



USAG-HI CY 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/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"

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FAMILY AND MWR PROGRAMS

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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**

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New Patron/Current Patrons Enroll in WebTrac

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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.COM

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

Event Calendar Youth Sports SKIES All Activities

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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 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			
Baseball Fundamentals	\$30	5 years to under 7 years	06/24/20-07/10/20	W, F	09:00-10:00	i	Available	📄
Baseball Fundamentals	\$30	7 years to under 9 years	06/24/20-07/10/20	W, F	10:15-11:15	i	Available	📄
Baseball Fundamentals	\$30	9 years to under 11 years	06/24/20-07/10/20	W, F	11:30-12:30	i	Available	📄
Baseball Fundamentals	\$30	11 years to under 14 years	06/24/20-07/10/20	W, F	12:45-13:45	i	Available	📄
Baseball Fundamentals	\$30	14 years to under 18 years	06/24/20-07/10/20	W, F	14:00-15:00	i	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 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			
Football Fundamentals	\$30	5 years to under 7 years	06/23/20-07/09/20	Tu, Th	09:00-10:00	i	Available	📄
Football Fundamentals	\$30	7 years to under 9 years	06/23/20-07/09/20	Tu, Th	10:15-11:15	i	Available	📄
Football Fundamentals	\$30	9 years to under 11 years	06/23/20-07/09/20	Tu, Th	11:30-12:30	i	Available	📄
Football Fundamentals	\$30	11 years to under 14 years	06/23/20-07/09/20	Tu, Th	12:45-13:45	i	Available	📄
Football Fundamentals	\$30	14 years to under 18 years	06/23/20-07/09/20	Tu, Th	14:00-15:00	i	Available	📄



WebTrac Login Page



INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

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

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Option #1: Patron Resets Password via Email

The screenshot shows the top navigation bar of the MWR website. On the left is the MWR logo. The main header text reads 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS'. On the right, there are links for 'Login', 'Wishlist (0)', and 'Shopping Cart (0)'. Below this is a 'USAG Hawaii | Change Garrison' link. A secondary navigation bar contains three buttons: 'HOME' (yellow), 'FAQ HELP' (orange), and 'FORMS - LINKS' (green).

Forgotten Password Form

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](#).

Primary Email Address

The footer contains the 'healthy army COMMUNITIES' logo on the left, the text 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us' in the center, and the copyright notice '©2020 Vermont Systems, Inc. 10.3z01' below it. On the right side of the footer are the U.S. Army and U.S. Army Reserve logos.

Option #2: Patron Unsure of Username/Password

 **INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS** Login | Wishlist (0) | Shopping Cart (0)
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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**

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