How to Create a Household Account
*If you already have an account, visit page 3*

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. **Note:** If you are an adult and are not comfortable entering your birthday, make one up. Make sure it’s a reasonable age if you are planning on registering for an adult or senior activity.

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How to Create a Household Account—Continued

4. If you plan on registering your children, 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.

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

1. Log into WebTrac using your username and password (see Household Creation on page 1).

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—Continued

4. A list of activities will now appear however there will be a message about the number of relevant records. Click on “Activity Search Criteria” to expand the search options.

- Location: Look up all activities at a specific facility.
- Type: Search for activities based on the type.
- Age: Select activities for any age range.
- Gender: Find a gender specific activity.
- Keyword Search: Type in the activity name or type. Examples: “piano,” “tiny tot camp” and “tango.”

When you are done, click on the “Search” button.

5. To add an activity to your cart, click on the “+” next to it. Then, hit the “Add to Cart” button at the bottom of the page. Multiple activities may be added at once.
6. Read any waivers that may apply and select “Continue.” Some activities may also have mandatory questions you must fill out before being allowed to pay.

7. You are now on the Shopping Cart page. If you are ready to pay, hit “Proceed to Checkout.” To instead add additional items to your Cart, click on “Continue Shopping.”

8. A summary of charges will now appear. Type in the amount you will pay, select the Payment Method (Visa or MasterCard), and enter your billing information. When you are done, click on “Continue.”
9. You will be taken to a new window that will allow you to fill out your credit card information. When you are done click on “Submit Payment” to finish the payment process. After a few seconds your receipt will appear on the screen.