



Parks & Recreation
CITY OF TAMPA

How to Purchase a Pass Online

Purchasing online is fast and easy!

1. Please visit Tampa's Online Registration page <https://parks.tampagov.net/web/wbwsc/webtra.c.wsc/splash.html>.

2. Fill in your Username and Password.

Please keep in mind that if you or anyone in your family has ever purchased a pass, enrolled for a program, or done a facility reservation with us an account will already exist.

If you do not know or cannot remember your login, click on "Forgot Password" to have the information emailed to the email address on file.

If you completed Step 2, proceed to Step 4.

3. If you are not already in our system and need to set up an account, select the "Create an Account" option and follow the prompts.

Once you have entered your information, select "Add New Family Member" to enter any adult and youth members that reside at your same address. Select "Save" once completed.

4. After logging into or creating an account, select the pass option you are looking for.

We have links listed under "Passes" for each of the memberships we offer.

For this tutorial we will be using Rec Cards, but the same applies for any passes. Passes available for purchase online will show in green and have a plus symbol.

5. Select the appropriate Rec Card to add it to your shopping cart.

You may select more than one pass before continuing to checkout, including other membership types.

As you add them you will notice a banner at the bottom of the screen listing your selection(s).

NOTE: When purchasing a family pass only select the Adult 1 or Senior 1 (Primary) pass. The system will assign all other Rec Cards to your family members automatically after you select who will receive the Primary Pass.

Please remember that payment is due at the time of purchase. We currently accept Visa, MasterCard, American Express, and Discover.

6. When you are ready to proceed select "Add to Cart".

7. Select the family member(s) that will be assigned the pass(es) selected. Then select "Continue".

8. Review your cart: do you have the correct pass(es) on the correct family member(s)? Do you need to add or remove any passes prior to purchase?

9. Select "Proceed to Checkout".

10. Verify your billing and contact information and select "Continue".

11. You will then be prompted to enter your payment information. Then select "Submit Payment"

Note that you will have 20 minutes to complete this screen and submit payment.

12. Once payment has been submitted, a confirmation screen will come up and you will have the option to "View Confirmation Receipt".

Rec Card Break Down

Youth: Newborn to 12 years old

Teen: 13 to 19 years old

Adult: 20 to 49 years old

Senior: 50 years and older

Family: A maximum of 2 adults/seniors and dependent children under 18 years old residing in the same household

Step 1: Visit website

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

Step 2: Log In or see Step 3 to Create an Account

Step 3: Create an Account

Please make sure to list an adult as the primary person, and then add other adults and youth in your household.

Step 4: Search for the membership you are looking for under the "Passes" listing.

Step 5: Select the appropriate pass to add it to the shopping cart.

	Pass Code	Pass Description
+	RECFAMA1	Rec Card Family 1st Adult

As you add them you will notice a banner at the bottom of the screen listing your selection(s).

NOTE: When purchasing a family pass only select the Adult 1 or Senior 1 (Primary) pass. The system will assign all other Rec Cards to your family members automatically after you select who will receive the Primary Pass.

Step 6: After all selections are made select "Add to Cart"

Step 7: Select the family member(s) that will be assigned the pass(es) selected. Then select "Continue".

Step 8 & 9: Review your cart and select "Proceed to Checkout"

Step 10: Verify your billing and contact info

Step 11: Enter your payment info