

HOW TO

REGISTER ONLINE



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

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

To Create an Account

Select "Create an Account"

Username
Password
Login
Create Account
Forgot Password

Be sure to Fill out all the required fields in "Red".

After all the fields are completed, if you would like to add children or other adults who reside at the same address to the account, be sure to select "Add New Family Member". Once all the information is entered, click on "Save".

Please help us provide you with the best customer service by making sure we have your most current contact information. If your phone number or email ever changes you can update this in your account. If your address changes, please notify our staff right away so that we can update your account. Thank you.

▲ New Account Information

Username (up to 25 chars)
Special Characters (@, !, #) are not permitted in this field *

Password (up to 50 chars) *

Re-Type to Confirm *

▲ Household Primary Person Information

First Name * Last Name * Full Name *
Residential Address * Apt/Unit Zip Code *
City * State * Category
Residents will live within the City of Tampa limits. *

Primary Phone * Extension Primary Phone Type
--- Select A Phone Type ---

Primary Email * Confirm Email *
Gender * Birthday *

▲ Additional Family Member

▲ Emergency Contacts

I'm not a robot reCAPTCHA Privacy - Terms

[Save](#) [Add New Family Member](#) [Add Emergency Contact](#)

After the account is created or logged in, you can simply scroll to find the activity or item you are shopping for OR browse by selecting the "Activities" or "Search All" tile.

Change Password
Update Household
View Shopping History
Childcare Statement
Logout

Activities

Search All

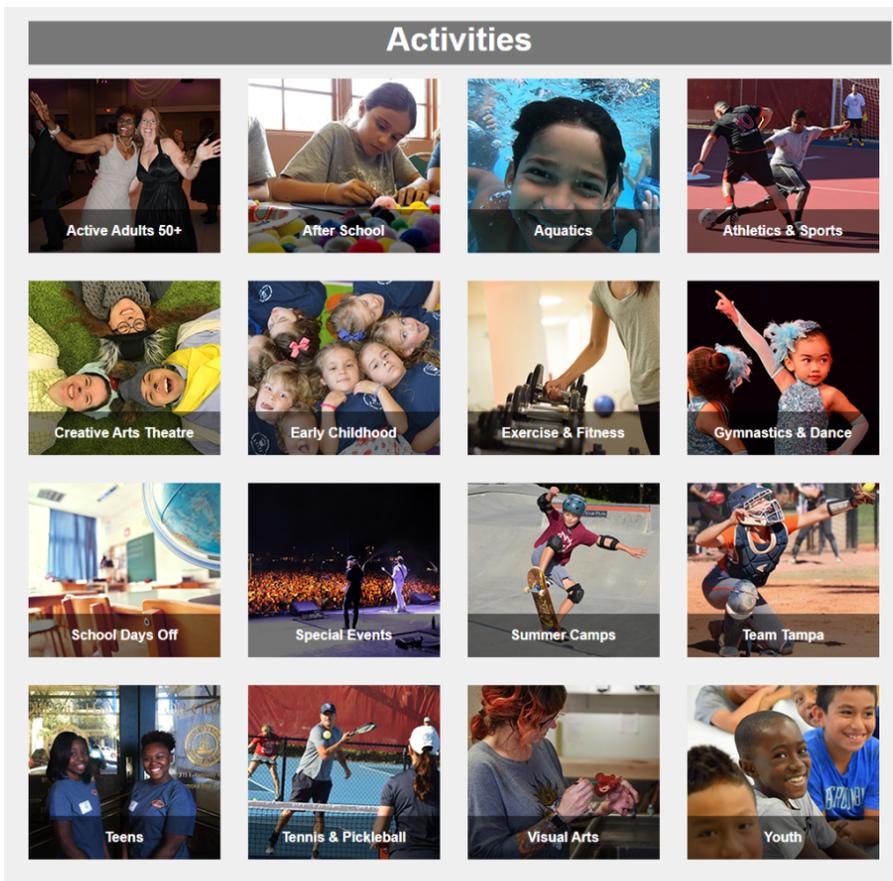
Passes

Rental

A.I.R.

ACTIVITIES

Select the appropriate activity category



Once you have found the activity, there are some things that will help you browse and select available options. You can only add items with a "+" symbol in the left column to the "Shopping Cart".



Notice the "+" symbol on "Available" and "Waitlist" both of these item types can be added to the "Shopping Cart".

Available means that you the person is being enrolled into the program or activity and if payment is required, payment will be collected at the end of the transaction.

Waitlist means that the activity or program has reached the maximum number of enrollments (full) and the person selected will be enrolled onto the WAITLIST and not enrolled in the program. Payment is not required upon completion of the transaction.



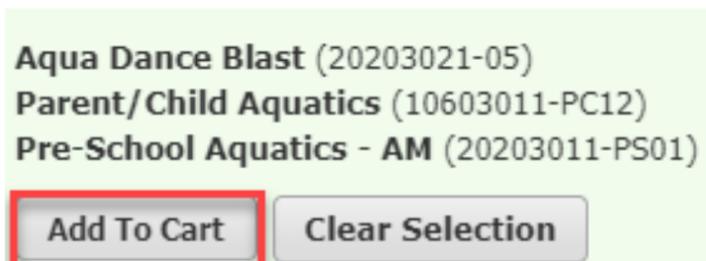
Notice the "X" symbol next to "Unavailable" and "Full" both of these item types CANNOT be added to the "Shopping Cart".

Unavailable means either registration is not available online (contact staff at the location) or the registration has not opened yet.

Full means that the activity or program has reached the maximum number of enrollments into the activity and waitlist.

Adding the Activity to the "Shopping Cart"

To add the activity select the "+" symbol. Once you have made your selection(s) to proceed to add to cart. This is found at the bottom of your screen. You will have to select "Add To Cart". Be sure to review your selection(s) prior to proceeding to the cart. If you wish to clear your selections, select "Clear Selections".



TIPS

Multiple activities as well as other items can be added to the shopping cart and processed all in one transaction. There is no need to process one transaction at a time per item. Also, keep in mind that a valid Rec Card is required for registration for most of our activities. You will need to add a Rec Card to the shopping cart for the family member being enrolled in the respective activity **before** selecting the activity.

PASSES

Select the appropriate pass category.

Rec Cards including Teen Passes are found under Rec Cards. Please note, Teen Passes can only be RENEWED online. To register for a Teen Pass for the first time, please visit any of our locations in person with accompanied parent/guardian.

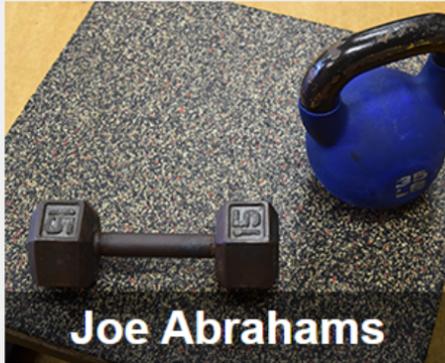
Passes



Rec Cards



Aquatics



Joe Abrahams

Select the pass you are want to add to the "Shopping Cart" by selecting the "+".

Family Passes only 2 adults 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.**

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

Rec Card Family 1st Adult (4RCFAMAD1)
Rec Card Family 2nd Adult (4RCFAMAD2)
Rec Card Family Youth (4RCFAMYT)

Add To Cart
Clear Selection

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.

Parks Family

Rec Card Family Adult 1

Rec Card Family Adult 2

Recreation Family

Rec Card Family Adult 1

Rec Card Family Adult 2

Timmy Family

Rec Card Family Youth

Daisy Family

Rec Card Family Youth

Jimmy Family

Rec Card Family Youth

Continue
Cancel

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

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	i	\$	☆

Rec Card Family Adult 1 - 4RCFAMAD1

A Rec Card Family is for families with up to 2 adults/seniors and any dependent children under the age of 20 living in your household. The Adult 1 pass is assigned to the adult selected in the household account. If applicable, the second adult and all children under the age of 20 will be assigned passes automatically. If you have at least 4 family members who will be getting Rec Cards we recommend purchasing a Family Rec Card.

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.

Family Rec Cards are \$50/year for City Residents and \$100/year for Non-City Residents.

	Pass Code	Pass Description	Ages	Price	Valid For	Info	Fee	Wishlist
+	4RCFAMAD1	Rec Card Family 1st Adult	20-49	\$50.00/\$100.00	365 Days	i	\$	☆

Rec Card Family Senior 1 - 5RCFAMSR1

A Rec Card Family is for families with up to 2 adults/seniors and any dependent children under the age of 20 living in your household. The Senior 1 pass is assigned to the adult (50+ years old) selected in the household account. If applicable, the second senior and all children under the age of 20 will be assigned passes automatically. If you have at least 4 family members who will be getting Rec Cards we recommend purchasing a Family Rec Card.

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.

Family Rec Cards are \$50/year for City Residents and \$100/year for Non-City Residents.

	Pass Code	Pass Description	Ages	Price	Valid For	Info	Fee	Wishlist
+	5RCFAMSR1	Rec Card Family 1st Senior	50-199	\$50.00/\$100.00	365 Days	i	\$	☆

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 detailed view of items 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 detailed view on the right shows "Timmy Family" and "Jimmy Family", each 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"/>
Grand Total Fees Due		\$ 48.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

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:
Exp Month: Exp Year: Card CVV/CVC:

Billing Address

Address:
Address (Line 2):
City: State/Province:
Country:
Zip/Postal Code:
E-mail Address:
Phone Number:

Submit Payment Cancel