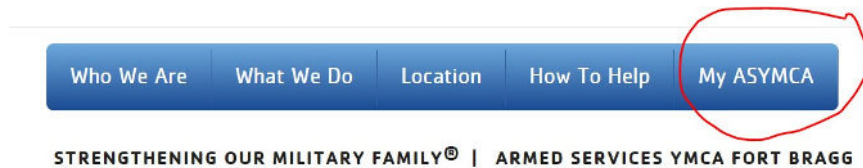


## ASYMCA Registration Process:

### How to create a RECTRAC account- Brand New Patron

1. [www.asymca.org/fort-bragg-home](http://www.asymca.org/fort-bragg-home)
2. Go to MY ASYMCA on the tabs at the top



3. Log in to your WebTrac account in the top right corner by clicking the login button



4. Click “If you are a brand-new patron with us please click here to register for a new account”

A screenshot of the WebTrac Login form. The form is titled 'WebTrac Login' and has a grey border. It contains two input fields: 'Username \*' and 'Password \*'. Below the input fields is a 'Login' button. At the bottom of the form, there are three links: 'If you have an account with us, but you've forgotten your username, please click here.', 'If you have an account with us, but you've forgotten your password, please click here.', and 'If you're a brand new patron with us, please click here to register for a new account.' The third link is highlighted in red.

5. Create a user name (email address recommended as your username) and password.
6. Fill out the Household Primary information (this should be the sponsor’s information). It is imperative that you put the sponsors military branch, military status, and category (sponsor’s rank) as many of our programs are only accessible based on military status.
7. Next, complete the Additional Primary Person Information (this should be the spouse information).
8. Finally, Click Add New Member to add each child to your account. Fill out ALL information in red. Email is not necessary for the child.
9. Scroll to the bottom of the page and update the section “Emergency Contacts” by clicking Add New Contact. These should be the people we contact in the event of an emergency, so please verify that all contact information is correct and be sure to include phone number and relation to the family. You can add additional emergency contacts at this time.

Emergency Contact: ~~XXXXXXXXXX~~

|              |                      |                    |                      |           |                      |
|--------------|----------------------|--------------------|----------------------|-----------|----------------------|
| First Name * | <input type="text"/> | Last Name *        | <input type="text"/> | Address 1 | <input type="text"/> |
| Address 2    | <input type="text"/> | City               | <input type="text"/> | State     | - Select -           |
| Zip Code     | <input type="text"/> | Relation           | <input type="text"/> | Email #1  | <input type="text"/> |
| Phone #1     | <input type="text"/> | Phone #1 Extension | <input type="text"/> |           |                      |

Additional Emergency Contacts

10. Once completed, please press the save button at the bottom of the page.

### How to sign up for Children's Waiting Room (after account has been created)

1. [www.asymca.org/fort-bragg-home](http://www.asymca.org/fort-bragg-home)
2. Go to MY ASYMCA on the tabs at the top



3. Log in to your WebTrac account in the top right corner by clicking the login button



4. Enter your username (email address associated with your account) and password. Click the login button. Once logged in you will be returned to the program screen.

Armed Services YMCA Fort Bragg

**WebTrac Login**

Username \*

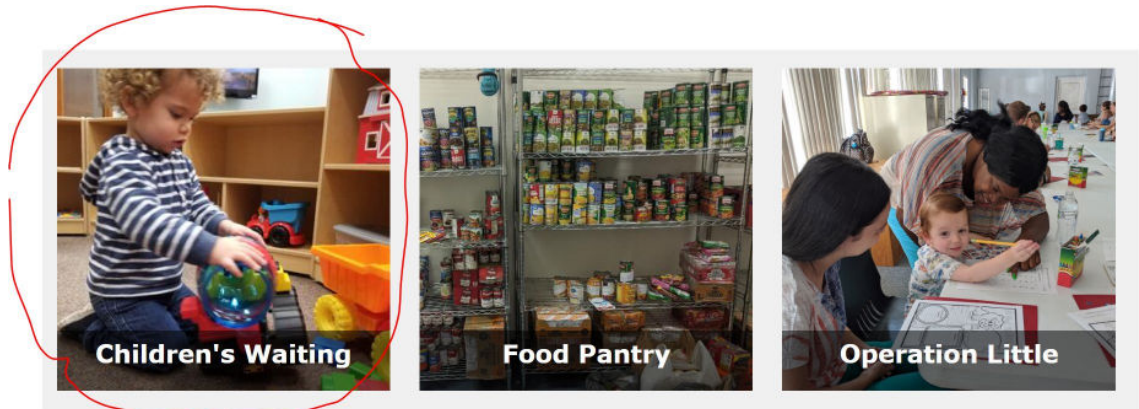
Password \*

If you have an account with us, but you've forgotten your username, please click here.

If you have an account with us, but you've forgotten your password, please click here.

If you're a brand new patron with us, please click here to register for a new account.

5. Scroll down to the Children's Waiting Room image and click on the icon.



6. Once on the registration page, scroll down to see search results.

**Registration Page**

**Activity Search Criteria**

Keyword Search:

Type:  All Types, Adult, All/Mixed Ages, Senior, Teen, Youth

Sort Option:  Activity/Section

Category:  All Categories, Aquatics, Child Care, Children's Waiting Room, Early Learning, Fitness, Food Pantry

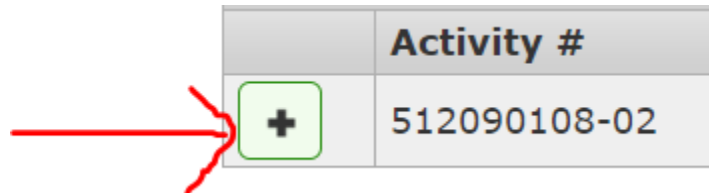
Display Option:  Detail

Age:  All Ages, 3 Months, 6 Months, 9 Months, 1, 2, 3

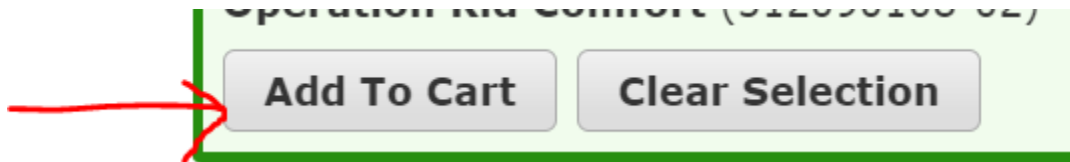
**Additional Search Criteria**

Search  Reset

7. Next to the activity # click the green plus icon for Children's Waiting Room. (Please note the activity number may differ from the example below)



8. A box will pop up at the bottom of your screen where you click to add it to your cart



9. If you have multiple children, you will be prompted to select the child(ren) who will be utilizing the service. Please select all of those that apply by clicking the checkbox next to their name and then press the "continue" button.
10. Answer the questions that appear, please note all questions in red are required to continue registration. All waivers are required to continue with participation in the program.
11. Once you complete the required questions your shopping cart will update. If you are ready to complete the registration, select the "Proceed to Checkout" button.

**Shopping Cart**

**Shopping Cart**

Showing 1 To 1 Total Results (1)

|  | Description                                     | Name    | Total Fees     |                          |                          |
|--|---|---------|----------------|--------------------------|--------------------------|
| <input type="checkbox"/>                       | Operation Kid Comfort (512090108-02) (Enrolled) | Michael | \$ 0.00        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Grand Total Fees Due</b>                    |   |         | <b>\$ 0.00</b> |                          |                          |
| <b>Total Old Balances Not in Shopping Cart</b> |   |         | <b>\$ 0.00</b> |                          |                          |

12. Complete any billing information that appears (please note Children’s Waiting Room is a no-cost program). Then push the “Continue” button.
13. A confirmation of your registration for the program will appear and you will have the option to enter additional email addresses you would like your confirmation receipt sent to. This screen confirms your registration in the program.

**Your Online transaction is complete. Please select an option below to continue.**

[View Confirmation Receipt \(in .PDF format\)](#)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.  
[Click here to download free Adobe Reader software from Adobe.com.](#)

A copy of your receipt has been sent to "mbaumgarten@asymca.org". If you would like to send a copy to another email address, use the field below.

Email Address \*

14. You will be contacted to review your application and confirm information regarding the child(ren) utilizing the service from an Armed Services YMCA staff member. If you have any questions , please call our ASYMCA Program Director at 910-436-0500 ext 102.