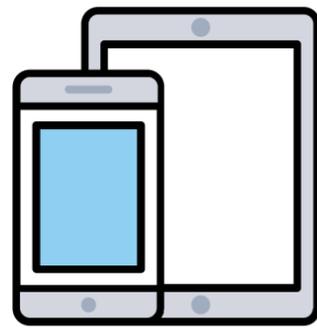


## HOW TO

# REGISTER ONLINE



## MOBILE EDITION

screen shots made using an iPhone 11

### 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.

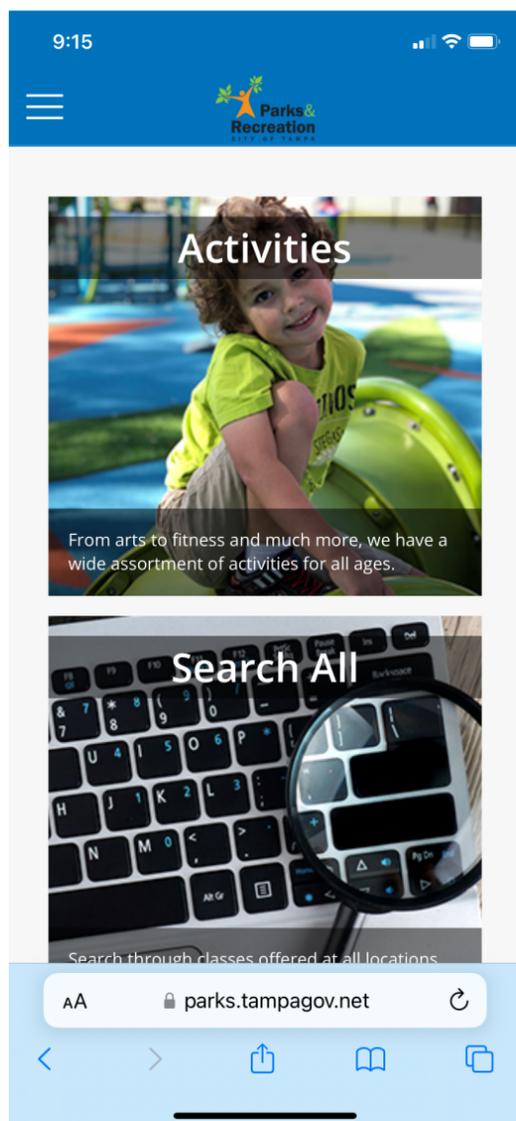
If you don't know or cannot remember your login, tap on the menu icon and go to "My Account" and select "Forgot Password".

### START HERE

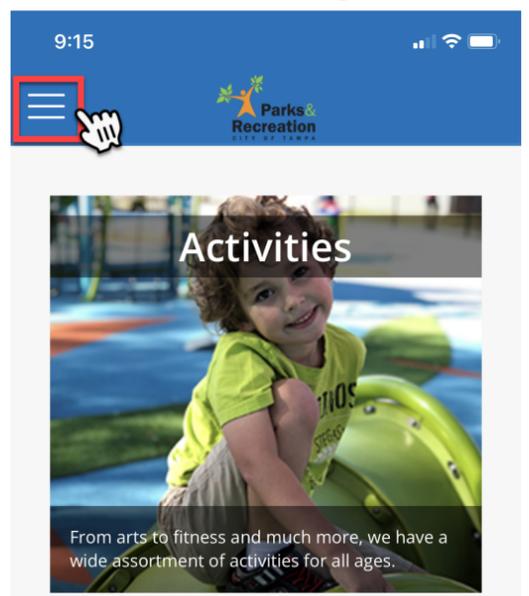
Visit the online registration page

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

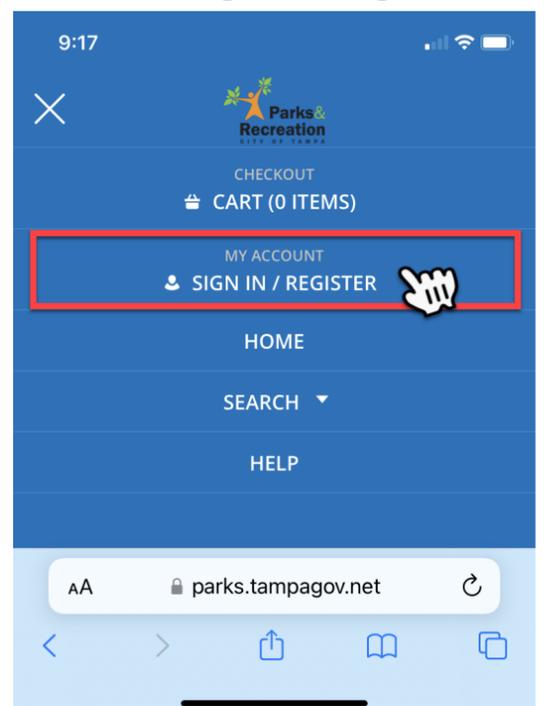
This is the  
MAIN SCREEN.



Tap the Menu  
icon to login.

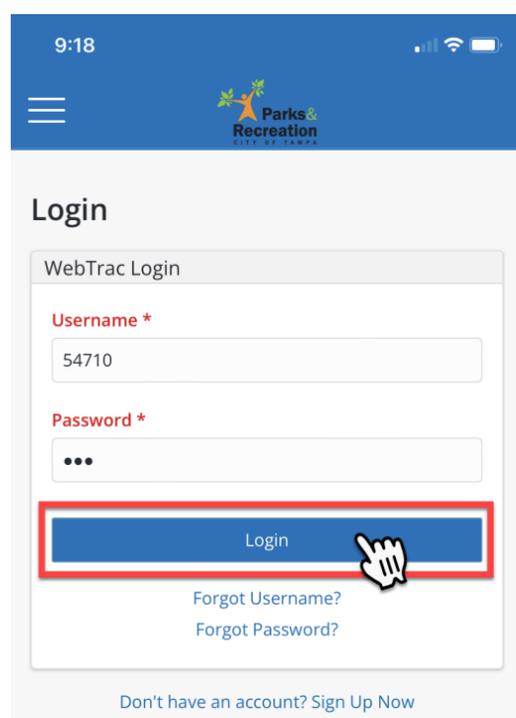


Go to "Sign in/Register"



### Note

If you do not have an account, selecting "Sign in/Register" will allow you to **create a new account**.



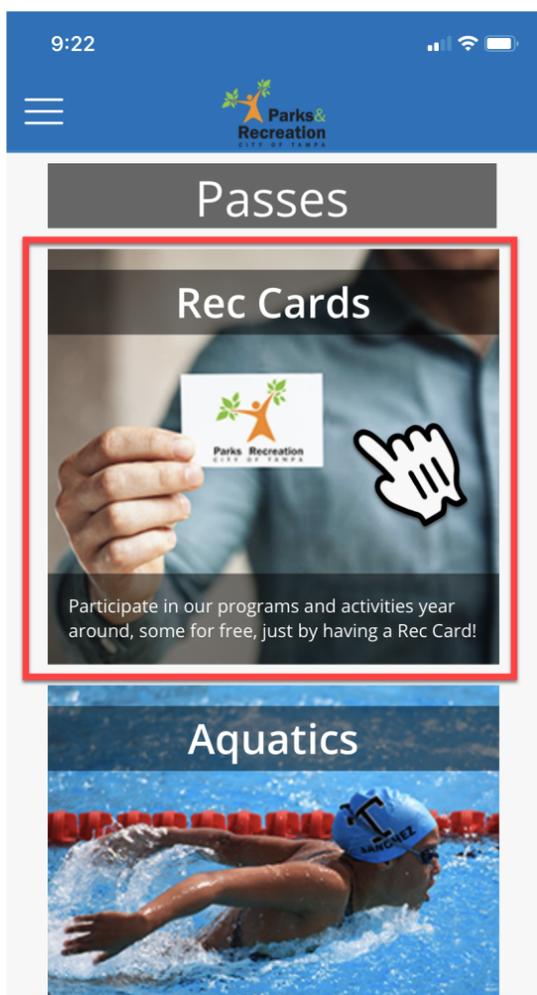
Enter your username and password. If you do not remember your username or password, select "Forgot Username" or "Forgot Password".

To **create a new account**, tap on "Don't have an account? Sign Up Now".

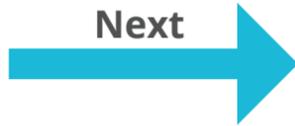
Once logged in, you will be brought back to the MAIN SCREEN.

# REC CARDS/ACTIVITIES

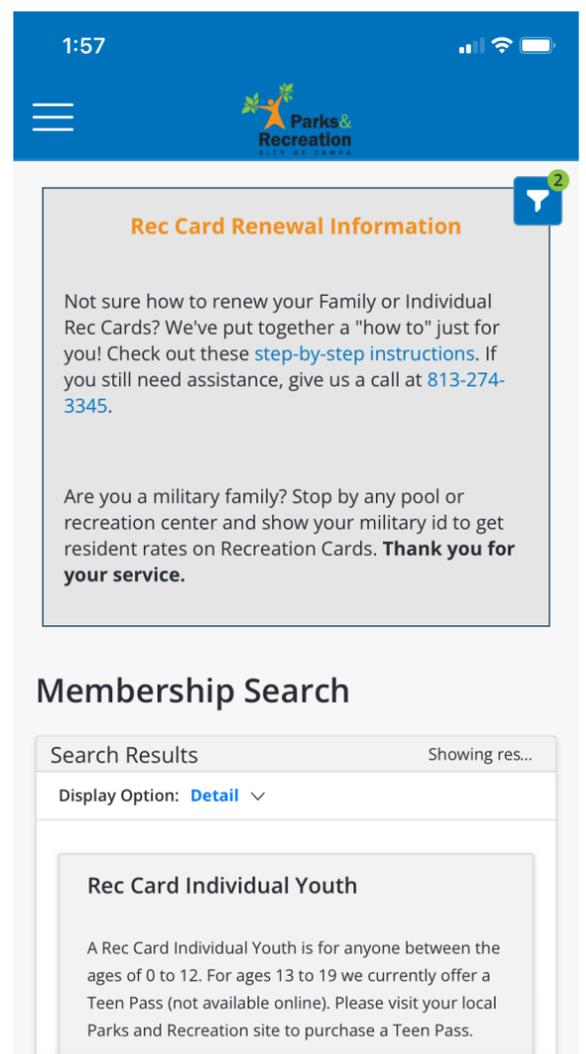
Once logged in, keep scrolling/swiping up to find the "Passes" section, from there tap on the Rec Cards tile. Select the appropriate pass category. To register for a Teen Pass for the first time, please visit any of our locations in person with accompanied parent/guardian.



Next

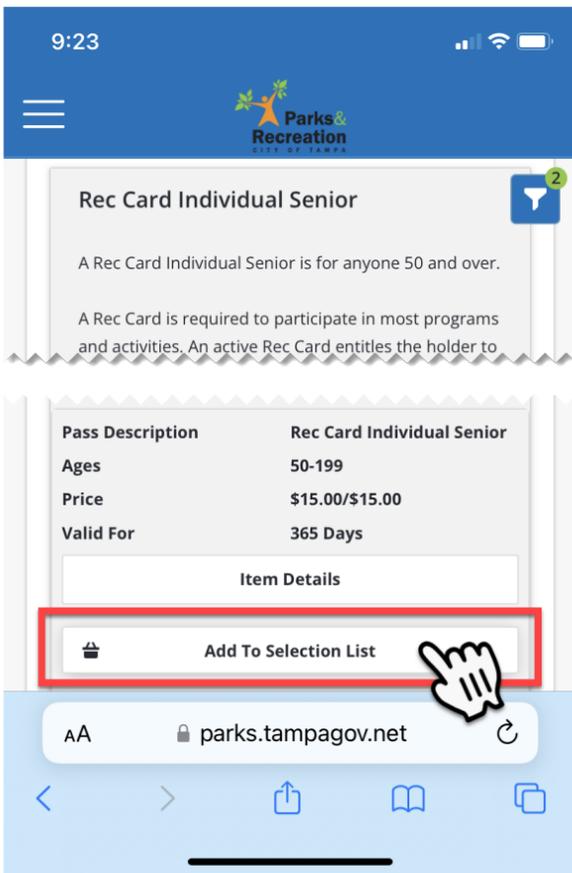


This is the pass selection screen.

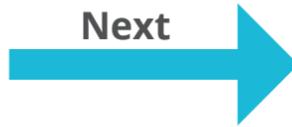


You will need to find the correct pass, if purchasing individual passes, be sure to select the correct one. For family passes, select the Adult 1 if primary person is 18 to 49 years old and Senior 1 if the primary person on the account is 50 years of age and older. Our most popular cards are the individual youth and individual adult.

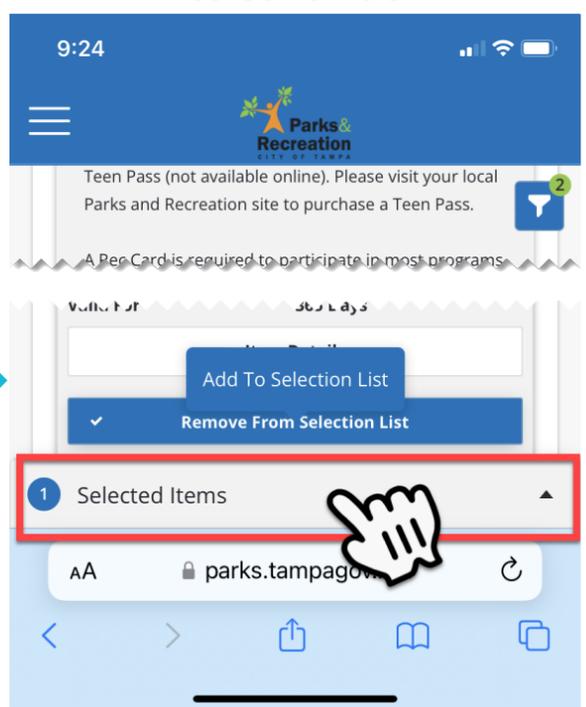
Tap on "Add to Selection List".



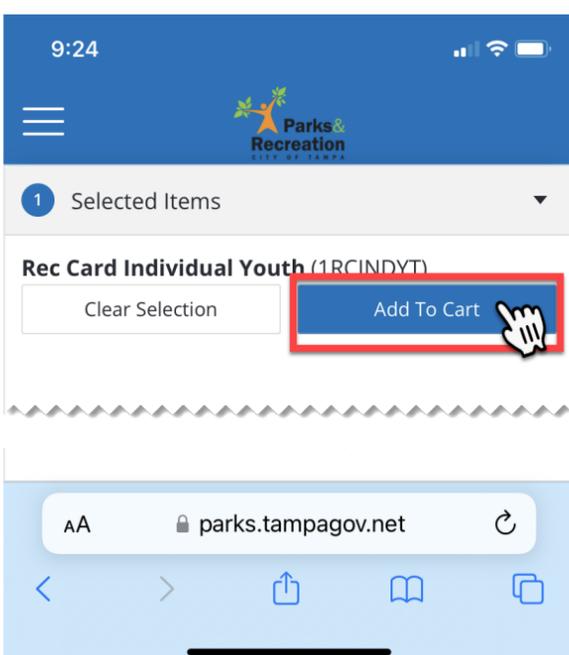
Next



Tap on "Selected Items" to continue



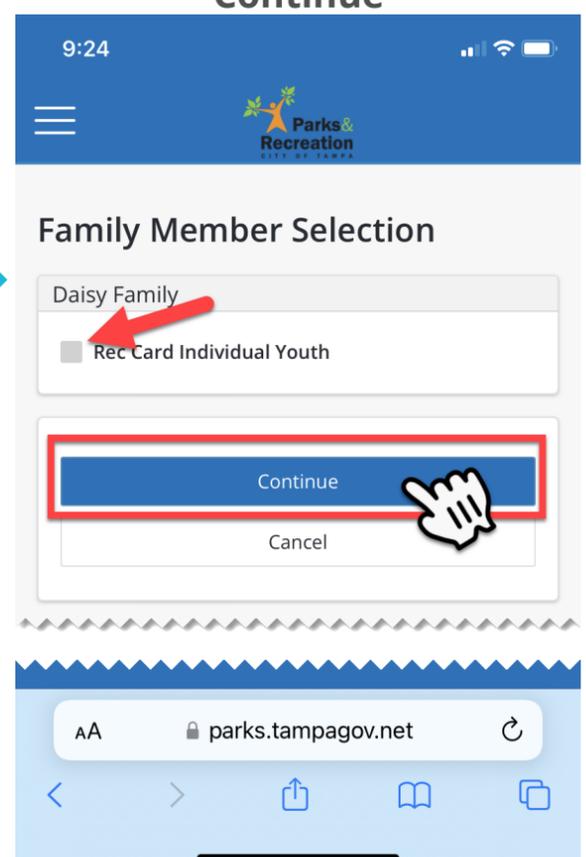
Tap on "Add to Cart" to proceed.



Next

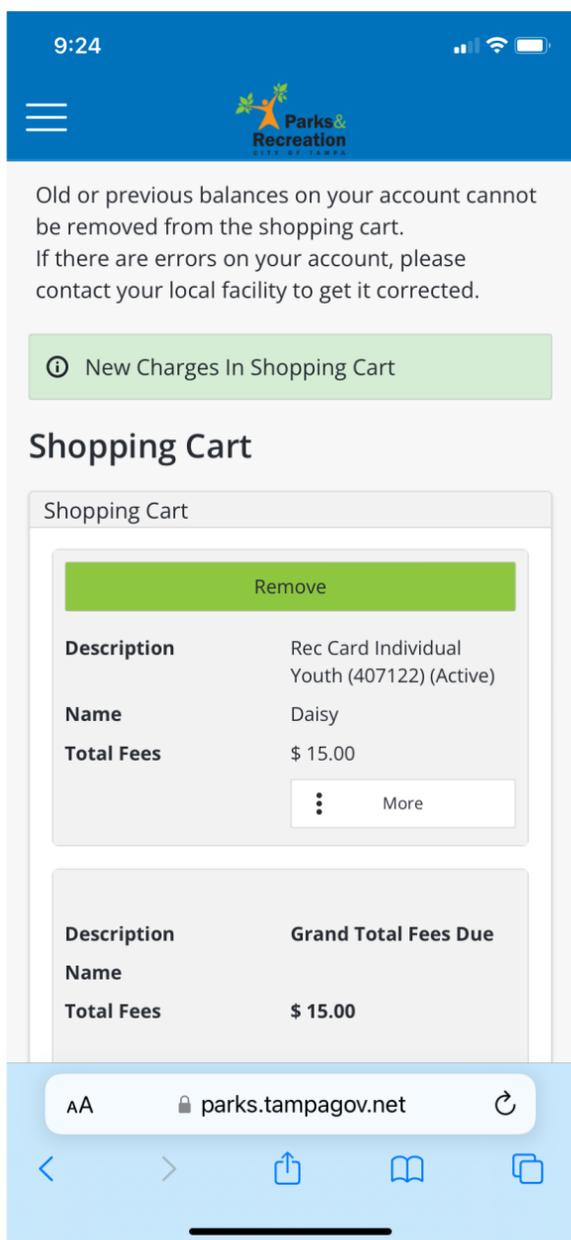


Check each family member box receiving the pass, then tap "Continue"

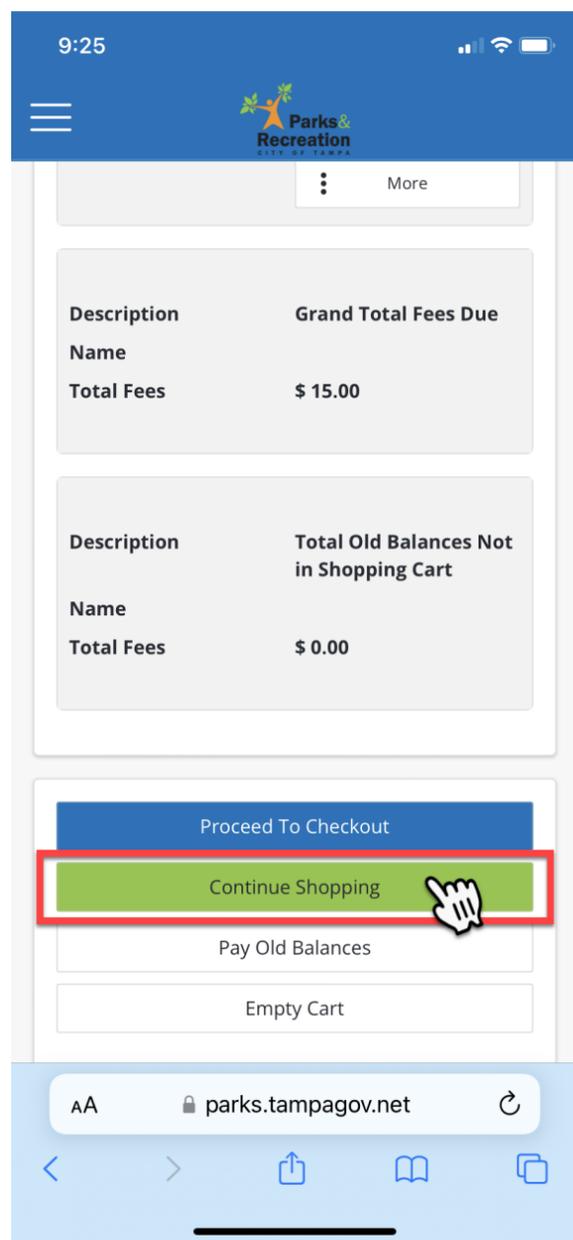


Selecting "Continue" will bring you to the "Shopping Cart".

## This is the Shopping Cart



## Select "Continue Shopping"



Next

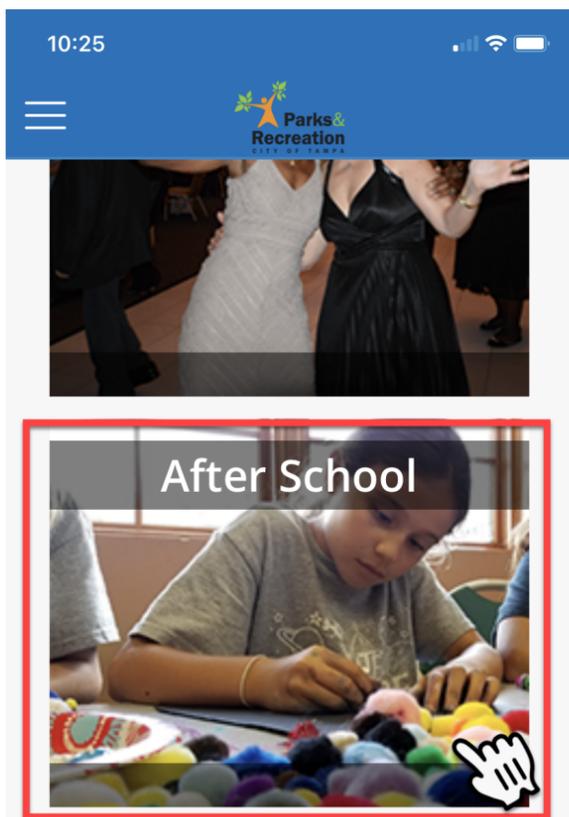
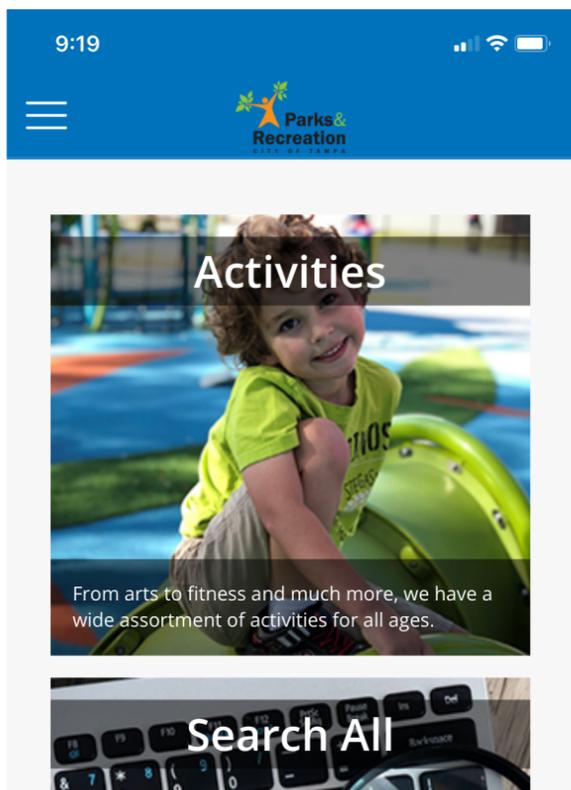


If you ready to finalize the transaction, select "Proceed to Checkout"



You will be brought back to this page to make your additional selection(s).

Find your selection, and tap on the tile.

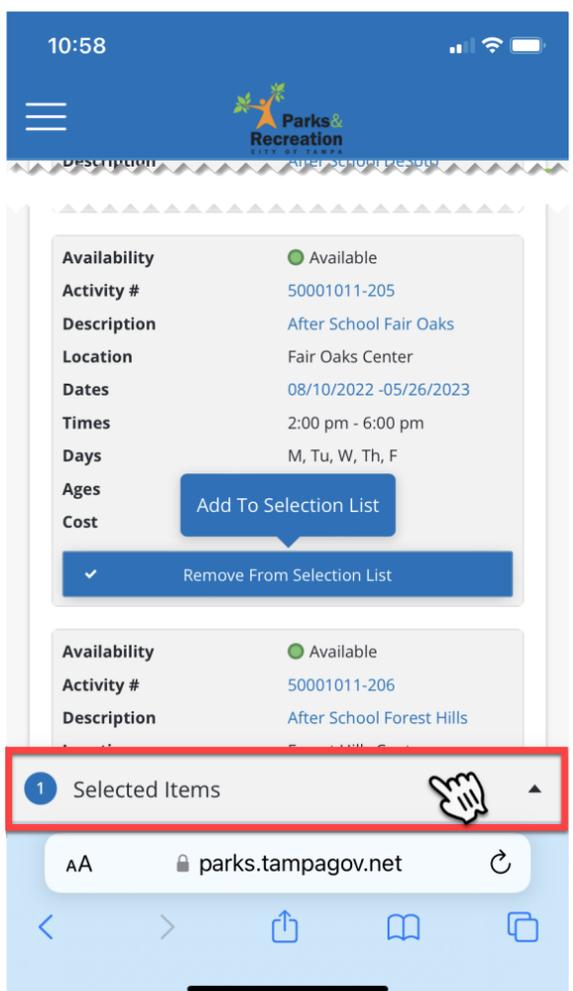
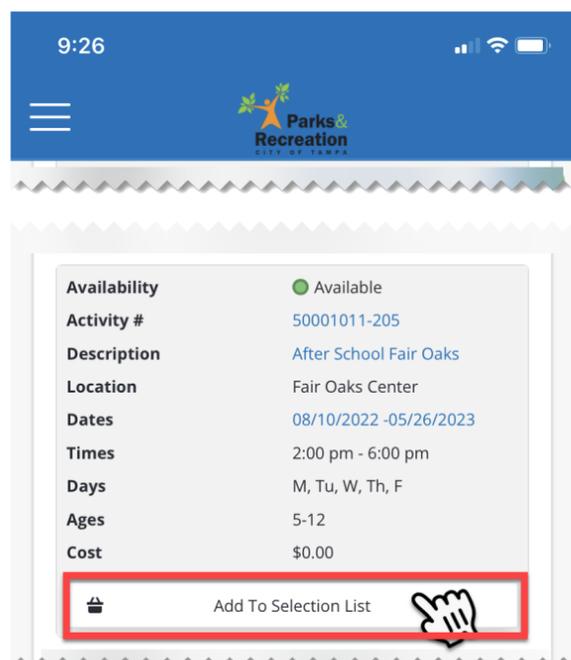


Next



Find the activity, and tap on "Add to Selection List"

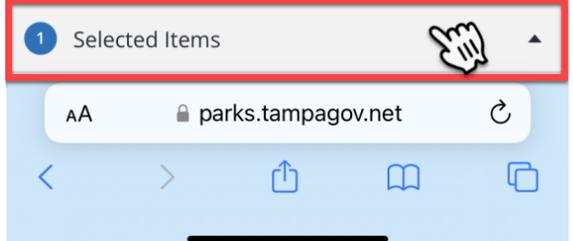
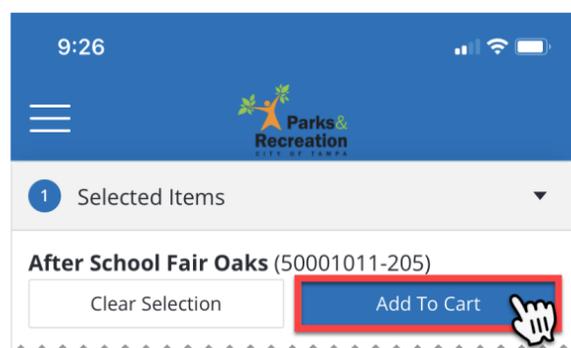
Tap "Selected Items" to continue.



Next

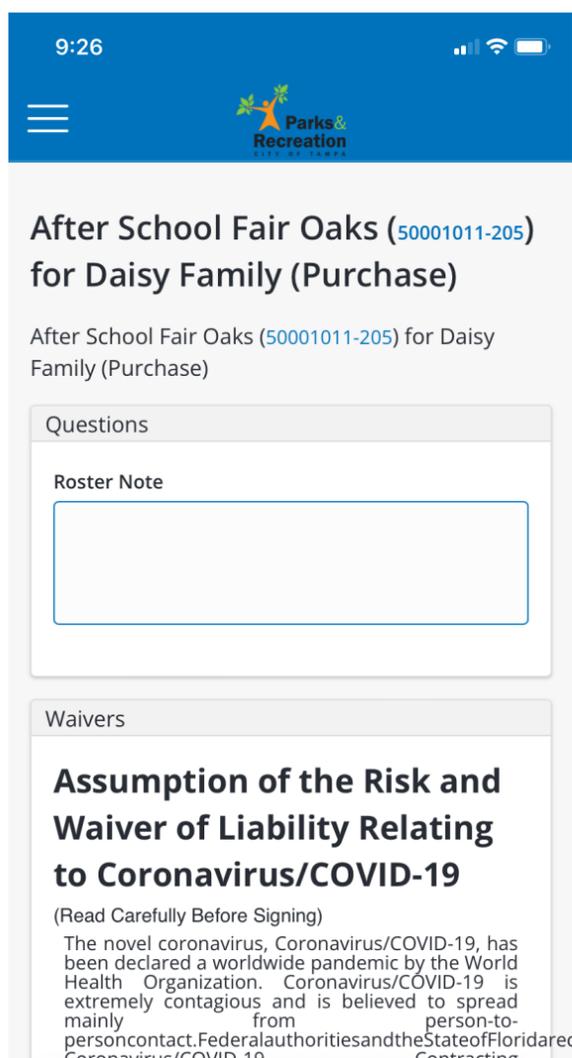


Select "Add to Cart" to proceed to "Shopping Cart."

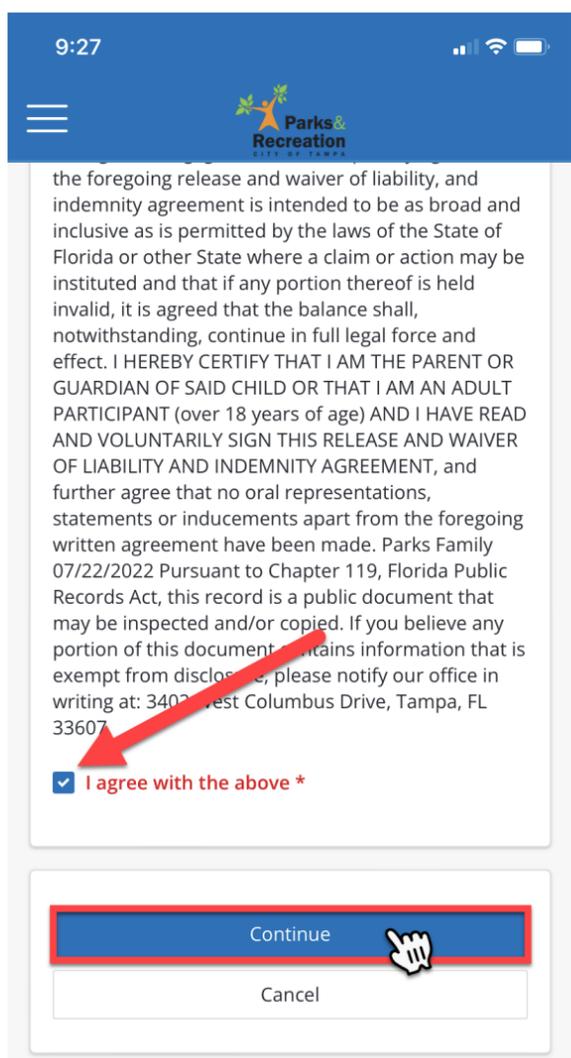


# WAIVERS

When adding activities to the shopping cart, 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.

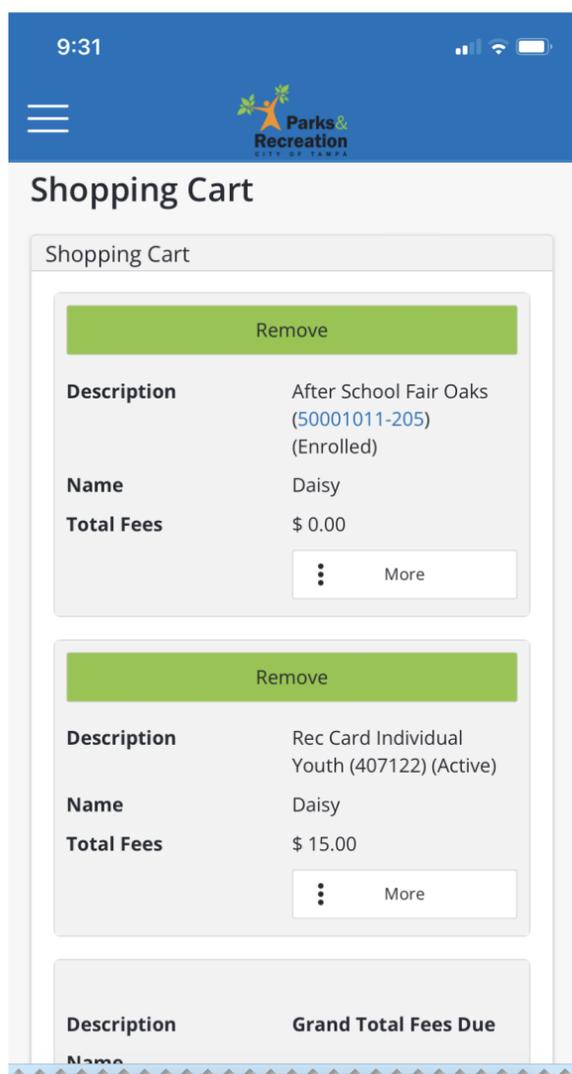


Next  
Swipe  
Up

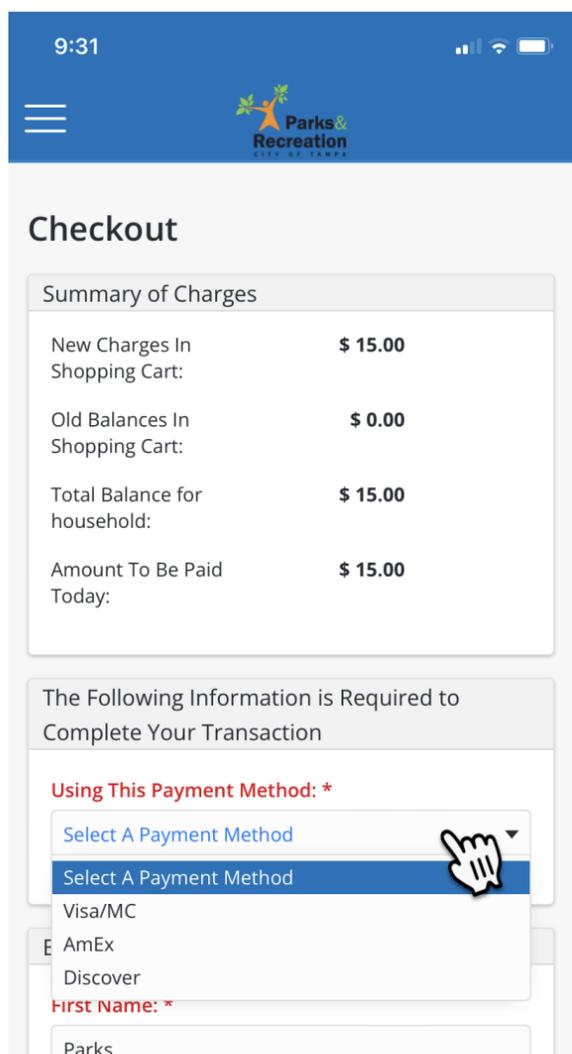
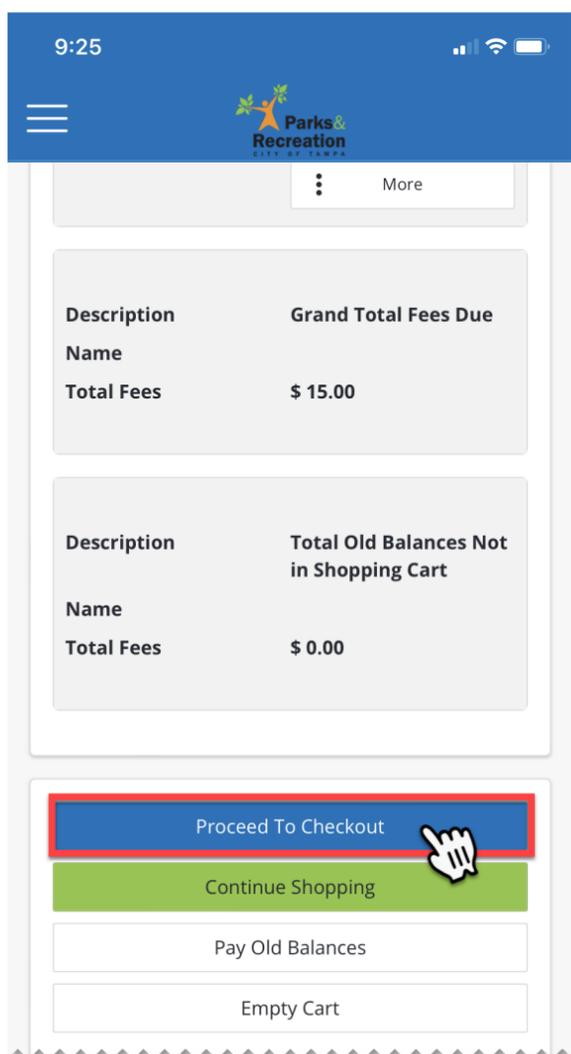


After completing the waiver section, this will bring you to view all the items in your "Shopping Cart" with your total.

# SHOPPING CART

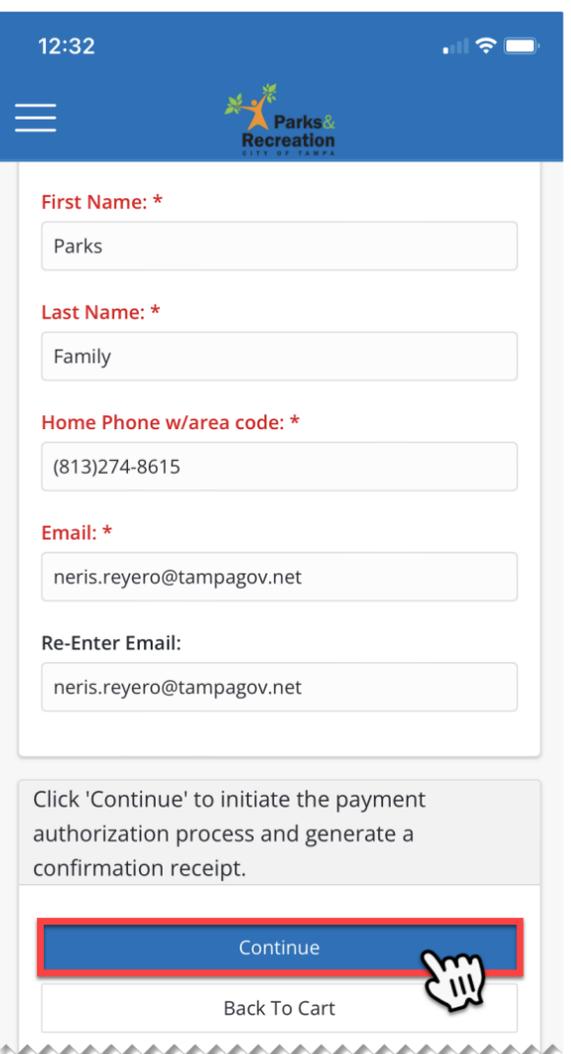


Next  
Swipe  
Up



Next  
Swipe  
Up

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



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.

9:32 📶 🔋

Time Remaining: 27:56

### Payment Summary

Please review the following details for this transaction.

|        |          |
|--------|----------|
| Amount | \$ 15.00 |
|--------|----------|

### Billing Information

Enter your payment details below.

### Cards Accepted

VISA   

---

### Credit Card

🔒 Secure

Parks Family

\*Name

Card Number

\*Card Number

Select  Card CVV/CVC

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

---

### Billing Address

12345 Cmob Way

\*Address

Address (Line 2)

Tampa

\*City \*State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

33607

\*Zip/Postal Code Country

neris.reyero@tampagov.net

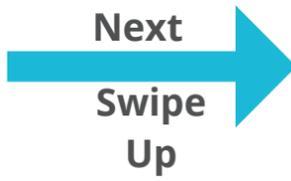
\*E-mail Address

(813)274-8615

Phone Number

AA  pay1.pluginpay.com 

< >   



12:40 📶 🔋

\*Card Number

5  123

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

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### Billing Address

12345 Cmob Way

\*Address

Address (Line 2)

Tampa

\*City \*State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

33607

\*Zip/Postal Code Country

neris.reyero@tampagov.net

\*E-mail Address

(813)274-8615

Phone Number



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