



Steps to Purchasing a Trailside Dog Park Pass

1. **Waukee residents** must license all dogs with the City of Waukee prior to applying for Trailside Dog Park passes. Annual pet licenses can be purchased 24 hours a day online at www.petdata.com or over the phone on weekdays from 8 a.m. to 5 p.m. at 1-855-585-8157.
2. To purchase a Trailside Dog Park Pass, visit www.waukee.activityreg.com.
 - a. Click on Register
 - b. Select "Purchase Membership"
 - c. Logon to your account
 - i. If you are a new user, create an account.
 - ii. Add Dog Handler/Owner Name into account if not done already.
 - iii. Add each specific dog onto account
 1. List dog's name, birthdate, address, phone, etc. just as you would a child or family member (there is a specific category to select DOG).
 - d. Select "2019 Dog Park Pass"
 - i. Each dog will need its own individual pass/membership and tag.
 - ii. Enter dog handler/owner as the emergency contact for each dog.
 - iii. Upload most recent veterinarian bill or receipt as a PDF or JPG to your Sportsman account showing proof that rabies and distemper/parvo vaccines are up to date for each dog with a pass/membership.
3. Parks & Recreation staff will verify that all proper documentation is up to date and received, and also that any and all City licenses are complete with PetData.
4. Parks & Recreation staff will mail dog pass tag(s) to the dog owner.

For questions, call the Waukee Parks & Recreation Department at 515-978-0007 or email jvandekamp@waukee.org.