

## HOW TO

# PURCHASE REC CARDS



**Parks &  
Recreation**  
CITY OF TAMPA

## BEFORE YOU START

If you or anyone in your family has ever purchased a pass, enrolled in a program, or reserved a facility such as a picnic shelter, an account will already exist.

If you don't know or cannot remember your login, select "Forgot Password" to have the information emailed to the address on file.

[Forgot Password](#)

## START HERE

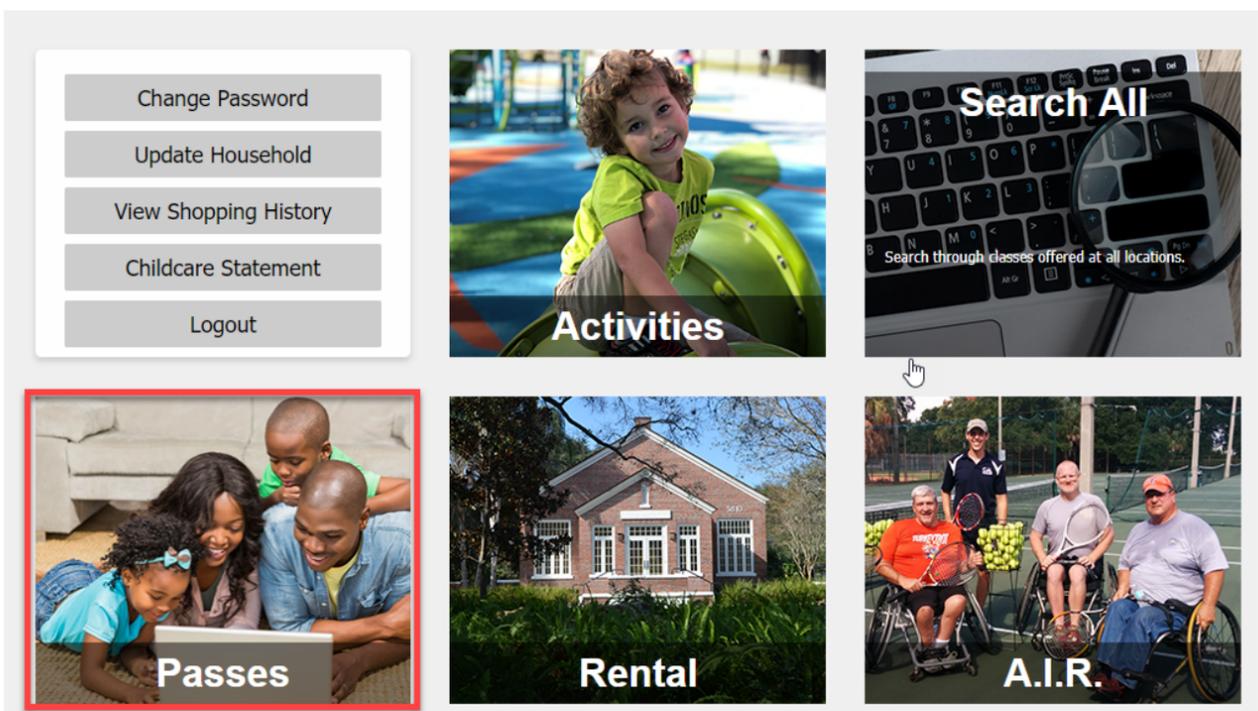
Visit the online registration page, and log in.

<https://parks.tampagov.net/web/wbWSC/webtrac.wsc/splash.html>

Username  
Password  
**Login**  
Create Account  
Forgot Password

Enter your username and password, then select "**Login**".

Once you're logged in, find the "**Passes**" and select it.



Selecting the "**Passes**" tile brings you to the passes options. You can also scroll the screen up and down.



If you want to purchase a Rec Card you will need to select "**Rec Cards**". The "**Aquatics**" passes are for Swim Passes, a Rec Card is *required* in order to purchase a swim pass. The "**Joe Abrahams**" passes are monthly passes for the Joe Abrahams Fitness & Wellness Facility.

# REC CARDS

Once you have selected "**Rec Cards**" you will be brought to a list of all available Rec Cards. You can scroll to find the Rec Card option best for you and/or your family. Select the pass you want to add to the "Shopping Cart" by selecting the "+".

The screenshot shows the City of Tampa Parks and Recreation website. At the top, there is a navigation bar with "Home", "Search", and "My Account". Below this, a header reads "PARKS AND RECREATION". A user is logged in as "Family #54710". A "Rec Card Renewal Information" box provides instructions on how to renew cards. Below that is a "Membership Search Criteria" section with "Search" and "Reset" buttons. The "Search Results" section shows "Showing 1 To 12" results out of "Total Results (12)". The first result is "Rec Card Individual Youth - 1RCINDYT". The description states it is for ages 0-12, costs \$15.00/\$30.00, and is valid for 365 days. A table below the description lists the pass details. The second result is "Teen Rec Card - 1RC TEEN", which is free and valid for 365 days.

## INDIVIDUAL REC CARDS

**Rec Card Individual Youth** is a pass for an individual, single person aged 0-12. The pass is valid for 365 days. For RESIDENTS the fee is \$15, NON-RESIDENTS \$30.

**Rec Card Individual Youth - 1RCINDYT**

A Rec Card Individual Youth is for anyone between the ages of 0 to 12. For ages 13 to 19 we currently offer a Teen Pass (not available online). Please visit your local Parks and Recreation site to purchase a Teen Pass.

A Rec Card is required to participate in most programs and activities. An active Rec Card entitles the holder to the use of open gyms, fitness rooms and computer labs at any City of Tampa recreation center, as well as open swim sessions at City of Tampa aquatic facilities. Camps, clinics, lessons, leagues, classes, lap swim sessions, memberships materials and supplies may not be included. **Only family members using our amenities or registering for programs needs to have a Rec Card.**

**Rec Cards are not mailed to patrons.** In order to get your physical Rec Card, when purchased online, you must visit one of our facilities.

Individual Youth Rec Cards are \$15/year for City Residents and \$30/year for Non-City Residents.

	Pass Code	Pass Description	Ages	Price	Valid For	Info	Fee	Wishlist
	1RCINDYT	Rec Card Individual Youth	0.01-12	\$15.00/\$30.00	365 Days			

**TEEN REC CARD** is a pass for an individual, single person aged 13-19. The pass is valid for 365 days. There is NO FEE for a Teen Rec Card, regardless of residency. At this time, Teen Rec Cards can only be **RENEWED** online. To **PURCHASE** a Teen Rec Card, the teen and an accompanying parent/guardian must register for one in person and can do so at **ANY** of our facilities.

**Teen Rec Card - 1RC TEEN**

As part of Mayor Buckhorn's initiative, we are offering teens ages 13 to 19, free Rec Cards. These passes will get you access to the use of open gyms, fitness rooms and computer labs at any City of Tampa recreation center, as well as open swim sessions at City of Tampa aquatic facilities.

Teen Passes must be purchased in person at your local Tampa Parks and Recreation facility. Renewal of a Teen Pass is available online.

	Pass Code	Pass Description	Ages	Price	Valid For	Info	Fee	Wishlist
	1RC TEEN	Teen Rec Card	13-19	\$0.00/\$0.00	365 Days			

**Rec Card Individual Adult** is a pass for an individual, single person aged 20-49. The pass is valid for 365 days. For RESIDENTS the fee is \$15, NON-RESIDENTS \$30.

**Rec Card Individual Adult - 3RCINDAD**

A Rec Card Individual Adult is for anyone between the ages of 20 and 49. For ages 13 to 19 we currently offer a Teen Pass (not available online). Please visit your local Parks and Recreation site to purchase a Teen Pass.

A Rec Card is required to participate in most programs and activities. An active Rec Card entitles the holder to the use of open gyms, fitness rooms and computer labs at any City of Tampa recreation center, as well as open swim sessions at City of Tampa aquatic facilities. Camps, clinics, lessons, leagues, classes, lap swim sessions, memberships materials and supplies may not be included. **Only family members using our amenities or registering for programs needs to have a Rec Card.**

**Rec Cards are not mailed to patrons.** In order to get your physical Rec Card, when purchased online, you must visit one of our facilities.

Individual Adult Rec Cards are \$15/year for City Residents and \$30/year for Non-City Residents.

	Pass Code	Pass Description	Ages	Price	Valid For	Info	Fee	Wishlist
	3RCINDAD	Rec Card Individual Adult	20-49	\$15.00/\$30.00	365 Days			

**Rec Card Individual Senior** is a pass for an individual, single person aged 50 and up. The pass is valid for 365 days. The fee is \$15, regardless of residency.

**Rec Card Individual Senior - 2RCINDSR**

A Rec Card Individual Senior is for anyone 50 and over.

A Rec Card is required to participate in most programs and activities. An active Rec Card entitles the holder to the use of open gyms, fitness rooms and computer labs at any City of Tampa recreation center, as well as open swim sessions at City of Tampa aquatic facilities. Camps, clinics, lessons, leagues, classes, lap swim sessions, memberships materials and supplies may not be included. **Only family members using our amenities or registering for programs needs to have a Rec Card.**

**Rec Cards are not mailed to patrons.** In order to get your physical Rec Card, when purchased online, you must visit one of our facilities.

Individual Senior Rec Cards are \$15/year regardless of residency status.

	Pass Code	Pass Description	Ages	Price	Valid For	Info	Fee	Wishlist
	2RCINDSR	Rec Card Individual Senior	50-199	\$15.00/\$15.00	365 Days			

# FAMILY PASSES

**Family Passes** only 2 adults/seniors are allowed on a family pass, there are no limits for minors. Adult passes are for those aged **20 to 59** (Teen Passes are assigned to those ages 13 to 19).

Senior passes are for those ages **50 and above**. You will need to select the appropriate (Adult 1/Senior 1 and Adult 2/Senior 2) Family Rec Passes and add to the cart as well as the Rec Family Youth Card. **Only need to add (1) of each type, for multiple members. Be sure to select all the necessary passes by selecting "+" by each pass you will need.**

Select "Add TO Cart", found at the bottom of the screen to proceed with the family member selection(s).



In this family member selection screen be sure to "Check" the appropriate Rec Card for each family member. Select "Continue" to proceed to checkout and finalize the transaction.

<b>Parks Family</b> <input checked="" type="checkbox"/> Rec Card Family Adult 1 <input type="checkbox"/> Rec Card Family Adult 2
<b>Recreation Family</b> <input type="checkbox"/> Rec Card Family Adult 1 <input checked="" type="checkbox"/> Rec Card Family Adult 2
<b>Timmy Family</b> <input checked="" type="checkbox"/> Rec Card Family Youth
<b>Daisy Family</b> <input checked="" type="checkbox"/> Rec Card Family Youth
<b>Jimmy Family</b> <input checked="" type="checkbox"/> Rec Card Family Youth
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>



**Besides family passes, individual passes are also available. Be mindful of the pass type (family/individual) and the ages.**

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# SHOPPING CART

To finalize the transaction, you will have to select "Continue". This is done **after** selecting the "Add To Cart" button.

The screenshot shows a list of families on the left and a confirmation panel on the right. The families listed are Parks Family, Recreation Family, Timmy Family, Daisy Family, and Jimmy Family. Each family has a "Rec Card" option with a checkbox. The confirmation panel shows "Timmy Family" and "Jimmy Family" with a checked checkbox for "Learn To Swim - AM (20203011-LTS01)". At the bottom, there are "Continue" and "Cancel" buttons, with "Continue" highlighted by a red box.

You will then be brought to a "waivers" screen, be sure to read carefully before selecting the "I agree with the above" selection box. You will be prompted for each person/item. After selecting the checkbox, press on "Continue" to proceed.

The screenshot shows a waiver screen with a checked checkbox labeled "I agree with the above \*". Below the checkbox are "Continue" and "Cancel" buttons, with "Continue" highlighted by a red box.

After completing the waiver section, this will bring you to view all the items in your "Shopping Cart" with your total. To continue, finalize and pay select 'Proceed TO Checkout'.

Old or previous balances on your account cannot be removed from the shopping cart. If there are errors on your account, please contact your local facility to get it corrected.

✓ New Charges In Shopping Cart

### Shopping Cart

Showing 1 To 2 Total Results (2)

Description	Name	Total Fees		
Learn To Swim - AM (20203011-LTS01) (Enrolled)	Timmy	\$ 24.00	<input type="checkbox"/>	<input type="checkbox"/>
Learn To Swim - AM (20203011-LTS01) (Enrolled)	Jimmy	\$ 24.00	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grand Total Fees Due</b>		<b>\$ 48.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>		

**Proceed To Checkout** Continue Shopping Pay Old Balances Empty Cart

Here you are asked to select your payment method and verify your billing information.

### Summary of Charges

New Charges In Shopping Cart:	\$ 48.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 48.00
Amount To Be Paid Today:	\$ 48.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

### Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type:  Code:  Punch Payment Pass:  Punches To Use:  **Apply**

### 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.

**Continue** Back To Shopping Cart

Finally, the last screen you will be prompted in input your card information. Be sure to carefully read the required fields. Once completed, select "Submit Payment" to pay and finalize.

### Payment Summary

Please review the following details for this transaction.

Amount: \$ 48.00

### Billing Information

Enter your payment details below.

**Cards Accepted**

**Credit Card**

\*Name  
  
Card Number  
\*Card Number  
Select  Select  Card CVV/CVC   
\*Exp Month \*Exp Year \*Card CVV/CVC

**Billing Address**

\*Address  
  
Address (Line 2)  
Address (Line 2)  
Tampa Florida  
\*City \*State/Province  
Province (Outside US/Canada)  
Province (Outside US/Canada)  
33607 UNITED STATES  
\*Zip/Postal Code Country  
  
\*E-mail Address  
  
Phone Number

**Submit Payment** Cancel