Summer Camp Registration Instructions

1. Log into your LAParks.org account. If you open it up and it says My Profile, log out and then log back in.

2. Discover Activities page – use the filters to find the activities for the correct recreation center then click on it.

3. Locate the registration fee and open it up by clicking on the green price button.
4. Click on the green **Available** button. This will send it to the bottom of the page. Click on the orange **Add to Cart** button.

![Selected Items](image)

5. Scroll down below the registration info to the **Related Activity** section. Click on the + next to **View Available Sections** to expand the view.

![1 Related Activity](image)

6. Click on the week(s) of camp you want. This will add them to the cart at the bottom. Select ALL weeks your child(ren) will attend. Not only the ones you can afford at this time. Otherwise space is not guaranteed.

![Selected Items](image)
7. The **Family Member Selection** page will now appear. Place a check next to the registration fee and week(s) of camp for each participant.

![Family Member Selection](image1.png)

8. The waivers and questions page will now appear.
   - Place a check next to **Copy Question** so you do not have to fill it out for each participant.
   - Check off the mandatory boxes and agree to the various statements.
   - Agree to the waiver at the bottom of the page.

![Waivers and Questions](image2.png)
9. The fees page will now appear for the first participant. Click on the Copy Fees box then select the fees based on your household’s income.

10. Agree to the waiver at the bottom of the page and then hit Continue. It may ask you to agree to it once per week. Agree to it for each week.

11. If you selected multiple children, repeat steps 8 through 10 for each.

12. The Shopping Cart page will now appear. Select Proceed to Checkout at the bottom.

13. The Checkout screen is now displayed. The amount due immediately – the one-time registration fees for each child, will display in the Minimum Amount Due Today as well as the Amount To Be Paid Today fields.
   - You may pay more than this amount – it will automatically apply towards the weeks of camp. Just change the amount in the box. You may not pay under the minimum amount due.
   - Select how you will pay – only Visa and MasterCard are accepted.
14. At the bottom of the page verify the Billing Information. Make sure the name, email and phone number are correct. When you are done, click on the I'm not a robot button then hit Continue.

15. The credit card payment page will now appear. Fill it out with your billing information – including the address your bank has on file. When you are done, click on I'm not a robot, then Submit Payment.
16. A confirmation receipt will automatically be emailed to your account. Attached to it will be the registration forms, as well as the proof of income form which is mandatory for those who selected the subsidized rates.
How to Pay Camp Balances

1. Log into your LAParks.org account.
2. Click on My Profile on the right side of the screen (Profile button if you use the mobile app)
3. Under History & Balances, select Pay Old Balances

4. All items with balances due will appear on the new page. Activities which have been paid off will not appear. Place a checkmark next to the week(s) of camp you wish to pay for at this time – you do not need to pay for everything at once.
5. Click on the Add to Cart button
6. **Shopping Cart** page. Click on **Proceed to Checkout**.

7. On the **Checkout** page locate **Amount To Be Paid Today** and enter the amount you are paying at this time and select your **Payment Method**.
8. Verify your information at the bottom of the page, check the box next to *I'm not a robot* and hit Continue. This will redirect you to the payment page. Fill it out normally and submit the payment. A copy of the receipt will be emailed.