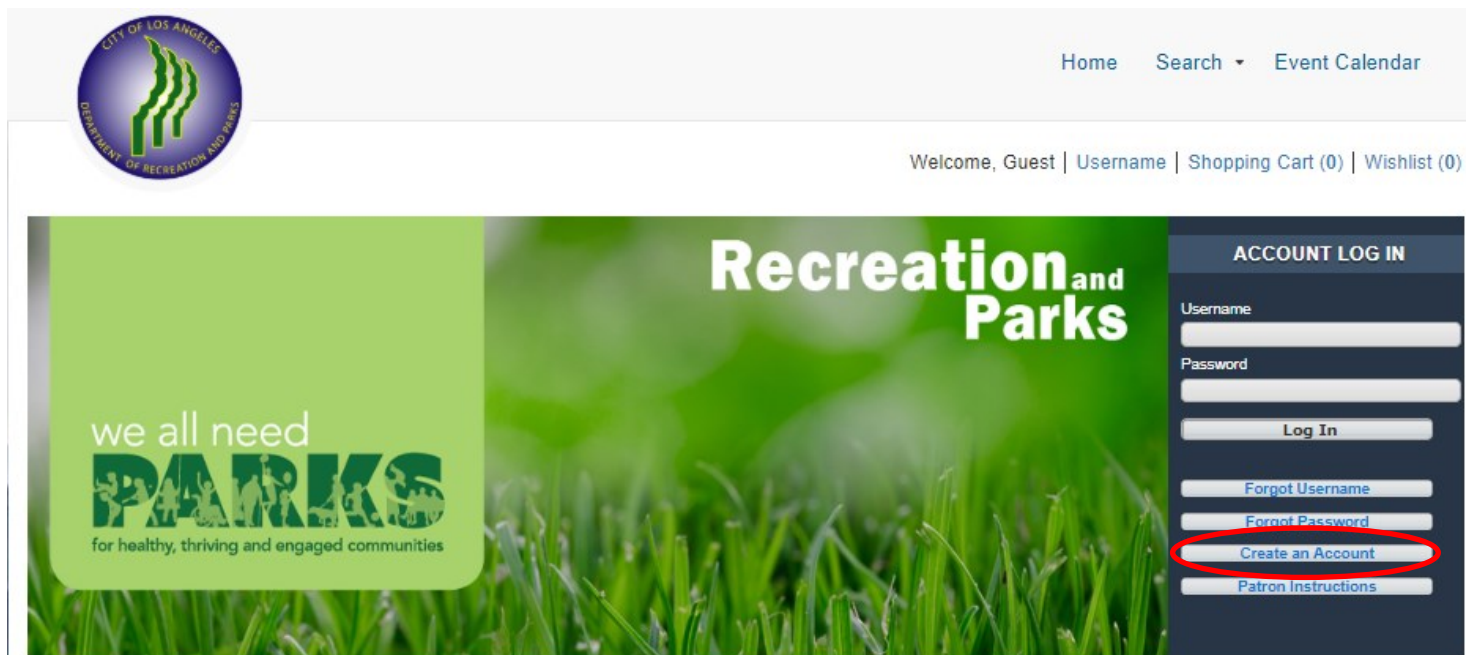


# How to Create a Household Account

*\*If you already have an account, start on page 3. All patrons who have registered in a Department of Recreation and Parks activity since 2016 have an existing account.\**

1. Visit [reg.laparks.org](http://reg.laparks.org)
2. Click on "Create An Account." This will open a new window.



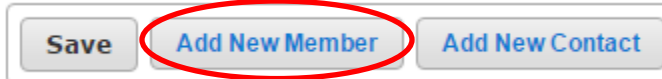
3. Fill out the new page, keeping in mind that this is your information, not your child's. You may pick your own username and password. All red fields are mandatory.

New Account Information					
Username (Up to 50 Characters - Email Address Recommended) *	<input type="text" value="jsmith@gmail.com"/>				
Password *	<input type="password" value="....."/>				
Retype Password to Confirm *	<input type="password" value="....."/>				
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"/>	Confirm Email *	<input type="text" value="jsmith@gmail.com"/>	State *	<input type="text" value="CA"/>
Phone Type	<input type="text" value="--- Select A Phone Type ---"/>	Phone #1 Provider	<input type="text" value="--- Select A Phone Provider ---"/>	Zip Code *	<input type="text" value="90001"/>
Birthdate (Mandatory Only for Adult Classes & Sports)	<input type="text"/>	Opt Into Email	<input type="text" value="Yes"/>	Phone *	<input type="text"/>
				Gender *	<input type="text" value="Male"/>
				Participate in Promotions	<input type="text" value="Yes"/>

Continued on next page...

## How to Create a Household Account—Continued

4. If you plan on registering your child, spouse, or others using this system, click “Add New Member” at the bottom of the page.



Save Add New Member Add New Contact

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.

**Note:** Double check the birthdays before saving! You will not be able to change these.



Additional Family Member

First Name \* John Last Name \* Doe Birthday \* 02/01/2016

Gender \* Male Primary Email Address Remove New Member

6. If you would like to add an emergency contact, click on “Add New Contact.”



Emergency Contacts

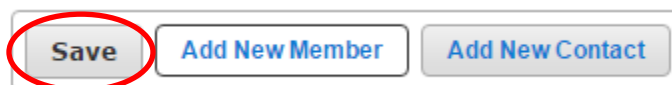
First Name \* Last Name \* Address 1

Address 2 City State CA

Zip Code Relation Email Address

Phone Number \* Phone Extension Remove 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.

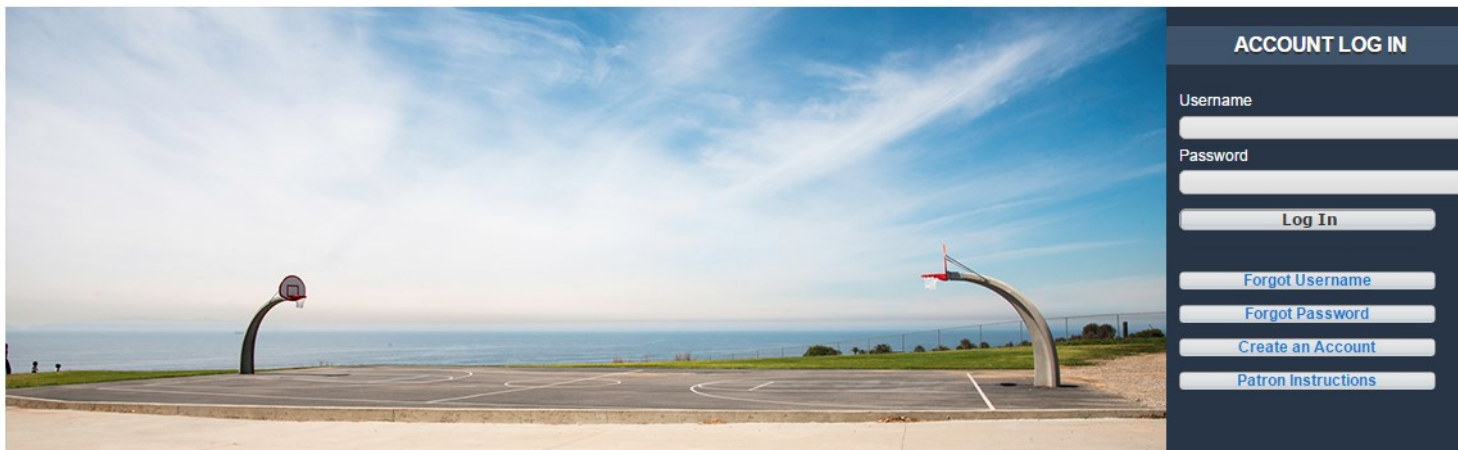


Save Add New Member Add New Contact

# Registering for an Activity on WebTrac

## Safer At Parks Alternate Learning Activities Only

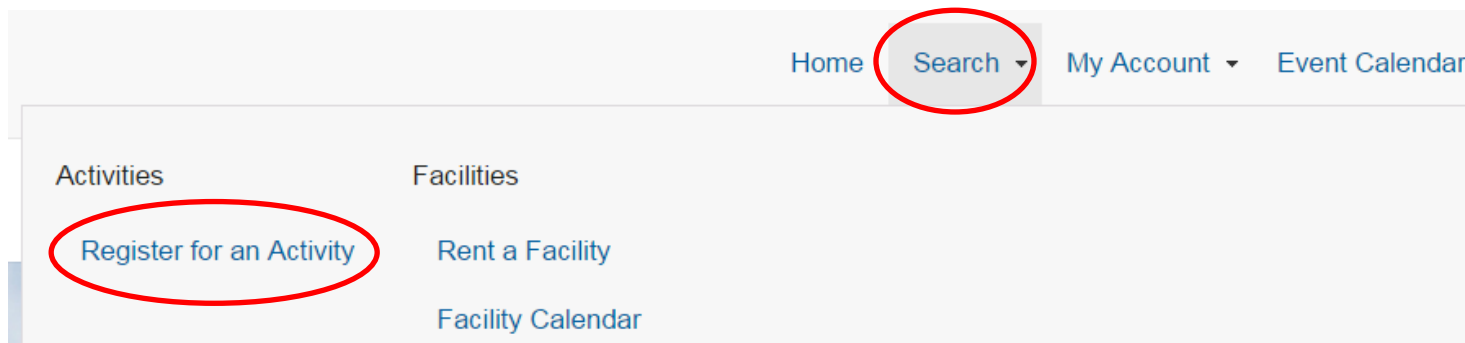
1. Log into WebTrac using your username and password.



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—Safer At Parks

4. This page will be blank until you select one or more search criteria. In order to find Safer At Parks Alternate Learning activity you will need to select the location from the list and then hit the “Search” button.

Activity Search Criteria

Location: Bellevue RC (dropdown menu includes: Barrington RC, Betty Hill Senior Citizen Cen, Bogdanovich RC, Boyle Heights Senior Citizen, Boyle Heights Sports Center, Brand Park)

Gender: Any Gender (dropdown menu includes: Female, Male, Other)

Type: All Types (dropdown menu includes: Adventure Programs, After School, Artistic Swim/Synchronized, Arts & Crafts, Badminton, Baseball)

Age: All Ages (dropdown menu includes: 3 Months, 6 Months, 9 Months, 1, 2, 3)

Keyword Search:

Keyword Search Option: Match One (dropdown)

Display Option: Detail (dropdown)

Show Activities with Spots Available?: N/A (dropdown)

Sort Option: Activity/Section (dropdown)

Additional Search Criteria

Search Reset

5. A list of activities will now appear. Locate “Step 1: Safer At parks Alternative Learning Center & After School—Initial Participant Registration” and hit the “+” button.

### 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	
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span>	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. Locate the Step 2 activity and click on the “+” next to the weeks requested. Not all future sessions will be open for registration.

<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span>	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	
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span>	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:** You *MUST* add the Step 1 activity to your cart before any of the months or weeks of the Safer at Parks program. It will not work in any other order.

Registration instructions continue on next page...

## Registering for an Activity on WebTrac—Continued

7. The activities will now appear at the bottom of the screen in a yellow box. Click on “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. Place a check mark next to the correct participant(s) for each activity then hit Continue.

John Doe

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. Answer the questions and agree to any waivers then select “Continue” at the bottom. Questions in red are mandatory and need to be filled out once per child. All relevant waivers appear below the questions and you will need to agree to them to continue the registration process. The questions will only appear during the initial Safer At Parks registration.

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. You are now on the Shopping Cart page. Review then hit “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

## Registering for an Activity on WebTrac—Continued

11. You will be taken to a “Summary of Charges” page where you will select your payment type (Visa or MasterCard only). When you hit “Continue” you will be redirected to a billing page.

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.

Registration instructions continue on next page...


## Registering for an Activity on WebTrac—Continued

12. On the billing page enter your card information and confirm your address—this must match the one attached to your credit card. When you are done hit “Submit Payment.” Once complete you will be sent to a page where you may print your receipt (it will also be emailed). If you do not see a page stating “Your Online transaction is complete ...” and do not receive an email confirmation contact the facility as the registration may have failed.

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


**Cards Accepted**  

---

**Credit Card**  Secure

\*Name

\*Card Number

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

---

**Billing Address**   
\*Address

Address (Line 2)

### Sample Receipt



#### !!! 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: 08/14/2020					
Enrollment Status: Enrolled					
Class Location: Gym Downey RC 1772 N. Spring Street Los Angeles, CA 90031 (323)225-7100					
Class Dates: 08/31/2020 to 12/11/2020 7:58 A to 7:59 A M,Tu,W,Th,F					
Scheduled Sessions: 75					

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.