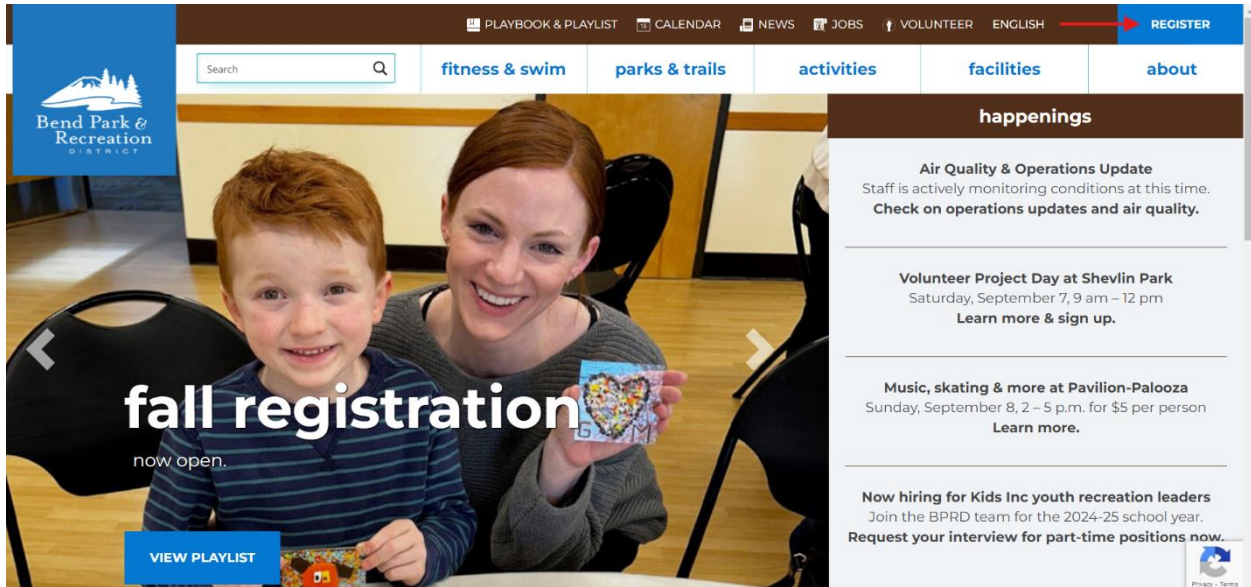
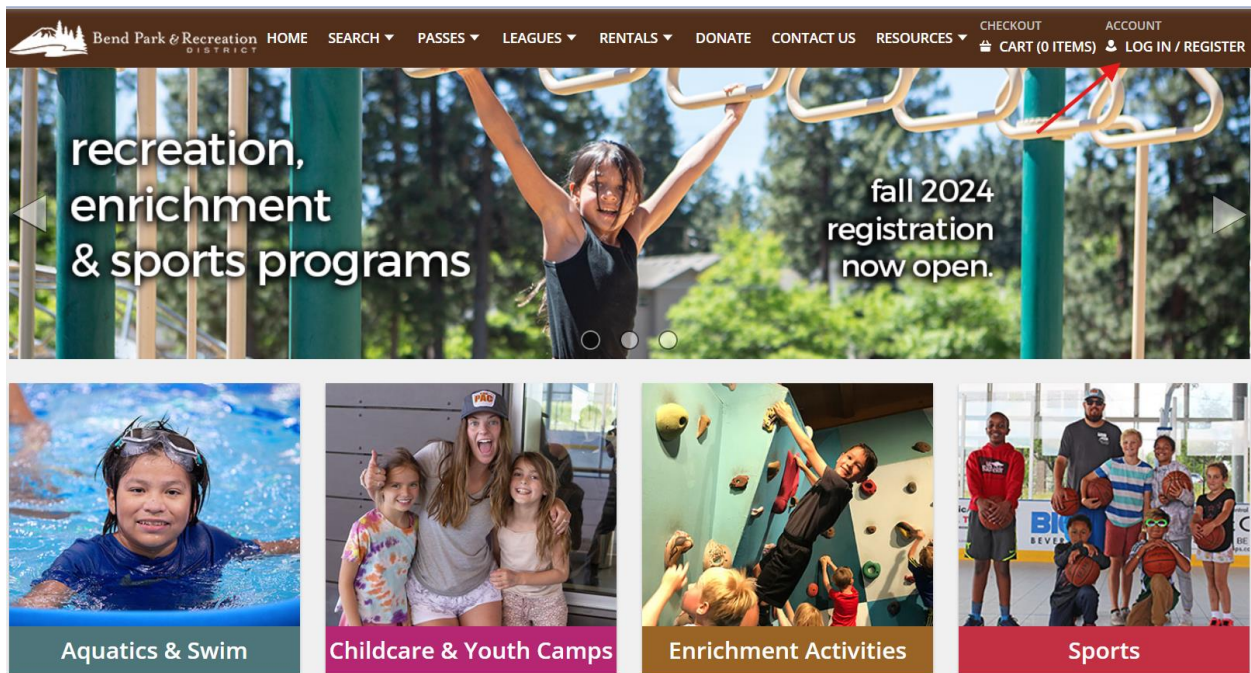


HOW TO ADD AN APPROVED CHILD PICKUP

1. Go to bendparksandrec.org and click “Register” in the top right hand corner



2. Click “Log In/Register” in the top right hand corner



3. Login with your Username and Password

Account Login

WebTrac Login

Username *

Password *

LOG IN

[Forgot Username?](#)
[Forgot Password?](#)

[Don't have an account? Create an account now.](#)

4. Select “Household Management” under the “My Account” dropdown menu

The screenshot shows the website's navigation bar with the following items: Bend Park & Recreation DISTRICT, HOME, SEARCH, PASSES, LEAGUES, RENTALS, DONATE, CONTACT US, RESOURCES, CHECKOUT, CART (0 ITEMS), and ACCOUNT. A red arrow points to the ACCOUNT dropdown menu, which is expanded to show the following options: Update (Teams, Billing Details), Reprint (Reprint A Receipt), History & Balances (My History, Pay Balances, Credit Balances, Cancellations, Add Credit, Add To Gift Card, League/Team Schedules), Reports (Household Roster, Household Calendar, Childcare Statement, Passholder Visit Report), and My Account (Wishlist, My Profile, Household Management, Logout). A red arrow points to the 'Household Management' option in the My Account dropdown.

Below the navigation bar, there are four main activity categories with corresponding images:

- Aquatics & Swim**: Image of a young girl swimming in a pool.
- Childcare & Youth Camps**: Image of a woman and two young girls smiling.
- Enrichment Activities**: Image of a child climbing a rock wall.
- Sports**: Image of a group of children and an adult with basketballs.

5. Select “Household and Member Update”

Household Account Management for the Youth Recreation Department Household

Household Information

Household Number: 103076
799 SW Columbia St
Bend, OR 97702

Manage Household and Members

Manage your Household Information for all linked members or Add or Update Members linked to this household.

[Household and Member Update](#) ←

User	Last Login	Status	Permissions	Action
DR Deschutes River Email: CatherineE@bendparksandrec.org	Sep 9, 2024, 11:47 AM	User Active	<input checked="" type="checkbox"/> Account Management	Revoke Access
TF Beat Falls		No Access	<input type="checkbox"/> Account Management	Invite
MR Metolius River		No Access	<input type="checkbox"/> Account Management	Invite
PF Paulina Falls-River		No Access	<input type="checkbox"/> Account Management	Invite
SF Sahalie Falls-River		No Access	<input type="checkbox"/> Account Management	Invite
KF Koosah Falls-River		No Access	<input type="checkbox"/> Account Management	Invite
MR McKenzie River		No Access	<input type="checkbox"/> Account Management	Invite
SR Smith Rock		No Access	<input type="checkbox"/> Account Management	Invite

6. Select “Emergency contact (s) and additional person(s) authorized to pickup your children” to review existing authorized pickup person(s).

Bend Park & Recreation DISTRICT HOME SEARCH PASSES LEAGUES RENTALS DONATE CONTACT US RESOURCES CHECKOUT ACCOUNT
CART (0 ITEMS) YOUTH RECR... #103076

Household Update

This is your account household information.
Your account must only consist of:

- Household members who live in the same residence.
- Emergency contact(s) and addition person(s) authorized to pick up you children. ←

Household Primary Person Information

First Name * Deschutes **Last Name *** River

Birthday * 11/11/1981 **Gender** Female

Address Line 1 * 799 SW Columbia St

Address Line 2

City * Bend **State *** OR **Zip Code *** 97702

7. Select “Add New Child Pickup” and fill out First Name, Last Name, and Phone Number and select “SAVE”

▲ Additional person allowed to pick up child(ren)

ⓘ Enter the information of persons who may pick up your child from one of our programs.

First Name *	Last Name *	Address 1
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 2	City	State
<input type="text"/>	<input type="text"/>	OR <input type="text"/>
Zip Code	Email #1	Phone #1 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone #1 Extension	<input type="text"/>	