in a yellow box. Click on “Add to Cart.”

8. Place a check mark next to the correct participant(s) for each activity then hit Continue.

9. Answer the questions and agree to any waivers then select “Continue” at the bottom. Questions in red are mandatory and need to be filled out once per child. All relevant waivers appear below the questions and you will need to agree to them to continue the registration process. The questions will only appear during the initial Safer At Parks registration.

10. You are now on the Shopping Cart page. Review then hit “Proceed to Checkout”
Registering for an Activity on WebTrac—Continued

11. You will be taken to a “Summary of Charges” page where you will select your payment type (Visa or MasterCard only). When you hit “Continue” you will be redirected to a billing page.

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**Summary of Charges**

- New Charges in Shopping Cart: $200.00
- Old Balances in Shopping Cart: $0.00
- Total Balance for household: $200.00
- Amount To Be Paid Today: $200.00

**The Following Information is Required to Complete Your Transaction**

Using This Payment Method: * Visa

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coupon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Billing Information**

- First Name: * Kimberly
- Last Name: * Selen
- Home Phone wireless code: * 2136470671
- Email: * kimberly.selen@esity.org
- Re-Enter Email: * kimberly.selen@esity.org

Click ‘Continue’ to initiate the payment authorization process and generate a confirmation receipt.
12. On the billing page enter your card information and confirm your address—this must match the one attached to your credit card. When you are done hit “Submit Payment.” Once complete you will be sent to a page where you may print your receipt (it will also be emailed). If you do not see a page stating “Your Online transaction is complete …” and do not receive an email confirmation contact the facility as the registration may have failed.