

HOW TO REGISTER FOR EVENTS/CLASSES/SPORTS

1. Find REGISTER NOW button just below Venice Beach Recreation Center banner on our homepage.

The screenshot shows the website header with the City of Los Angeles logo and navigation links. The main content area features a banner for the Venice Beach Recreation Center and Ocean Front Walk (Boardwalk). A red arrow points to the 'Register Now' button located below the banner. To the left of the banner is a 'Facility Category' menu with various options like Swimming Pools, Beaches & Lakes, etc. To the right of the banner is a detailed information section including Address, Region, Council District, Neighborhood Service Area, Phone, Email Address, and Hours of Operation.

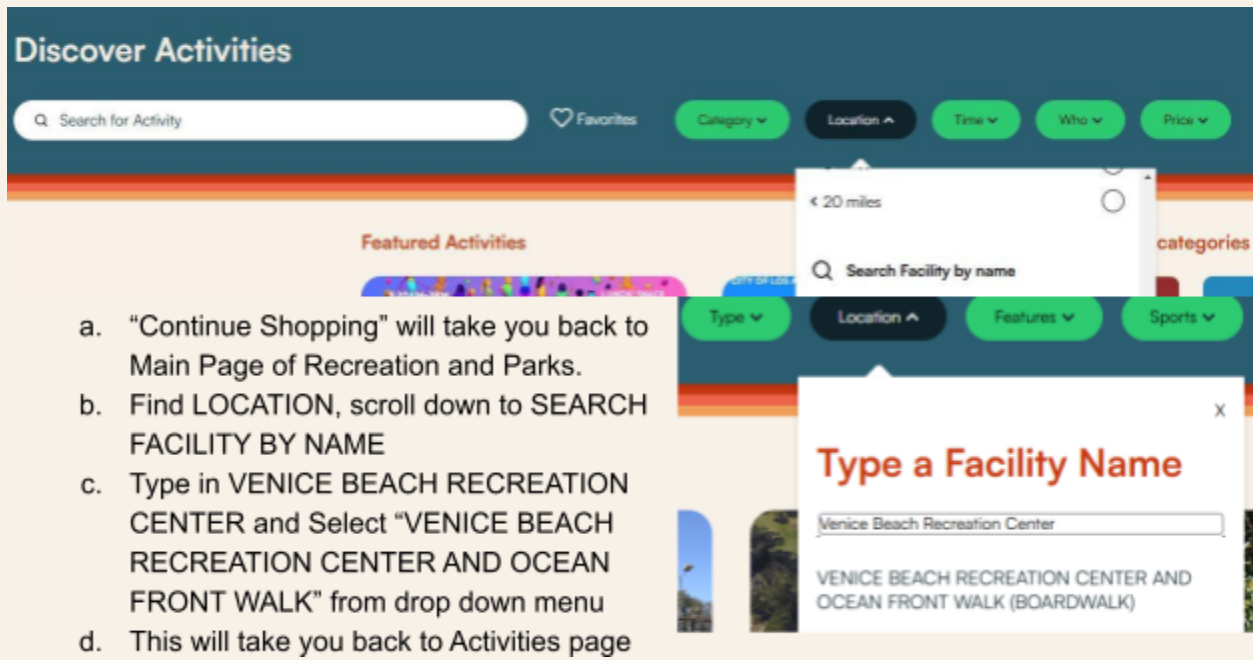
2. Scroll to find desired activity and select.
3. Select activity time/sports league/etc.
4. Add to cart.
5. Enter Webtrac Login OR Create a new account.
6. After logging in, select a family member for activity.

The screenshot shows the Shopping Cart page. The cart contains one item: January Open Gym Basketball - Tues. (634347101-01) (Enrolled) with a total fee of \$ 0.00. Below the table are buttons for Proceed To Checkout, Pay Old Balances, Continue Shopping, and Empty Cart.

Description	Name	Total Fees
Remove Item January Open Gym Basketball - Tues. (634347101-01) (Enrolled)	<input type="text"/>	\$ 0.00
Grand Total Fees Due		\$ 0.00
Total Old Balances Not in Shopping Cart		\$ 0.00

7. Shopping Cart should have appropriate activity with participant's name and total fees.

8. Select CONTINUE SHOPPING to add more activities.



The screenshot shows the 'Discover Activities' page with a search bar and filters. A search for 'Venice Beach Recreation Center' is shown in a dropdown menu, with the result 'VENICE BEACH RECREATION CENTER AND OCEAN FRONT WALK (BOARDWALK)' displayed below it.

- a. "Continue Shopping" will take you back to Main Page of Recreation and Parks.
- b. Find LOCATION, scroll down to SEARCH FACILITY BY NAME
- c. Type in VENICE BEACH RECREATION CENTER and Select "VENICE BEACH RECREATION CENTER AND OCEAN FRONT WALK" from drop down menu
- d. This will take you back to Activities page

9. When finished adding to cart, PROCEED TO CHECKOUT.
10. Enter Billing information.
11. Click CONTINUE to confirm enrollment and authorize payment.
12. CHECK CONFIRMATION page will pop up with a receipt number and a copy of your receipt will have been sent to account email. Please retain this receipt for your records.