Creating a RecTrac/WebTrac Account

1. Go to

https://webtrac.mwr.army.mil/webtrac103/wbwsc/benningrectrac.wsc/wbsplash.html?wbp=1

2. Click 'Need an account?'

	HOME	SEARC	сог	NTACT US	FAQS
Patron Login		1			
Password:				-	TI -
	M	Se office	NE	-	a // 🥑
Sign In	A	Line	- A	CAR	
Forgot your password?			-	The second	1 mm
MWR Programs	Fort Benning				and the second
Automotive Skills ODR Recreations	MWR	Online	Servia	es	DA TO
Bowling Center Golf	Community Rec	reation			
Pool	vo calandan				
Click Here	vic Calendar	upcoming in	ps Se		
Upcoming Events	ter ter ter	Selected of the local sector	· · ·		100
5k Running Series			94 10		
		to be been			
					10.00 B

3. Fill out all required fields in blue, as well as Spouse information (Secondary Guardian) if applicable.

REQUIRED DATA	1942 - 1944		
User Name (up to 50 chars)	johnsmith		
Password (up to 50 chars)	•••••		
Re-Type to Confirm	•••••		
lead of Household Informat	ion		
Name of Primary Guardian (First)	John		
Name of Primary Guardian (Last)	Smith		
Gender	Male	V	
ate of Birth (mm/dd/yyyy)	01/01/1970		
Secondary Guardian Informa	ition		
Name of Secondary Guardian	Jane Doe		
Name of Secondary Guardian	Smith		
Gender	Female	~	
Date of Birth (mm/dd/yyyy)	01/01/1970		
Email and Pho <u>ne Informatio</u>	n		
Primary EMail Address	iohn.smith@mail.com		
Re-Type to Confirm EMail Address	john.smith@mail.com		
Home Phone w/ area code	(123)123-1231	71	
Cell Phone w/ area code			
Work Phone w/ area code			
(XXX)XXX-XXXX			
NOTE EXTENSION			
Address Information			
Mailing Address	1234 A Street		
Street Address if different			
City	Fort Benning		
State	GA		
Postal/Zip Code	31905		
Country			
Emergency Contact Informat	tion		
Name of Emergency Contact (First)	Name of Emergency Contact (Last)	Contact Phone w/ area code	Relationship
#1			

- 4. Click 'Finish' when complete.
- 5. Add any children to your household by clicking 'Add Family Member'

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

#	First Name	Last Name	Nickname	Gender	Date of Birth	School Grade
1	John	Smith		Male	01/01/1970	Unspecified
2	Jane Doe	Smith		Female	01/01/1970	Unspecified

6. Fill in required data in blue.

Last Name Smith Nickname Gender Male V Date of Birth (mm/dd/yyyy) 01/01/2020
Nickname Gender Male V Date of Birth (mm/dd/vvvv) 01/01/2020
Gender Male V Date of Birth (mm/dd/vvvv) 01/01/2020
Date of Birth (mm/dd/vvvv)
School Grade Unspecified 🗸
or highest grade completed highest grade
completed

7. Click 'Finish' when complete, then 'Done'.

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tre	ated confider	ntially and use	d only for	placeme	ent purposes.	
#	First Name	Last Name	lickname	Gender	Date of Birth	School Grade
1	John	Smith		Male	01/01/1970	Unspecified
2	Jane Doe	Smith		Female	01/01/1970	Unspecified
-	Carlos and	Cartal		Mala	01/01/2020	Unconsidiant

8. Complete! You are now registered into DFMWR Fort Benning RecTrac/WebTrac.

FAMILY AND MWR PROGRAMS	Ft. Benning Change Garrison
🚹 Messages	
Thank you for signing up!	
ОК	
	p Contact Us Mobile Web

- For issues pertaining to creating households on WebTrac, please contact Haley Ryan at:
 - o (706) 329-1034
 - o or haley.c.ryan.naf@mail.mil