



Manteca Parks and Recreation Department

252 Magnolia Avenue, Manteca CA 95337

Phone (209) 456-8600 • Fax (209) 923-8954

www.mantecagov.com/parks

Kids' Zone Online Registration Instructions

1. Go to www.mantecagov.com/parks and click on "WebTrac" under the Registration Information tab.

Employment | City Map | Contact Us On-line | City Contacts

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MANTECA
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THE FAMILY CITY

DEPARTMENTS QUICK LINKS EVENT CALENDAR THE WEEK IN REVIEW ON-LINE CRIME REPORTING WEATHER

City Of Manteca > Departments > Parks and Recreation > Registration Information

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PARKS AND RECREATION

Kevin Fant, Parks and Recreation Director

Registration Information

- [Manteca Parks and Recreation Department Registration Form](#)
- [Online Registration - WebTrac](#)
- Mail-In Registration
Manteca Parks & Recreation, Registration 252 Magnolia Avenue, Manteca, CA 95337
- Walk-In Registration
Monday through Thursday, 7:30 AM - 5:30 PM, Friday 8:00 AM - 5:00 PM (closed alternating Fridays) at Parks & Recreation Department, 252 Magnolia Avenue, Manteca.
- Fax Registration Fax number (209) 923-8954. Credit card payment required.

2. Enter your user name and password. If you do not have a user name and password, follow the directions to obtain one.

Home Search Shop Contact Us FAQs

Login | Wishlist (0) | Shopping Cart (0)

Welcome to Manteca Parks and Recreation Online Registration and Activity Guide

User Name:

Password:

Remember Me? (If this is a public machine it is recommended that you do NOT turn this on).

Login Instructions: If you have recently registered at Parks and Recreation, try entering your 10 digit home phone as the Username and your zip code as your password.

- If you have an account with us, but you've forgotten your password, please click here for a reminder email.
- If you are unsure of your User Name or Password, you may also wish to contact our office
- Click this link to submit information to set up your account. Staff will review the information and send a confirmation within one to two business days. You will then be able to begin online registration.

3. Go to "Shop," then click on "Childcare Calendar."

Home Search **Shop** My Account Contact Us FAQs

Logout | Wishlist (0) | Shopping Cart (0)

Activity Enrollment
Childcare Calendar
 Facility Permit Request

Activity Number Search: Keyword Search:

Keyword Search Options: Match At Least One Word

Type: All Types (dropdown) Adult (dropdown) All Ages (dropdown)

Category: All Categories (dropdown) Arts and Crafts (dropdown) Baton Classes (dropdown)

Age: All Ages (dropdown) 3 months (dropdown) 6 months (dropdown)

Sort Order: Activity/Number (dropdown)

Search Reset

4. Select family member from drop down box. Please note: each child needs must be enrolled separately.

Childcare Calendar

1 Child to Enroll: Select a Family Member.....

2 Childcare Locations: Brock Elliott School, Joshua Cowell School, McParland Main Site, McParland Annex

Childcare Sub Types: (empty)

* Hold CTRL key in order to select multiple items.

3 Create a Pattern

5. Select your child's school site and program (Before-School, KinderZone, or After-School). For multiple programs, you may hold down the Control key and select all the needed programs for this same child.

Click on "View Calendar" and scroll down.

2 Childcare Locations: Brock Elliott School, Joshua Cowell School, McParland Main Site, McParland Annex

Childcare Sub Types: After-School Program, Before-School Program, KinderZone Program

* Hold CTRL key in order to select multiple items.

3 View Calendar View Listing

Create a Pattern

Hide/Show Class Info

<< Prev Year << Prev Month Today **August (2013)** Icon Key Next Month >> Next Year >>

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Select All		Select All	Select All	Select All	Select All	Select All	
					1 No Childcare Available	2 No Childcare Available	3 No Childcare Available
Select All	4 No Childcare Available	5 No Childcare Available	6 No Childcare Available	7 No Childcare Available	8 McParland Annex ASP (98)	9 McParland Annex ASP (98)	10 No Childcare Available

6. There are a few options for enrolling at this point. You may choose to enroll for monthly, weekly, or daily drop-in (or any combination of these days) by clicking on each school day the child needs to attend or you may use the “Create a Pattern” function for quicker processing. To create a pattern, click on “Create a Pattern” to expand this window.

7. If you need your child to attend Before-School and After-School every school day of the month, you would click on both programs (holding down the Control key), select Monday through Friday (holding down the Control key), and enter the start date and end date for the month. Then click on “Build Pattern” to see your selections appear on the calendar.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1					No Childcare Available	No Childcare Available	No Childcare Available
2					McParland Annex ASP (97)	McParland Annex ASP (97)	No Childcare Available
3					McParland Annex BSP (98)	McParland Annex BSP (98)	No Childcare Available
4	No Childcare Available	No Childcare Available	No Childcare Available	No Childcare Available	McParland Annex ASP (97)	McParland Annex ASP (97)	No Childcare Available
5		McParland Annex ASP (97)	No Childcare Available				
6		McParland Annex BSP (98)	No Childcare Available				

8. The dates you selected should now be highlighted on the calendar below. If you need to remove any of the chosen dates, hover your mouse over the program and date box and click on "Remove from Pending." After reviewing your selections, you may click on "Add to Cart."

Calendar interface for August 2013. The calendar shows dates from Sunday to Saturday. Selected dates are highlighted in grey. Program options are listed for each date, including 'McParland Annex ASP (97)' and 'McParland Annex BSP (98)'. A red arrow points from the text above to the 'Add To Cart' button.

9. Choose either Monthly Rate (this is the discounted rate if child is attending more than 6 days of a program each month) or Daily/Weekly Rate (for fewer than 6 days per month) and click "Continue." (This screen will appear for each program you chose).

Day Care selection screen. The user is asked to choose a fee group. The 'Monthly Rate' option is selected. The 'Continue' button is highlighted with a red arrow.

10. If you need to enroll another child, click on "Continue Shopping" and repeat steps 4-9 for each child. When you are done enrolling, click on "View Shopping Cart."

Finished Childcare Enrollments message. The message states: "All Childcare Classes have been Enrolled for this family member. Click Continue Shopping to proceed back to the Childcare Calendar or View Shopping Cart to view what is in your shopping cart or Proceed to Check to finish your sale." The 'View Shopping Cart' button is highlighted with a red arrow.

11. The shopping cart will show who is enrolled into each program. Click here to expand the activity to show each day the child is enrolled into.

Home Search Shop My Account Contact Us FAQs Logout | Wishlist (0) | Shopping Cart (17)

Your Shopping Cart:

Proceed To Checkout Continue Shopping

Enrollee	Description	Begin Date	End Date	Total Fees
Emma	McParland Annex BSP	08/08/2013	08/30/2013	\$ 115.00
<input type="checkbox"/> Show All of McParland Annex BSP?				
Grand Total Fees Due				\$ 115.00

Proceed To Checkout Continue Shopping

12. Then you may add notes to staff for one or more days (see example here):

Your Shopping Cart:

Proceed To Checkout Continue Shopping

Enrollee	Description	Begin Date	End Date	Total Fees
Emma	McParland Annex BSP	08/08/2013	08/30/2013	\$ 115.00
<input type="checkbox"/> Show All of McParland Annex BSP?				

Enrollee	Description	Activity	Section	Date	Time	Status	Total Fees	Remove?	
1	Emma	McParland Annex BSP	527602	01	08/08/2013	6:30A - 9:00A	Enrolled	\$ 6.76	
<i>Add a Note or Info for Staff</i>									
2	Emma	McParland Annex BSP	527602	02	08/09/2013	6:30A - 9:00A	Enrolled	\$ 6.76	
<i>Note: doctor's appointment may be running later than usual</i>									
3	Emma	McParland Annex BSP	527602	03	08/12/2013	6:30A - 9:00A	Enrolled	\$ 6.76	
<i>Add a Note or Info for Staff</i>									
4	Emma	McParland Annex BSP	527602	04	08/13/2013	6:30A - 9:00A	Enrolled	\$ 6.76	
<i>Add a Note or Info for Staff</i>									

13. Click on Proceed to Checkout to make payment. You will be given the option of printing your receipt and/or emailing it to yourself. Please do not hesitate to contact our office at (209) 456-8600 for questions on this process.