

Welcome to Fort Meade CYA! We are happy to have you!



UNITED STATES ARMY
CHILD & YOUTH SERVICES

1. Choose second option. This will give you the ability to navigate through the webpage and the ability to gain access.

INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Select one of the following:

COMMUNITY RECREATION

CHILD, YOUTH & SCHOOL SERVICES (CYSS)

Select State/Country:
Select a State or Country

Search

Select State Via Map

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

In the search engine please type in the website which is listed below:

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



INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS

Select one of the following:

- COMMUNITY RECREATION
- CHILD, YOUTH & SCHOOL SERVICES (CYSS)

Select State/Country:

Select a State or Country

- Europe**
- Europe
- Pacific**
- Alaska
- Japan
- Korea
- United states**
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Illinois
- Kansas
- Kentucky
- Louisiana
- Maryland**
- Massachusetts
- Michigan
- Missouri
- New Hampshire



IMCOM **Family and MWR Programs** Online

Using an operating system older than Windows 7 you
are unable to make payments on WebTrac after 14 May

2. Choose your state and country. In our case please choose Maryland which can be found under United States.



Maryland

CHILD, YOUTH & SCHOOL SERVICES (CYS)



- Aberdeen Proving Ground
- Fort Detrick-Frederick/Forest Glen
- Fort Meade

<< Back



3. Choose Fort Meade as your Garrison.

4. Enter username and password. This is only if you have fully registered with CYS Fort Meade. If this has been done please go to slide 9 to continue.

*****If you used CYS at another installation you will have to start over with our office*****

If you need to register with our office please follow all slides. Next you will need-

Start a new registration.

The screenshot shows the homepage of the MWR Online Services website. At the top left is the MWR logo. The main header reads "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS" and "Fort Meade | Change Garrison". Navigation tabs include HOME, SERVICES, MY ACCOUNT, and FORMS. On the left is a "Patron Login" section with fields for Username and Password, a "Sign In" button, and a "Forgot your password?" link. Below the login section are buttons for "Start New Registration", "Browse Activities", "Reserve Hourly Care", "Make Payments", and "Parent Central Appts.". A banner image shows children playing basketball with the text "U. S. Army MWR Online Services Community Recreation and Child, Youth & School Services". Below the banner are four featured sections: "Event Calendar", "Youth Sports", "SKIES Unlimited", and "All Activities". At the bottom left is the "healthy army COMMUNITIES" logo. The footer contains "Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us", a copyright notice "©2021 Vermont Systems, Inc.10.3z01", and the U.S. Army and MWR logos.

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 Sponsor (First)

Name of Primary Guardian (Last)

Gender

Mailing Address

Apt #

City

State

Postal/Zip Code

Housing

Home Phone (xxx)xxx-xxxx

Cell Phone (xxx)xxx-xxxx

5. Fill out all the necessary information
Please proceed to the next slide

- Please note that all information is important. Failure to fill in the blanks will delay your registration.
- Please include work numbers for you and your spouse unless otherwise indicated.
- Emergency contacts are not optional and can't be you or your spouse.

6. Next click finish

Spouse Information

Check Here if No Spouse

Name of Spouse (First)

Name of Secondary Guardian (Last)

Gender

Cell Phone (xxx)xxx-xxxx

Work Phone (xxx)xxx-xxxx

Work Extension

Spouse 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 Home Phone w/ area code	Contact Work Phone w/ area code	Contact Cell Phone w/ area code	Relationship
#1	<input type="text" value="Finessa"/>	<input type="text" value="Yup"/>	<input type="text" value="(301)677-1149"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
#2	<input type="text" value="This is"/>	<input type="text" value="A Test"/>	<input type="text" value="(301)677-1149 x"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

*** REQUIRED DATA**

7. Add all the members that qualify for care. Do not leave anything blank unless it does not apply.

8. If you are done adding then please click done.

INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Fort Meade | Change Garrison

Please complete the following information for every family member that will use our services

All information is treated confidentially and used only for placement purposes.

#	First Name	Last Name	Nickname	Gender	Relationship	Ethnicity	Date of Birth	School Grade
1	Abigail	Test		Female			Unspecified	Unspecified
2	Finnley	Test		Male			Unspecified	Unspecified

Add Family Member Done

healthy army COMMUNITIES

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Please do not forget the birthday or the grade (if applicable)



 Messages

Thank you for starting your "new patron" registration on line.

Our CYSS Parent Central Services Staff will contact you to set up an appointment to finish the registration process.

Remember: You will not be able to use any CYS Services until the full registration process is completed.

Please click "OK" below to return to the Home screen. Look under the Forms tab in the menu bar to see what documents you should bring to your registration appointment. You can also print a copy of the CYS Services Health Assessment Form needed by all youth registered with CYSS.

OK



9. If you made it this far then you are done setting up your account.

Please call the number below and we will set up your account.

301-677-1149 or email:

usarmy.meade.imcom-fmwrc.mbx.dfmwr-community-outreach@mail.mil

10. Assuming you have called or emailed Parent Central you will now be able to log into webtrac. If your password and user name does not work please give us a call.

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, it says "Fort Meade" with a "Change Garrison" link. A secondary navigation bar contains four buttons: "HOME", "SERVICES", "MY ACCOUNT", and "FORMS".

The main content area features a "Patron Login" section on the left with a "Sign In" button and a "Forgot your password?" link. Below this are buttons for "Start New Registration", "Browse Activities", "Reserve Hourly Care", "Make Payments", and "Parent Central Appts.". At the bottom left, it says "To request care, visit: MilitaryChildcare.com".

The central banner image shows a young boy in a white shirt and tie, looking up at a black hat being held above him. The text on the banner reads "U. S. Army MWR Online Services" and "Community Recreation and Child, Youth & School Services".

At the bottom, there are four columns of services: "Event Calendar" (with a calendar icon), "Youth Sports" (with a "Youth SPORTS" logo), "SKIES" (with a "SKIES Unlimited" logo), and "All Activities" (with a star logo).

11. Welcome to Webtrac.

The screenshot displays the MWR Online Services web application. At the top, a navigation bar contains four buttons: HOME (orange), SERVICES (orange), MY ACCOUNT (green), and FORMS (blue). On the left side, a vertical menu lists several options: Welcome!, My Account (with a sub-link for Change Login Info), Enroll in Activities, Reserve Hourly Care, Make Payments, and Parent Central Appts. Below this menu is a box for requesting care, directing users to MilitaryChildcare.com and featuring the Military Childcare logo. The main content area features a large banner image of two children in a classroom setting. The banner includes the text "U. S. Army MWR Online Services" and "Community Recreation and Child, Youth & School Services". Below the banner, there are four service categories: Event Calendar (with a calendar icon), Youth Sports (with a "Youth SPORTS" logo), SKIES (with a logo for "SKIES Unlimited"), and All Activities (with a star logo).

HOME SERVICES MY ACCOUNT FORMS

Welcome!

My Account
Change Login Info

Enroll in Activities

Reserve Hourly Care

Make Payments

Parent Central Appts.

To request care, visit:
MilitaryChildcare.com

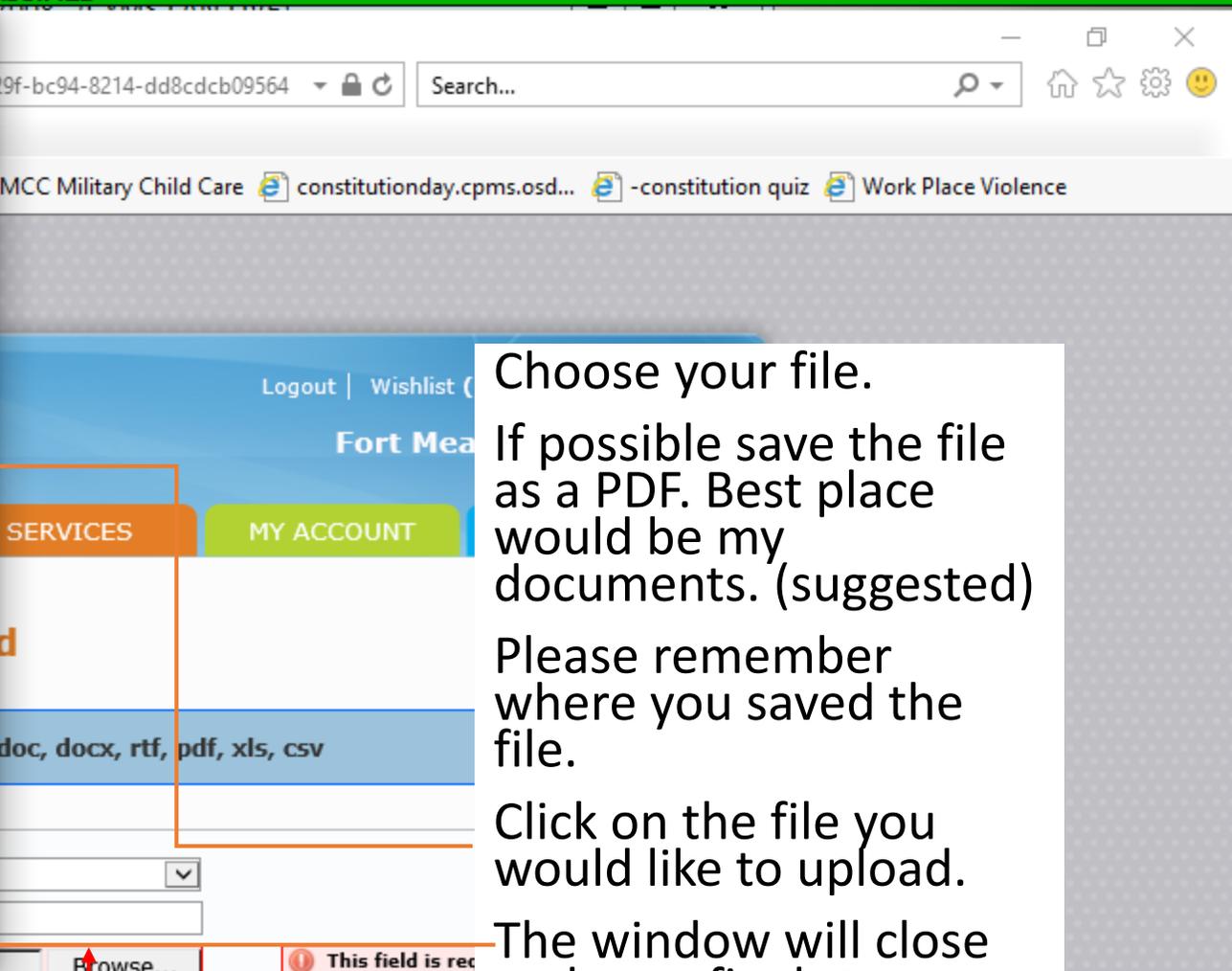
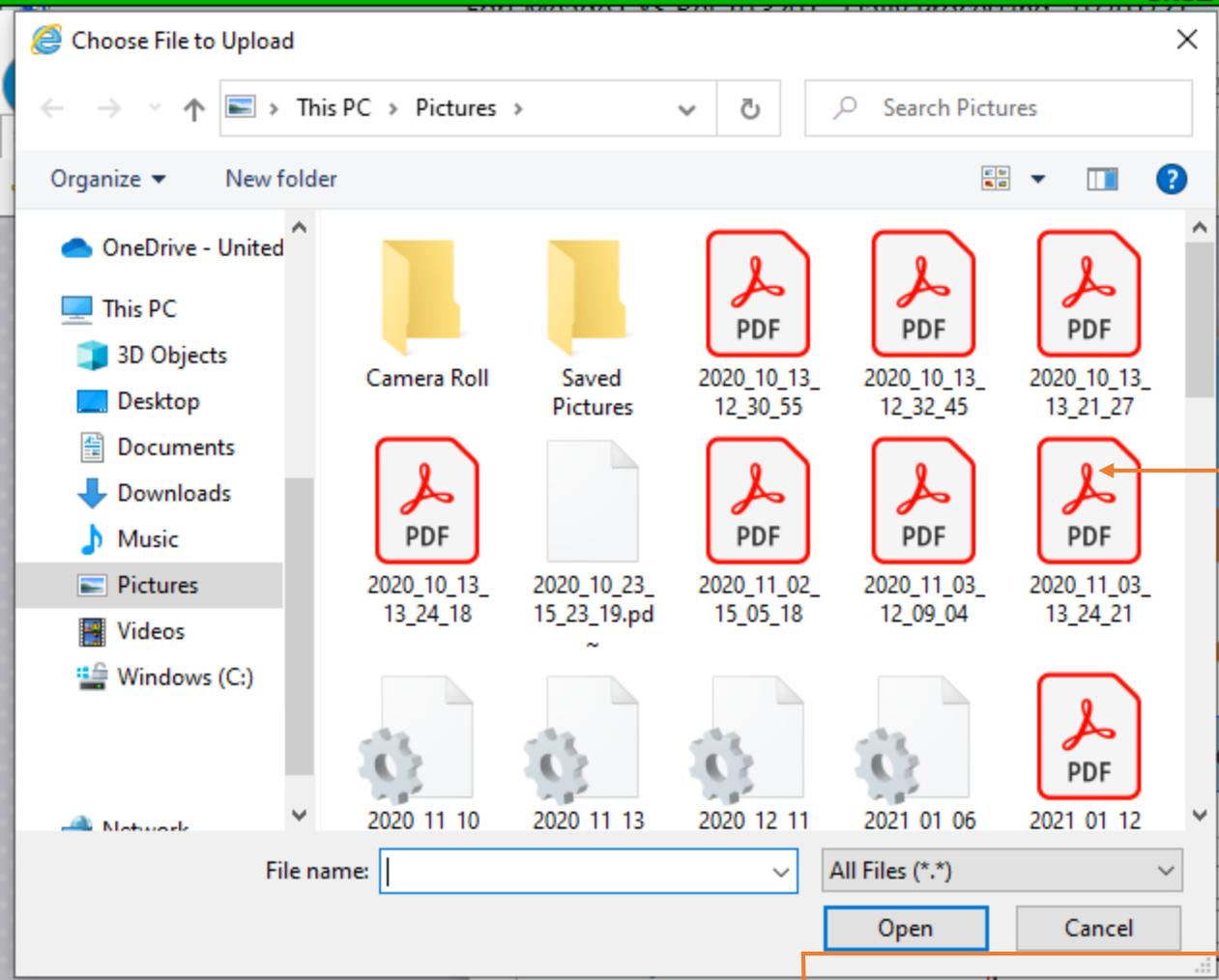
MILITARY
CHILDCARE.com

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

Event Calendar Youth Sports SKIES All Activities

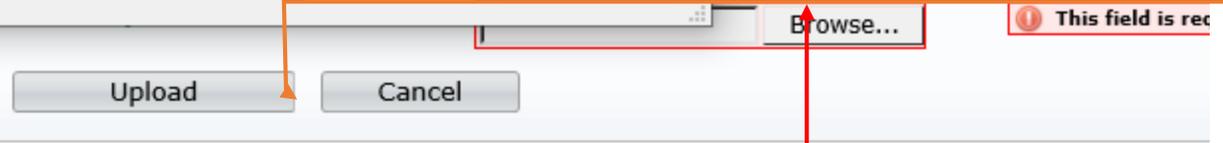
Go to **my account** located at the top of the menu bar. Drop down the menu. Go to document upload.

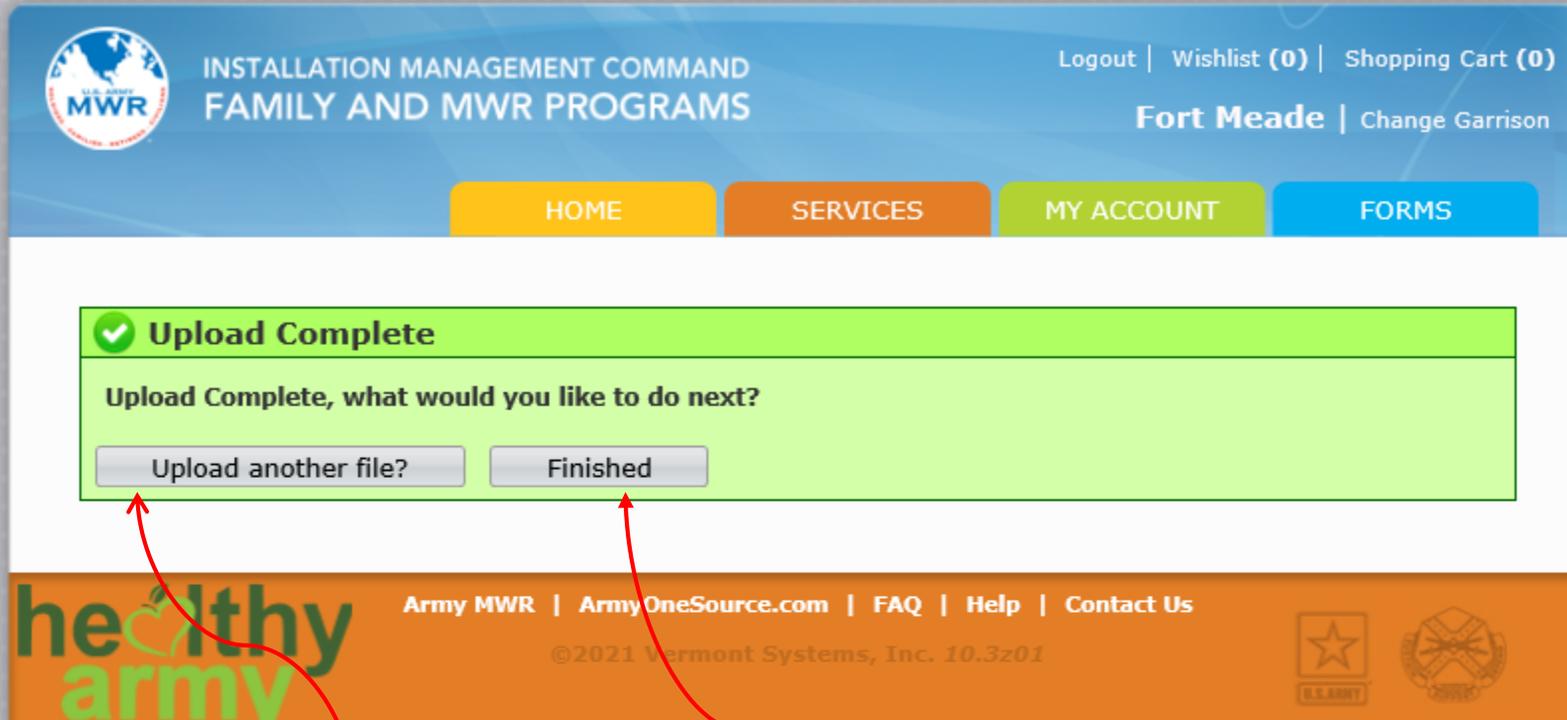
The screenshot displays the top navigation bar of the MWR website. The header includes the MWR logo, the text "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS", and links for "Logout", "Wishlist (0)", and "Shopping Cart (0)". Below this is a secondary bar with "Fort Meade" and "Change Garrison". The main menu bar contains "HOME", "SERVICES", "MY ACCOUNT", and "FORMS". The "MY ACCOUNT" dropdown menu is open, listing "Make Payment", "Print Reports", "My Shopping History", "Change Password - Email", and "Document Upload". A red circle highlights the dropdown menu, and a red arrow points from the text on the left to the "Document Upload" option. Below the navigation bar is a banner for "U. S. Army MWR Online Services" with a sub-header "Community Recreation and Child, Youth & School Services". To the left of the banner is a sidebar with "Parent Central Appts." and "To request care, visit: MilitaryChildcare.com" with the Military Childcare logo. Below the banner are four tiles: "Event Calendar", "Youth Sports", "SKIES Unlimited", and "All Activities". The footer contains the "healthy army COMMUNITIES" logo, navigation links "Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us", the copyright notice "©2021 Vermont Systems, Inc. 10.3201", and the Army and MWR logos.



Choose your file.
 If possible save the file as a PDF. Best place would be my documents. (suggested)
 Please remember where you saved the file.
 Click on the file you would like to upload.
 The window will close and your final step would be pressing upload.

Choose the family member you are uploading for.
 Name the document. **DO NOT USE COMMAS, SYMBOLS, OR ANYTHING THAT IS NOT FOUND IN THE ALPHABET WHEN NAMING THE DOCUMENT.**
 Next browse and then the this box will appear.





Repeat the process if you have multiple forms to upload.

*****DO NOT USE COMMAS, SYMBOLS OR ANYTHING THAT IS NOT FOUND IN THE ALPHABET.*****

If you do not need to upload more files click Finished.

Please upload the following documents if you are new to Fort Meade:

- *Registration packet (Information Update, Health Screening Tool, Vacation Form, USDA)*
- *Sponsor's most recent full month Active Duty LES*
- *Spouse's most recent full month Active Duty LES*
- *Child(ren)'s Birth Certificate / Page 2 of DEERS enrollment*
- *Child(ren)'s current shot record (Ages 0-5, K-5th not attending Public School)*
- All forms must be completed and signed digitally or with a wet signature

How to create a digital signature in Adobe if you can't print and sign...

- Please click the link below for help signing documents digitally. If you follow the steps there is no need to print documents.
- Our recommendation is to do this from a desktop unless your mobile device is compatible with Adobe.
- If this too much you can print and upload the signed documents.
- Please note we can't process incomplete paperwork.
- <https://www.dfa.cornell.edu/sites/default/files/creating-digital-signatures.pdf>

Once your documents are uploaded a representative from Parent Central Services will review them and reach out to you with further information.

Please note that we cannot proceed with registration if any information is missing, so please ensure you follow the checklist and make sure all information is provided. If you have any questions please reach out to us by calling (301)677-1149 or by email through usarmy.meade.imcom-fmwrc.mbx.dfmwr-community-outreach@mail.mil