



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.
2. To purchase a Trailside Dog Park Pass, visit www.Waukee.org/registration.
 - a. Logon to your account
 - i. If you are a new user, create an account on the main page.
 - ii. If prompted to "Add a New Person" while creating your account, **you should add yourself**.
 - b. Then you must **add every dog separately** to your account by clicking the green "Add New Member" button and adding information for each dog.
 - i. List dog's name, birthdate, address, phone, etc. just as you would a child or family member. Submit and it will return you to the Account page.
 - ii. Under Account Info for your pet's name, click the Documents tab on the far right. Upload your pet's documents showing current vaccinations for Rabies and Distemper/Parvo (DA2PP). **These are required**.
 - iii. **These steps will have to be repeated for each dog.**
3. Go back to the homepage and click on "2019 Dog Park Pass".
 - a. Select "Purchase or Renew a Membership". **You will need to go through this process for each dog.**
 - b. Under "Membership Includes" (you will see listed all the members on your account), make sure to click the box for your dog.
 - c. Scroll to the bottom of the page and click the green box "Select this Membership"
 - d. Under "Purchaser of Membership", use the drop box to select your name.
 - e. Scroll to the bottom of the page, agree to the Terms and Conditions and add to your Cart.
 - f. Click on Cart, review your account and make a payment.
4. 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.
5. 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.