



Manteca Parks and Recreation Online Daycare Enrollment Instructions

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Go to www.mantecagov.com/parks (webpage looks like the image below).

City Of Manteca > Parks And Recreation > Registration Information



Director - Kevin Fant



Activity Guide

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CAMPERS Volunteer Program

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Registration Information

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Senior Center

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, 8:30 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.

After-Hours Drop-Off Registration will be processed randomly with the next business day's mail. Registration may be dropped off at the Parks & Recreation office door mail slot or in City of Manteca payment drop box in front of City Hall. Cash, checks or credit cards accepted

• REGISTER EARLY! Some classes fill quickly and others may be canceled due to low enrollment.

• Fax registration will be accepted only in a Parks and Recreation Department registration form with a credit card payment. Fax number: (209) 923-8954.

• Confirmations will be mailed for mail-in or fax registrations, and e-mailed for online registration.

• Some classes have special registration notes, such as priority for current students. Please note these items in individual class descriptions.

• Registration deadline for all programs, unless otherwise noted in program descriptions, is 5:00 PM on the business day prior to the program start date. Registration accepted after the deadline will be subject to a \$5.00 late registration fee.

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Click on "Registration Information" and then "Online Registration—WebTrac."

3

Log in using your username and password (*hint: it was originally set up as your household account number and your zip code*).

The screenshot displays the City of Manteca website. At the top left is the City of Manteca logo, which includes the text "CITY OF MANTECA, CALIFORNIA", "Manteca", "The Family City", and "INCORPORATED MAY 20, 1954". To the right of the logo, the text "CITY OF MANTECA California" is displayed in a large, stylized font. Further right, the text "THE FAMILY CITY" is visible. The top navigation bar includes "HOME", "SEARCH", "CONTACT US", and "EVENT CALENDAR". A "Show Menu" link is located below the navigation bar. The main content area features a large background image of a young child lying on a bed of yellow autumn leaves. Overlaid on the right side of this image is an "ACCOUNT LOG IN" form. The form contains two input fields: "Username" and "Password". A red circle highlights these two fields, and a red arrow points from the text in the first step to the "Username" field. Below the input fields are three buttons: "Log In", "Forgot Password", and "Create an Account". Below the main image is a grid of 12 category tiles, each with a representative image and a caption: "Activity Guide", "Kids' Zone/Daycare", "Day Camps", "Preschool Age Classes", "Tiny Tots Sports", "Youth Sports", "Adult Sports", "Special Events", "Youth Classes", "Teen/Adult Classes", "Aquatics", and "Facility Reservations". At the bottom of the page, a footer contains the address "252 Magnolia Ave. Manteca California 95337", the telephone number "(209) 456-8600", and the copyright notice "© 2019 ALL RIGHTS RESERVED".

4

Once you get to this screen, there are a couple of ways to look up your child's daycare:

- You can enter the activity number under "Activity Number" (convenient if child attends just ONE program. You can find the activity number in your parent handbook or on any of your daycare receipts)
 - You can enter the name of the school under "Keyword Search" (convenient if child attends MULTIPLE programs)
- Hit "enter" and your daycare location comes up below (see "McParland Main ASP" below)

Activity Search Criteria

Activity Number: 527501 Keyword Search: mcparland Type: All Types

Category: All Categories Age: All Ages

Additional Search Criteria

Search Reset

Search Results

Showing 1 To 1 Total Results (1)

McParland Main ASP - 527501

Description	Locations	Dates	Times	Meet Days	Price	Status
McParland Main ASP	McParland Main Site	08/08/2019 -05/29/2020*	3:00 pm - 6:00 pm	M, Tu, W, Th, F	\$165.00/\$165.00	Available

5

Once the correct daycare site shows up, click on the calendar icon to see the childcare calendar.

6

Click the down arrow to open up the "Pattern Enrollment" box.

Additional Search Criteria

Search Reset

Pattern Enrollment

Toggle Items in the Calendar

<< Previous Year < Previous Month Today January - 2020 Next Month > Next Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 +	30 +	31 +	1 +	2 +	3 +	4 +
5 +	6 +	7 +	8 +	9 +	10 +	11 +

7 Once the Pattern Enrollment box is open, you can choose the week or monthly enrollment. Make sure the calendar is showing the month you are enrolling for and then, for monthly enrollment, click “Select Month.”

Pattern Enrollment

Classes to Enroll: McParland Main ASP

Week Days to Enroll: Sunday, Monday, Tuesday, Wednesday

Select Week 1, Select Week 2, Select Week 3, Select Week 4, Select Week 5, Select Week 6, Select Month

Begin Date: 01/01/2020

End Date: 01/31/2020

Build Pattern

8 After you enroll, click on “Add to Cart.”

January - 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11

McParland Main ASP (527501-01): 01/08/2020 @ 3:00 pm, 01/09/2020 @ 3:00 pm, 01/10/2020 @ 3:00 pm, 01/13/2020 @ 3:00 pm, 01/14/2020 @ 3:00 pm, 01/15/2020 @ 3:00 pm, 01/16/2020 @ 3:00 pm, 01/17/2020 @ 3:00 pm, 01/21/2020 @ 3:00 pm, 01/22/2020 @ 3:00 pm, 01/23/2020 @ 3:00 pm, 01/24/2020 @ 3:00 pm, 01/27/2020 @ 3:00 pm, 01/28/2020 @ 3:00 pm, 01/29/2020 @ 3:00 pm, 01/30/2020 @ 3:00 pm, 01/31/2020 @ 3:00 pm

Add To Cart Clear Selection

9 Choose the family member you want to enroll and click “continue.” Enter any roster notes for the day-care staff such as “attends every Monday and Wednesday only” and hit “continue” again. If you have no notes to add, you can checkmark the box that says “copy” and then click “continue” to get to the shopping cart. Click on “Proceed to Checkout” if you’re ready to pay or “Continue Shopping” if you need to enroll into other activities/programs.

TEST McBroom

McParland Main ASP (527501-01)

Continue Cancel

If you experience any issues or problems, please contact the Manteca Parks and Recreation Office at (209) 456-8600 or parks@mantecagov.com