

# HOME TAB

## Start New Registration:

Customers new to Child and Youth Services (CYS) can start their registration process online using the “Start New Registration” tab by providing names, addresses, phone numbers, birthdates, contacts, etc.

Customers will need to contact their Parent Central Services Office to complete the CYS Registration process.

## Browse Activities:

Guests can search to see what is being offered at specific garrisons prior to their arrival.

## Services Tab:

This tab on the menu bar allows guests to search and browse activities, sign up for a registration appointment, inquire about hourly care, view the event calendar, and more as available.

## Forms Tab:

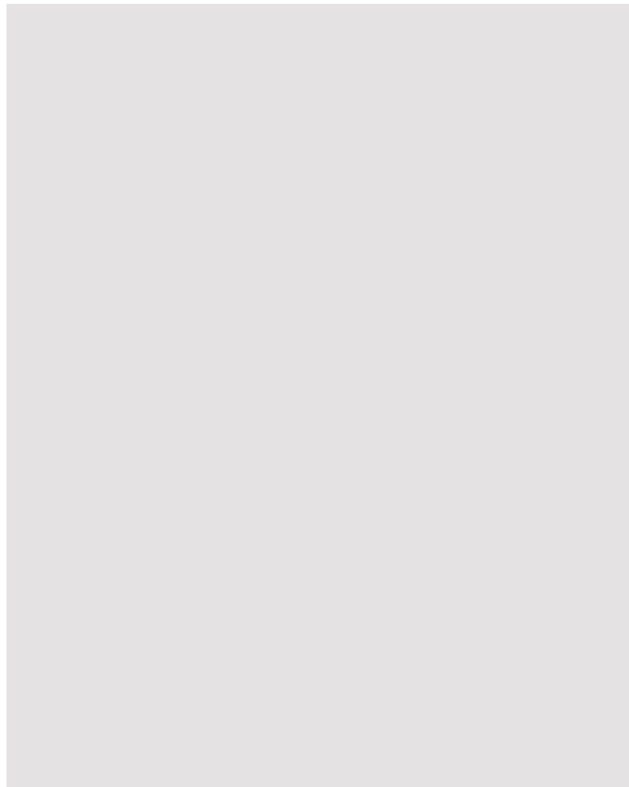
This tab on the menu bar can connect customers with required CYS registration or annual re-registration forms (including CYS registration checklist, Health Screening Tool, and health assessment/sports physical forms).

**Each Garrison has a unique WebTrac link. Once you choose your Garrison and sign in, you will be able to choose the features available to you.**

FOR MORE INFORMATION  
PLEASE CALL YOUR LOCAL  
CYS PARENT CENTRAL SERVICES

Each Garrison has a unique WebTrac link. Once you choose your Garrison and sign in, you can choose the features you need!

OFFICE LOCATED AT:



# WEBTRAC GUIDE



<https://webtrac.mwr.army.mil>

# WEBTRAC FEATURES

THROUGH WEBTRAC, YOU CAN TAP INTO CHILD & YOUTH SERVICES FUNCTIONS LIKE ENROLLMENTS, BILLING, PAYMENTS AND HOURLY RESERVATIONS.

Once you have an account username and password, login to take advantage of features like these:

**Enroll in Activities** such as Youth Sports & Fitness and SKIES instructional classes. Payments must be made in full before reserving your child's space.

**Reserve Hourly Care**, change existing reservations or print your scheduled reservations, as local policy allows.

**Make Payments** on current-year bills for CYS programs billed as installments (like CDC, SAC and SKIES fees). If your current bill is paid up, you can also pre-pay for program fees or Hourly Care through your WebTrac account, too.

**Make Registration Appointments** with Parent Central Services – so you can choose the date and time most convenient for you. Contact your local office for appointment assistance.

**Run Inquiries and Print Reports** to look up a wide range of information about your household transactions. Some examples include:

- Household Calendar, which shows all activities your children are enrolled in, as well as time and location
- Receipts for reference or tax purposes
- Child Care Tax Statements that automatically include/exclude the proper pay types
- Shopping History, to see the items you have purchased or programs your children were enrolled in for any specified period of time
- Current Enrollments, which list all the classes and activities your children are enrolled in

**Update Household Info** to update email addresses, phone numbers, housing area, and emergency contact designees

**Update Child/Youth Info** to update your child's nickname, relationship, ethnicity and gender. You can make other Family or child updates at Parent Central Services.

**Manage Waitlist** to connect to MilitaryChildCare.com and request child care

**Upload Document** to scan and upload PDF documents like registration forms, immunization records, medical action plans, family care plans, health screening tools and sports physicals. Please submit documents with sensitive information (including SSN or financials) in person to the Parent Central Services office.

**Print Forms for Re-Registration** to save you time at your appointment. Although the site won't save your documents, you can complete and print them in preparation for your registration appointment. You can print out required Medical Action Plan forms to take to your child's health care professional.

**Contact Us** via email to provide comments or request assistance

**Help** with password or login assistance

**FAQ**, which provides a key to WebTrac icons used throughout the site

