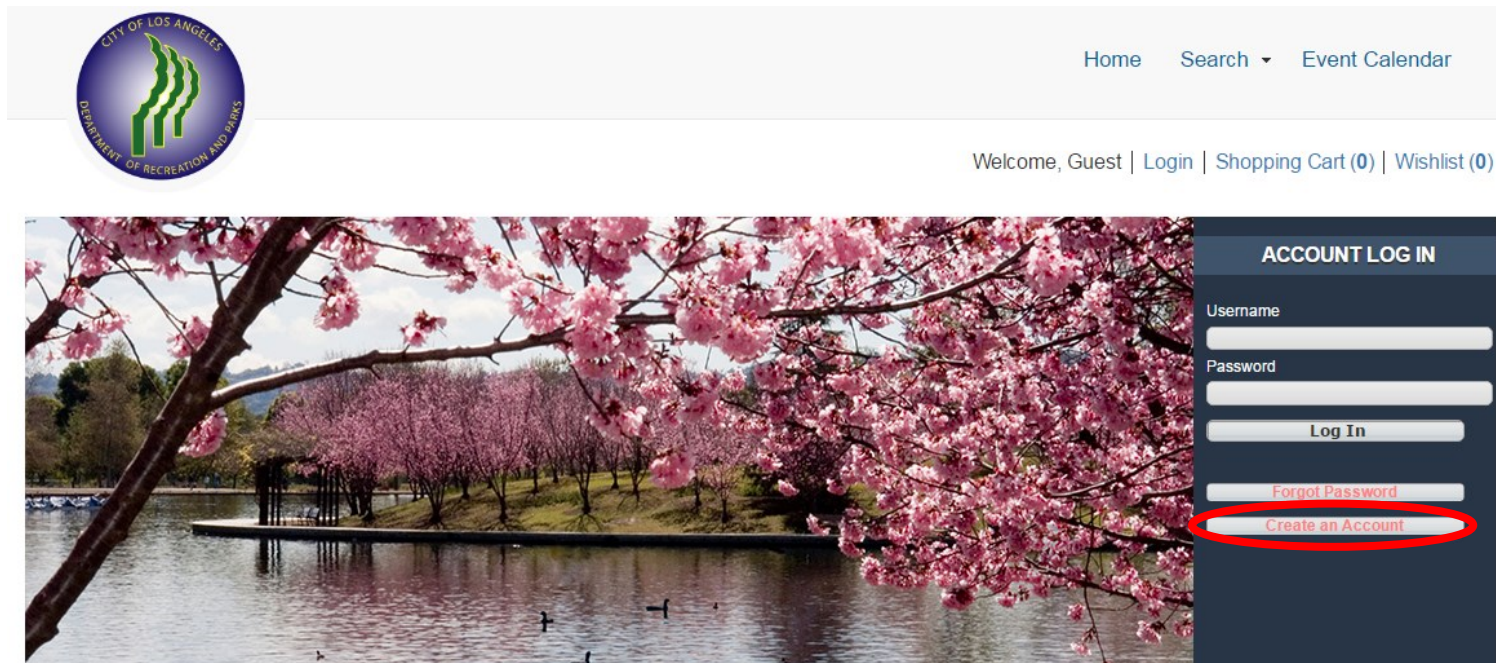


# How to Create a Household Account

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



The screenshot shows the website header with the City of Los Angeles logo and navigation links: Home, Search, and Event Calendar. Below the header, there is a banner image of a park with pink cherry blossoms. On the right side, there is a dark blue 'ACCOUNT LOG IN' panel with the following elements:

- Username:
- Password:
- Log In:
- Forgot Password: [Forgot Password](#)
- Create an Account: [Create an Account](#) (circled in red)

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 or senior activity.

▲ New Account Information

Login (up to 50 chars) \*

Password (up to 50 chars) \*

Re-Type to Confirm

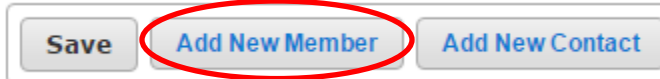
▲ Household Primary Person Information

First Name *	<input type="text" value="John"/>	Last Name *	<input type="text" value="Smith"/>	Category	<input type="text" value="Resident"/>
Address Line 1 *	<input type="text" value="123 Main St"/>	Address Line 2	<input type="text"/>	City *	<input type="text" value="Los Angeles"/>
State *	<input type="text" value="CA"/>	Zip Code *	<input type="text" value="91234"/>	Email Address *	<input type="text" value="test@gmail.com"/>
Extension	<input type="text" value="0"/>	Confirm Email *	<input type="text" value="test@gmail.com"/>	Phone Number *	<input type="text" value="(213)123-4567"/>
Birthday *	<input type="text" value="01/01/1980"/>	Phone Type	<input type="text" value="Cell Phone"/>	Gender *	<input type="text" value="Male"/>
		Opt Into Email	<input type="text" value="Yes"/>	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 children, 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.



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

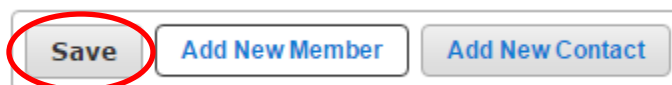
First Name \* Last Name \* Address 1

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