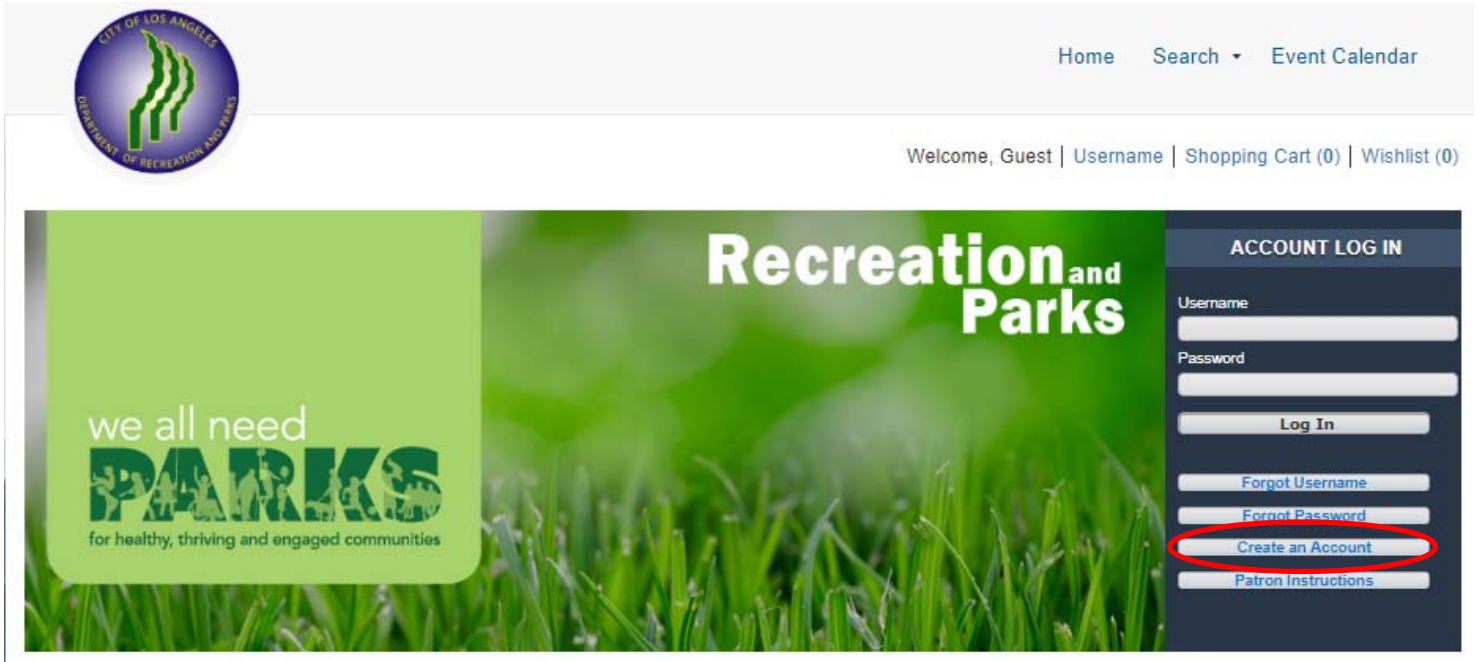


# Cómo crear una cuenta familiar

\* Si ya tiene una cuenta, comience en la página 3. Todos los usuarios que se hayan registrado en un La actividad del Departamento de Recreación y Parques desde 2016 tiene una cuenta

1. Visita [reg.laparks.org](http://reg.laparks.org)
2. Haga clic en "Crear una cuenta". Esto abrirá una nueva ventana.



3. Complete la nueva página, teniendo en cuenta que esta es su información, no la de su hijo. Puede elegir su propio nombre de usuario y contraseña. Todos los campos rojos son obligatorios.

▲ New Account Information

Username (Up to 50 Characters - Email Address Recommended) \*

Password \*

Retype Password to Confirm \*

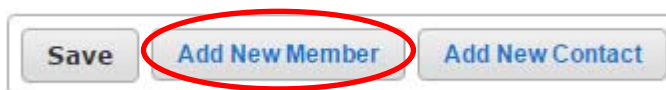
▲ Head of Household

First Name *	<input type="text" value="John"/>	Last Name *	<input type="text" value="Smith"/>	Category	<input type="text" value="Resident"/>
Address Line 2	<input type="text"/>	City *	<input type="text" value="Los Angeles"/>	Address Line 1 *	<input type="text"/>
Email *	<input type="text" value="jsmith@gmail.com"/>	State *	<input type="text" value="CA"/>	Confirm Email *	<input type="text" value="jsmith@gmail.com"/>
Phone Type	<input type="text" value="--- Select A Phone Type ---"/>	Zip Code *	<input type="text" value="90001"/>	Phone *	<input type="text"/>
Phone #1 Provider	<input type="text" value="--- Select A Phone Provider ---"/>	Gender *	<input type="text" value="Male"/>	Opt Into Email	<input type="text" value="Yes"/>
Birthdate (Mandatory Only for Adult Classes & Sports)	<input type="text"/>	Participate in Promotions	<input type="text" value="Yes"/>		

Continúa en la siguiente página...

## Cómo crear una cuenta familiar: continuación

4. Si planea registrar a su hijo, cónyuge u otras personas que usan este sistema, haga clic en "Agregar nuevo miembro" en la parte inferior de la página.



5. Complete la sección "Miembro de la familia adicional" y repita según sea necesario. Cuando haya terminado, haga clic en "Guardar" o "Agregar nuevo contacto" para agregar un contacto de emergencia.

**Nota:** ¡Verifique los cumpleaños antes de guardar! No podrás cambiarlos.

Additional Family Member

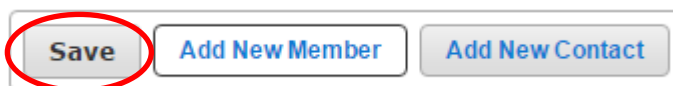
First Name *	<input type="text" value="John"/>	Last Name *	<input type="text" value="Doe"/>	Birthday *	<input type="text" value="02/01/2016"/>
Gender *	<input type="text" value="Male"/>	Primary Email Address	<input type="text"/>	<input type="button" value="Remove New Member"/>	

6. Si desea agregar un contacto de emergencia, haga clic en "Agregar nuevo contacto".

Emergency Contacts

First Name *	<input type="text"/>	Last Name *	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	City	<input type="text"/>	State	<input type="text" value="CA"/>
Zip Code	<input type="text"/>	Relation	<input type="text"/>	Email Address	<input type="text"/>
Phone Number *	<input type="text"/>	Phone Extension	<input type="text"/>	<input type="button" value="Remove New Contact"/>	

7. Cuando haya terminado, haga clic en "Guardar" en la parte inferior de la página. Se iniciará sesión automáticamente sera redirigido a la página de registro principal.



## **Registrarse para una actividad en WebTrac**

### **Más seguro en los parques Actividades de aprendizaje alternativas**

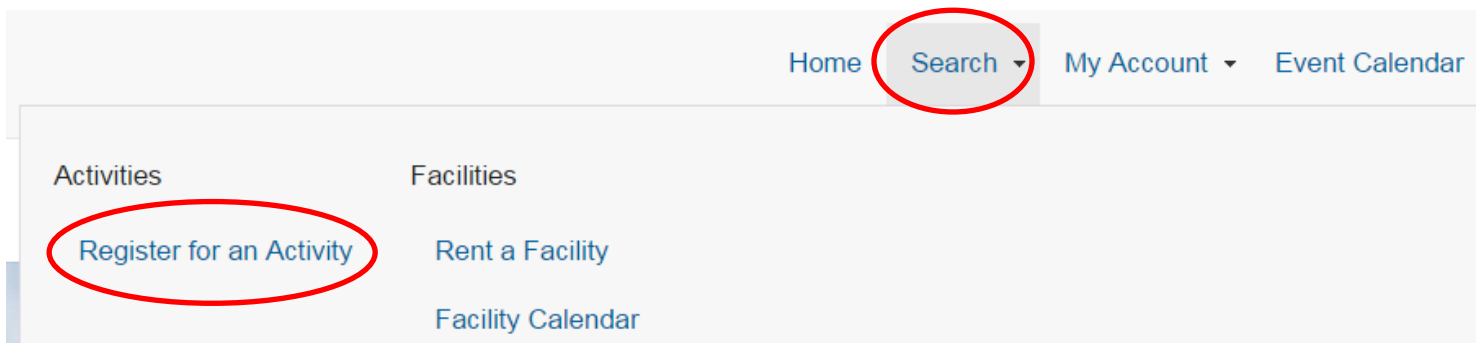
1. Inicie sesión en WebTrac con su nombre de usuario y contraseña



2. Una vez que haya iniciado sesión, aparecerá la pantalla de inicio:



3. Para comenzar el registro de una actividad, vaya a la pestaña "Search" y haga clic en "Register for an Activity".



Instrucciones siguen en la siguiente pagina...

## Registrarse para una actividad en WebTrac: más seguro en los parques

4. Esta página estará en blanco hasta que seleccione uno o más criterios de búsqueda. Para encontrar la actividad de Aprendizaje alternativo más seguro en los parques, deberá seleccionar la ubicación de la lista y luego presionar el botón "Search".

Activity Search Criteria

Location: **Bellevue RC** (circled in red)

Type: All Types

Age: All Ages

Gender: Any Gender

Keyword Search: [Empty]

Keyword Search Option: Match One

Display Option: Detail

Show Activities with Spots Available?: N/A

Sort Option: Activity/Section

Additional Search Criteria

**Search** (circled in red) Reset

5. Ahora aparecerá una lista de actividades. Localice el "Step 1: Safer At Parks Alternative Learning Center & After School—Initial Participant Registration" presione el botón "+".

### Step 1: Safer At Parks Alternative Learning Center & After School - Initial Participant Registration - 152520401

To enroll a participant in the Safer at Parks Alternative Learning Center you must complete a two step online process. In the first step, enroll the participant in the Safer at Parks Alternative Learning Center - Initial Registration activity. You will not be able to add the weeks of the program to your cart until this has been completed. Enrollment in the Initial Participant Registration alone does not guarantee the participant a spot in the program. Step two is to register in the weeks of the Safer At Parks program. This is only required for the first enrollment per child; once enrolled in the Initial Participant Registration you will not need to register for it again for the remainder of the school year.

Information such as emergency contacts, pickup info and medical history will be required to register for this activity.

The City of Los Angeles Department of Recreation and Parks offers Safer At Parks Alternative Learning Centers for students in first through fifth grade. Students must provide their own lunches and WiFi enabled laptops or tablets. No classroom instruction will be given by park staff; only supervision and monitoring of participants.

Staff and participants will be screened for COVID-19 symptoms and have temperature checks at check-in and throughout the day. There will be stable groups with enforced social distancing and frequent hand washing.

Activity runs 8:00am to 7:00pm.

	Status	Activity	Description	Dates	Times	Meet Days	Location	Ages	Price	Genders	
<b>+</b> (circled in red)	Available	152520401-01	Safer At Parks Alternative Learning Center - Initial Registration	08/31/2020 -12/11/2020	7:58 am - 7:59 am	M, Tu, W, Th, F	Bellevue RC	5.5-13	\$0.00	Coed	

6. Busque la actividad del Paso 2 y haga clic en el signo "+" junto a las semanas solicitadas. No todas las sesiones futuras estarán abiertas para el registro.

<b>+</b> (circled in red)	Available	152520402-01	Safer At Parks - Aug 31 - Sept 4	08/31/2020 -09/04/2020	8:00 am - 6:00 pm	M, Tu, W, Th, F	Bellevue RC	5.5-13	\$100.00	Coed	
<b>+</b> (circled in red)	Available	152520402-02	Safer At Parks - Sept 8 - 11	09/08/2020 -09/11/2020	8:00 am - 6:00 pm	Tu, W, Th, F	Bellevue RC	5.5-13	\$100.00	Coed	

**Note: DEBE agregar la actividad del Paso 1 a su carrito antes de cualquiera de los meses o semanas del programa que vienen primero en los parques. No funcionará en ningún otro orden.**

Instrucciones siguen en la siguiente pagina...



# Registrarse para una actividad en WebTrac—Continuacion<sup>5</sup>

7. Las actividades ahora aparecerán en la parte inferior de la pantalla en un cuadro amarillo. Haga clic en "Add To Cart".

Safer At Parks - Aug 31 - Sept 4 (152520402-01)  
Safer At Parks - Sept 8 - 11 (152520402-02)  
Safer At Parks Alternative Learning Center - Initial Registration (152520401-01)

[Add To Cart](#) [Clear Selection](#)

8. Ponga una marca de verificación junto a los participantes correctos para cada actividad y luego presione

John Doe Continuar.

Safer At Parks Alternative Learning Center - Initial Registration (152520401-01)

Safer At Parks - Aug 31 - Sept 4 (152520402-01)

Safer At Parks - Sept 8 - 11 (152520402-02)

[Continue](#) [Cancel](#)

9. Responda las preguntas y acepte las exenciones, luego seleccione "Continue" en la parte inferior. Las preguntas en rojo son obligatorias y deben completarse una vez por niño. Todas las exenciones relevantes aparecen debajo de las preguntas y deberá aceptarlas para continuar con el proceso de registro. Las preguntas solo aparecerán durante el registro inicial de Safer At Parks.

**Safer At Parks Alternative Learning Center - Initial Registration (251520401-01) for Jasper Sielen (Purchase)**

**Questions**

Grade in Fall: \*

Participant's School Name: \*

Parent/Guardian Name #1 \*

Parent/Guardian #1 Best Number: \*

**Waivers**

COVID-19 Acceptance of Risk and Waiver of Liability (COVID-19 Aceptación del Riesgo y Renuncia a la Responsabilidad)

By my participation I, Kimberly Sielen, am fully aware that there are a number of risks associated with me and/or my child entering onto City of Los Angeles Department of Recreation and Parks (RAP) property, participating in RAP programs, and utilizing RAP equipment and facilities during the COVID-19 pandemic. This waiver, release, and other representations and covenants set forth herein are given in consideration for RAP permitting me and/or my child to participate in RAP programs during this emergency period.

*Therefore, without limitation, I understand that I and/or my child could contract COVID-19 disease which could result in a serious medical condition requiring medical treatment in a hospital or could possibly lead to death.*

On behalf of myself and/or my child and our heirs, successors and assigns, I knowingly and freely, assume all such COVID-19 related risks, both known and unknown, relating to my and/or my child's entry onto RAP property, participation in RAP programs, and utilization of RAP equipment and facilities as described above, and I hereby forever release, waive, relinquish, and discharge RAP, along with its officers, agents, employees, or other representatives, and their successors and assigns (collectively, the "City Representatives"), from any and all COVID-19 related claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") as a result of me and/or my child entering onto RAP property, participating in RAP programs, and utilizing RAP equipment and facilities as described above, including but not limited to personal injuries, death, disease or property losses, or any other loss, and including but not limited to claims based on the alleged negligence of any City Representative or any other person related to COVID-19 sanitization. I further promise not to sue RAP or any City Representative, and agree to indemnify and hold them harmless from any and all Damages resulting from me and/or my child's contraction of COVID-19.

10. Ahora se encuentra en la página del carrito de compras. Revisa y luego presiona "Proceed to Checkout".

## Shopping Cart

Showing 1 To 3

Total Results (3)

Description	Name	Total Fees		
✕ Safer At Parks - Aug 31 - Sept 4 (152520402-01) (Enrolled)	John	\$ 100.00	🗑	←
✕ Safer At Parks - Sept 8 - 11 (152520402-02) (Enrolled)	John	\$ 100.00	🗑	←
✕ Safer At Parks Alternative Learning Center - Initial Registration (152520401-01) (Enrolled)	John	\$ 0.00	🗑	←
<b>Grand Total Fees Due</b>		<b>\$ 200.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>		

[Proceed To Checkout](#)

[Continue Shopping](#)

[Pay Old Balances](#)

[Empty Cart](#)

# Registrarse para una actividad en WebTrac—Continuacion

11. Se le dirigirá a una página de "Summary of Charges " donde seleccionará su tipo de pago (Visa o MasterCard únicamente). Cuando presiona "Continuar", será redirigido a una página para pagar.

### 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: \*

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

Type  Code

### Billing Information

First Name: \*

Last Name: \*

Home Phone w/area code: \*

Email: \*



Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.


# Registrarse para una actividad en WebTrac—Continuacion

12. En la página para pagar ingrese la información de su tarjeta y confirme su dirección; esta debe coincidir con la que está adjunta a su tarjeta de crédito. Cuando haya terminado, presione "Submit Payment". Una vez completado, se le enviará a una página donde podrá imprimir su recibo (también se le enviará por correo electrónico). Si no ve una página que diga "Your Online Transaction is Complete..." y no recibe una confirmación por correo electrónico, comuníquese con su parque ya que el registro puede haber fallado si no recibe confirmación de pago.

**Billing Information**  
Enter your payment details below.

**Cards Accepted**  

---

**Credit Card**  


\*Name

\*Card Number

\*Exp Month \*Exp Year \*Card CVV/CVC

---

**Billing Address**   
\*Address

Address (Line 2)

## Ejemplo del recibo



**!!! RecTrac TRAINING DATABASE !!!**  
**Receipt #** 1184605  
**Payment Date:** 08/14/20  
**Household:** 5

City of Los Angeles - Department of Recreation and Parks  
 Los Angeles, CA  
 Phone:  
 www.laparks.org

### Activity Enrollment Details: 251520401-01 (Safer At Parks Alternative Learning Center - Initial Registration)

	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Enrollee Name: <b>Jasper Sielen</b>	0.00	0.00	0.00	0.00	0.00
Enrollment Date: <b>08/14/2020</b>					
Enrollment Status: <b>Enrolled</b>					
Class Location: <b>Gym Downey RC 1772 N. Spring Street Los Angeles, CA 90031 (323)225-7100</b>					
Class Dates: <b>08/31/2020 to 12/11/2020 7:58 A to 7:59 A M,Tu,W,Th,F</b>					
Scheduled Sessions: <b>75</b>					

PARENT/LEGAL GUARDIAN CONSENT: I, the Parent/Legal Guardian of Jasper Sielen, 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.