

USAG-HI CYS Parent Central Services WebTrac Registration Process

June 2020

UNITED STATES ARMY
CHILD&YOUTH SERVICES

CYS: Support for Army Families Found Here



Overview

- Vision
- WebTrac Registration Process
 - New Patrons
 - Current Patrons
- WebTrac Enrollment
 - Youth Sports
 - SKIES
 - Website:

https://webtrac.mwr.army.mil/webtrac103/wbwsc/hawai icyms.wsc/wbsplash.html?wbsi=f80eb3e8-de1f-6c8b-6a14-59d10486a6c1&lang=MILT&wbp=1

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Vision

- To transition new patrons to register/enroll in CYS program via WebTrac
- Direct all patrons registered in CYMS to utilize WebTrac
- Admin support team will monitor all new WebTrac registrations daily to ensure patrons are able to enroll in CYS program via WebTrac within 24-28 hours
- All CYS patrons utilize WebTrac to make payments online

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WebTrac Registration Process

New Patrons→

WebTrac

 Patrons Complete the "Initial" registration

New WebTrac Account

 Patron doesn't have access until WebTrac **Batch Import is** completed

New Patrons

WebTrac Enrollment

- Enroll in Youth Sports
- Enroll in SKIES

WebTrac Batch **Import**

Contact Patron for Type of Services

Emails Additional Required **Documents**

Patron can't enroll in activities until pass is issued, but have access to Webtrac account: Able to Upload Documents

Parent Central Services

Patrons Emails/Uploads Documents (NLT 48 hours)

Assigned Admin

- Update CYMS
 - Health **Screening Tool**
 - Liability Waiver
 - Issue Pass
- Submit to patron for signatures

← File Audit Review

Completed **Audits RETURNED TO** BRYCE to file

FEE AUDIT for Child Care

> **FILE AUDIT** (THESS)

Return Signed Docs

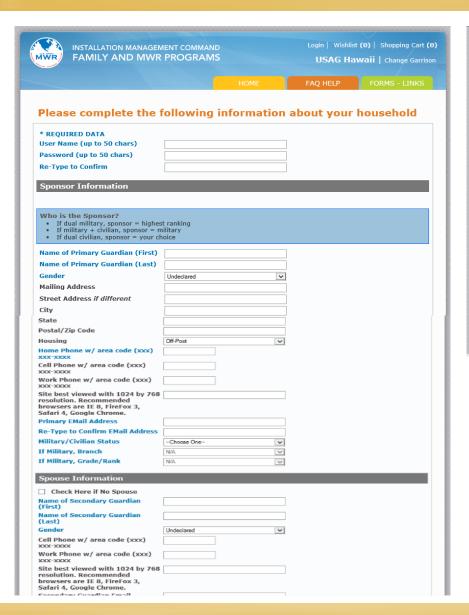
Patron's signature required for Liability Waiver & File **Enclosure**

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(ANGELA)



Option #3: New Patron "Initial Registration"

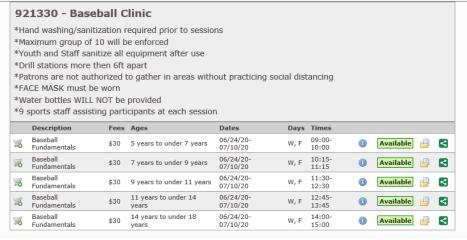


	condary Guardian En Iress	nail				
Mili	itary/Civilian Status	Choos	e One	V		
If P	Military, Branch	N/A		~		
If D	Ailitary, Grade/Rank	N/A		~		
En	nergency Contact	t Information				
Tw	nat are Emergency o people (other than a can contact and/or re ild to in case of an em	parents) elease your				
	Name of Emergency Contact (First)	Name of Emergency Contact (Last)	Contact Phone w/ area code	Contact Work Phone w/ area code	Contact Cell Phone w/ area code	Relationship
#1						
#2						
* R	EQUIRED DATA Finish	Clear Form				
	dthy	Army MWR Arm	yOneSource.com	FAQ Help C	Contact Us	_ ~



New Patron/Current Patrons Enroll in WebTrac





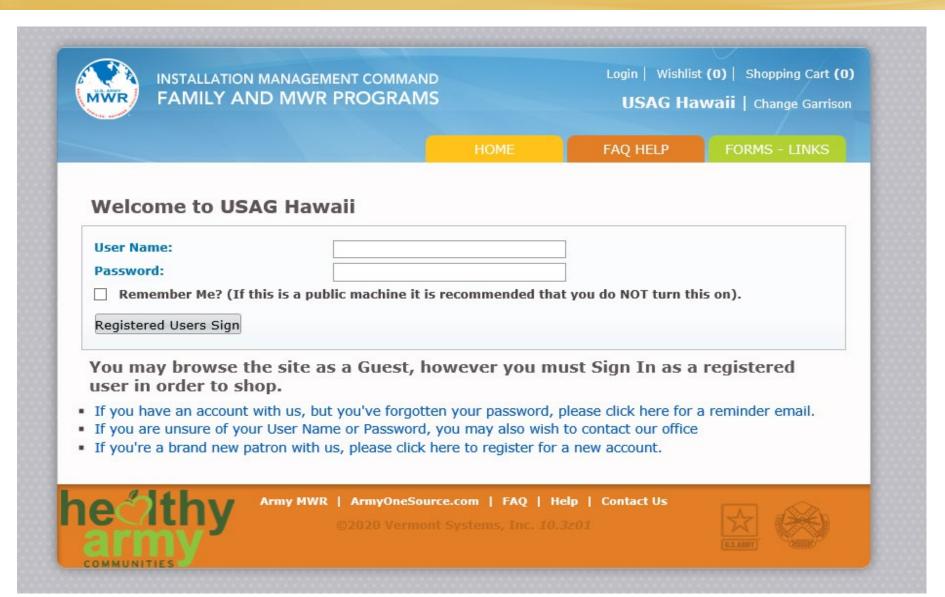
921331 - Football Clinic

- *Hand washing/sanitization required prior to sessions
- *Maximum group of 10 will be enforced
- *Youth and Staff sanitize all equipment after use
- *Drill stations more then 6ft apart
- *Patrons are not authorized to gather in areas without practicing social distancing
- *FACE MASK must be worn
- *Water bottles WILL NOT be provided
- *9 sports staff assisting participants at each session

	Description	Fees	Ages	Dates	Days	Times				
3 6	Football Fundamentals	\$30	5 years to under 7 years	06/23/20- 07/09/20	Tu, Th	09:00- 10:00	1	Available	4	≺
3	Football Fundamentals	\$30	7 years to under 9 years	06/23/20- 07/09/20	Tu, Th	10:15- 11:15	(i)	Available	d	<
36	Football Fundamentals	\$30	9 years to under 11 years	06/23/20- 07/09/20	Tu, Th	11:30- 12:30	(1)	Available		<
3 6	Football Fundamentals	\$30	11 years to under 14 years	06/23/20- 07/09/20	Tu, Th	12:45- 13:45	(1)	Available	4	<
3	Football Fundamentals	\$30	14 years to under 18 years	06/23/20- 07/09/20	Tu, Th	14:00- 15:00	1	Available		⋖



WebTrac Login Page



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Option #1: Patron Resets Password via Email

Forgotton Doceword Form	HOME	FAQ HELP	FORMS - LINKS
Forgotton Doceword Form			
Torgotton Docestrord Form			
Forgotten Password Form			
If you do not have an email address on file with us, or if our d	lata fails to mat	rch your responses, you	u will need to contact
our office at (808)655-5314 or by using the contact us form.			
Primary EMail Address			
Submit Reset			

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Option #2: Patron Unsure of Username/Password

	INSTALLATION MANAGEMENT COMMAND			hlist (0) Shopping Cart (0) Hawaii Change Garrison		
		НОМЕ	FAQ HELP	FORMS - LINKS		
To contact us, please	reach us by phone, p					
Name: Comments/Questions	Leader as By priority, p	wease didi. (600				
Please Respond To Me	O by Email O by Phone O by Mail O No Reply Need	ed	~			
Email Address Best Phone Number To Reach Me						
* REQUIRED DATA						
Submit	eset					
eathy army MWI army MWI	R ArmyOneSource			E.S. ARMY		

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