

Welcome to The Waukesha County Park System

Park Entry is camera enforced, and all license plates will automatically be recorded upon entry into the park. To avoid park entry violation, you must register your guests plate numbers any time prior to or within 4 days after your visit using the online system. If any guests have a current Waukesha County Parks annual sticker you will need not run through this process for them, as those vehicles will already be registered within our system.

- **Create an account** (*Already have an account with Waukesha County Parks? Skip this step and go to Add FAMILY MEMBERS to your account*).

- Scan this QR code with smart phone camera or enter the URL into browser.



bit.ly/3h718zY

- Enter all required information. An email will be sent to the associated email address (check junk/spam folders, in gmail accounts, it may go to the Promotions tab) to activate your account.

NOTE: You MUST open that email and click on the link to proceed.

- **Add FAMILY MEMBERS to your account – Please note that each family member can only be assigned a daily pass once per 48 hours. This is why you need to create a new family member for each guest vehicle.**

1. Log in to your account, and click on My Account at the top
2. Navigate to the “family” section (laptop/tablet – this section is on the right side of the screen)
3. Click on “Manage Family Member”
4. Click on “Add family member” (laptop/tablet – this is in the dark gray bar)
5. Most of the information will autofill based on the Primary Account Holder information. You will have to enter an email address and phone number, but these can be the same as the Primary Account Holder. Select a birthdate that is at least one day old.

NOTE: To simplify, you can enter the first name of each family member as Car 1, Car 2, Car 3, etc. All information does not need to be specific to the actual owner of the vehicle.

6. Click Submit. **You can then add additional family members in the same manner.**

- **Add Daily Permit or Annual Sticker to your cart**

7. When you are done adding family members, go to the Online Store (laptop/tablet – this tab in the gray banner on a mobile device hit the menu icon in the left-hand corner of the screen)
8. Search for “Daily” or “Sticker” and add the item you wish to purchase to the cart. Unless you are purchasing an annual permit for your guest, you will want to select the “Daily Entry x1” option.
9. Select a participant name and click CONTINUE (remember, only one daily pass per family member).
10. Complete questions of VISIT DATE, VEHICLE PLATE NUMBER, and STATE OF REGISTRATION, agree to the last two items, and click Continue.

NOTE: Accurate information is imperative to avoid receiving a park entry violation. You will also see that an expiration date is assigned to the pass. This is just a formality of our system and is irrelevant.

11. To add multiple family member passes to your cart, repeat steps 7-10, using a different family member name each time.
12. When finished, click CHECK OUT, enter payment information, and click Pay.

Please contact the Waukesha County Parks Guest Services team if you have any questions.

Email: parksinfo@waukeshacounty.gov