

For more details about Youth Sports registrations, please refer to the last two pages.



USAG-HI CY Parent Central Services WebTrac Registration Process

UNITED STATES ARMY
CHILD & YOUTH SERVICES

Schofield Parent Central Services

Address:	241 Hewitt St. Bldg 1283
Phone:	808-787-7464
Hours:	0800-1700
Walk-ins:	Mon, Tues, Thurs, Fri: 8-11am
Appointments:	Mon, Tues, Thurs, Fri: 1300-1500
Wednesday:	By appointment all day

AMR Parent Central Services

Address:	154 Kauhini Rd, Bldg 1782
Phone:	808-787-7465
Hours:	0800-1400
Walk-ins:	All day only

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/hawaiicyms.wsc/wbsplash.html?wbsi=f80eb3e8-de1f-6c8b-6a14-59d10486a6c1&lang=MILT&wbp=1>



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



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

Parent Central Services →

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

Patrons Emails/Uploads Documents (NLT 48 hours)

Assigned Admin

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

New Patrons

WebTrac Enrollment

- Enroll in Youth Sports
- Enroll in SKIES

← File Audit Review

Completed Audits RETURNED TO BRYCE to file

FEE AUDIT for Child Care (ANGELA)

FILE AUDIT (THESS)

Return Signed Docs

Patron's signature required for Liability Waiver & File Enclosure



Option #3: New Patron "Initial Registration"


 INSTALLATION MANAGEMENT COMMAND
 FAMILY AND MWR PROGRAMS

[Login](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)
USAG Hawaii | [Change Garrison](#)

[HOME](#) | [FAQ HELP](#) | [FORMS - LINKS](#)

Please complete the following information about your household

*** REQUIRED DATA**

User Name (up to 50 chars)

Password (up to 50 chars)

Re-Type to Confirm

Sponsor Information

Who is the Sponsor?

- If dual military, sponsor = highest ranking
- If military + civilian, sponsor = military
- If dual civilian, sponsor = your choice

Name of Primary Guardian (First)

Name of Primary Guardian (Last)

Gender

Mailing Address

Street Address if different

City

State

Postal/Zip Code

Housing

Home Phone w/ area code (xxx) xxx-xxxx

Cell Phone w/ area code (xxx) xxx-xxxx

Work Phone w/ area code (xxx) xxx-xxxx

Site best viewed with 1024 by 768 resolution. Recommended browsers are IE 8, Firefox 3, Safari 4, Google Chrome.

Primary EMail Address

Re-Type to Confirm EMail Address

Military/Civilian Status

If Military, Branch

If Military, Grade/Rank

Spouse Information

Check Here if No Spouse

Name of Secondary Guardian (First)

Name of Secondary Guardian (Last)

Gender

Cell Phone w/ area code (xxx) xxx-xxxx

Work Phone w/ area code (xxx) xxx-xxxx

Site best viewed with 1024 by 768 resolution. Recommended browsers are IE 8, Firefox 3, Safari 4, Google Chrome.

Secondary Guardian Email Address
 Military/Civilian Status
 If Military, Branch
 If Military, Grade/Rank

Emergency Contact Information

What are Emergency Contacts?
Two people (other than parents) we can contact and/or release your child to in case of an emergency.

	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** REQUIRED DATA**


 Army MWR | [ArmyOneSource.com](#) | [FAQ](#) | [Help](#) | [Contact Us](#)
 © 2010 Vermont Systems, Inc. 10-3201



New Patron/Current Patrons Enroll in WebTrac

INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

USAG Hawaii | Change Garrison

Logout | Wishlist (0) | Shopping Cart (0)

HOME MY ACCOUNT FAQ HELP FORMS - LINKS

Welcome!

My Account
Change Login Info

Enroll in Activities

Reserve Hourly Care

Make Payments

Print Tax Statements

Reprint Receipts

To request care, visit:
MilitaryChildcare.com

MILITARY CHILD CARE

U. S. Army
MWR Online Services
Community Recreation and Child, Youth & School Services

Event Calendar Youth Sports SKIES All Activities

Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us

921330 - Baseball 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 than 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			
Baseball Fundamentals	\$30	5 years to under 7 years	06/24/20-07/10/20	W, F	09:00-10:00	Available		
Baseball Fundamentals	\$30	7 years to under 9 years	06/24/20-07/10/20	W, F	10:15-11:15	Available		
Baseball Fundamentals	\$30	9 years to under 11 years	06/24/20-07/10/20	W, F	11:30-12:30	Available		
Baseball Fundamentals	\$30	11 years to under 14 years	06/24/20-07/10/20	W, F	12:45-13:45	Available		
Baseball Fundamentals	\$30	14 years to under 18 years	06/24/20-07/10/20	W, F	14:00-15:00	Available		

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 than 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			
Football Fundamentals	\$30	5 years to under 7 years	06/23/20-07/09/20	Tu, Th	09:00-10:00	Available		
Football Fundamentals	\$30	7 years to under 9 years	06/23/20-07/09/20	Tu, Th	10:15-11:15	Available		
Football Fundamentals	\$30	9 years to under 11 years	06/23/20-07/09/20	Tu, Th	11:30-12:30	Available		
Football Fundamentals	\$30	11 years to under 14 years	06/23/20-07/09/20	Tu, Th	12:45-13:45	Available		
Football Fundamentals	\$30	14 years to under 18 years	06/23/20-07/09/20	Tu, Th	14:00-15:00	Available		



WebTrac Login Page



INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

[Login](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

USAG Hawaii | [Change Garrison](#)

[HOME](#)

[FAQ HELP](#)

[FORMS - LINKS](#)

Welcome to USAG Hawaii

User Name:

Password:

Remember Me? (If this is a public machine it is recommended that you do NOT turn this on).

[Registered Users Sign](#)

You may browse the site as a Guest, however you must Sign In as a registered user in order to shop.

- [If you have an account with us, but you've forgotten your password, please click here for a reminder email.](#)
- [If you are unsure of your User Name or Password, you may also wish to contact our office](#)
- [If you're a brand new patron with us, please click here to register for a new account.](#)



[Army MWR](#) | [ArmyOneSource.com](#) | [FAQ](#) | [Help](#) | [Contact Us](#)

©2020 Vermont Systems, Inc. 10.3z01





Option #1: Patron Resets Password via Email

The screenshot shows a web page for the 'Forgotten Password Form'. At the top, there is a blue header with the MWR logo on the left, the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS' in the center, and 'USAG Hawaii | Change Garrison' on the right. Navigation buttons for 'HOME', 'FAQ HELP', and 'FORMS - LINKS' are located below the header. The main content area has a title 'Forgotten Password Form' and a paragraph of instructions: 'If you do not have an email address on file with us, or if our data fails to match your responses, you will need to contact our office at (808)655-5314 or by using the [contact us form](#).' Below this is a text input field labeled 'Primary Email Address'. At the bottom of the form are two buttons: 'Submit' and 'Reset'. The footer contains the 'healthy army COMMUNITIES' logo, navigation links for 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', a copyright notice '©2020 Vermont Systems, Inc. 10.3z01', and two military-related logos.



Option #2: Patron Unsure of Username/Password



INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Login | Wishlist (0) | Shopping Cart (0)

USAG Hawaii | Change Garrison

HOME

FAQ HELP

FORMS - LINKS

To contact us, please complete this form

To reach us by phone, please dial: (808)655-5314 .

Name:

Comments/Questions

Please Respond To Me

- by Email
- by Phone
- by Mail
- No Reply Needed

Email Address

Best Phone Number To Reach Me

* REQUIRED DATA

Submit

Reset



Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us

©2020 Vermont Systems, Inc. 10.3z01





ADDITIONAL OPTIONS FOR YOUTH SPORTS REGISTRATIONS

- If you would like to register for Youth Sports over the phone, please fill out the registration form provided in the following link and email it to brendyn.c.agbayani.naf@army.mil. A staff member will follow up with further instructions. Please note that the registration process via email may take **7-12** business days, so be mindful of the registration deadline when submitting your form.

<https://hawaii.armymwr.com/programs/youth-sports>



- By submitting this form to **CYS Youth Sports**, you agree to make payment over the phone by providing your debit or credit card information. If you prefer not to pay over the phone, you must submit the form in person at **Parent Central:**

Phone: 808-787-7464 | Address: 241 Hewitt Street, Bldg. 1283, Schofield Barracks
AMR: 154 Kauhini Rd., Bldg. 1782, Honolulu, HI



YOUTH SPORTS CALENDAR

- To view and download a copy of the current Sports Calendar and check open registrations, please click the following link, scroll down, and select “Current Sports Calendar”:

<https://hawaii.armymwr.com/programs/youth-sports>

