

ONLINE REGISTRATION INSTRUCTIONS

WE ACCEPT



Please note that not all programs are offered through online registration. Walk-in registration is always welcome

STEP ONE

Create a Household Account (New Accounts)

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 activity.

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 page. Follow the instructions in STEP TWO beginning with #4.

STEP TWO

Register for an Activity at Winnetka

(via WebTrac)

1. Visit www.laparks.org/reccenter/Winnetka
2. Click on "Register Now"
3. "Log-In" at the top of the screen
 - A. *If you have do not have an account, please click "to register for a new account" and follow the instructions under "Step One."*
 - B. *If you have an account but have not created your own username, your household number is your username. If you are unaware of your household number, please call the center.*
 - C. *Your password is your last name. You will be able to change this password after your first log in.*
4. Once logged in, click on "Search" at the top of the page and then "Register for an Activity."

Note: Please remember that online registration is limited to certain programs and activities
5. Click on "Activity Search Criteria" and selected Winnetka RC as your location. Then click the search button.
6. Scroll through the list of activities.
7. Click on the "+" sign to add an activity to your cart
6. Once all activities are added, continue until you "proceed to checkout." Follow the steps for payment. Once payment is processed, you will be enrolled in the activity.