

WebTrac Ticket Purchase Tutorial

The screenshot shows the website <https://riley.armymwr.com/> with a navigation bar containing "Ft. Riley Family and MWR", "Facilities & Programs", "Calendar", and "Contact Us". Below the navigation bar are links for "Arts & Crafts", "Auto", "Community Events", "Conference & Catering", "Child & Youth Services", and "More". A search bar is located on the right side of the navigation bar.

The main content area features a banner for "OUR EXCLUSIVE MILITARY MEMBER BENEFITS CAN HELP YOU." with the phone number "CALL 800-531-8521" and the USAA logo. Below this banner is a large image of a brunch spread including croissants, fruit, eggs, and a quiche. A date box in the bottom left corner of the image reads "May 13".

Mother's Day Brunch
10 a.m. - 2 p.m.
Ft. Riley
[Riley's Conference Center](#)
Treat mom to a delicious brunch

On the right side of the page, there are two advertisements. The top one is for "GEICO MILITARY" with the text "Proudly serving the Military since 1936." and a "Start Quote" button. The bottom one is for "EDUCATION that goes wherever you go" featuring the Central Michigan University logo and the text "CMU at Fort Riley and online".

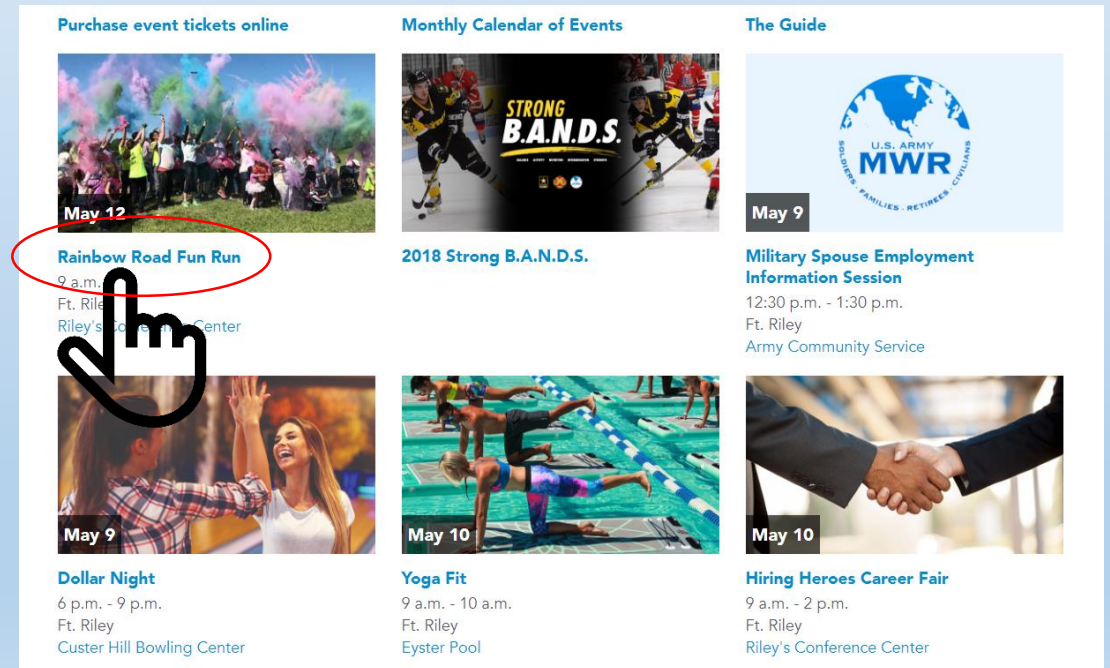
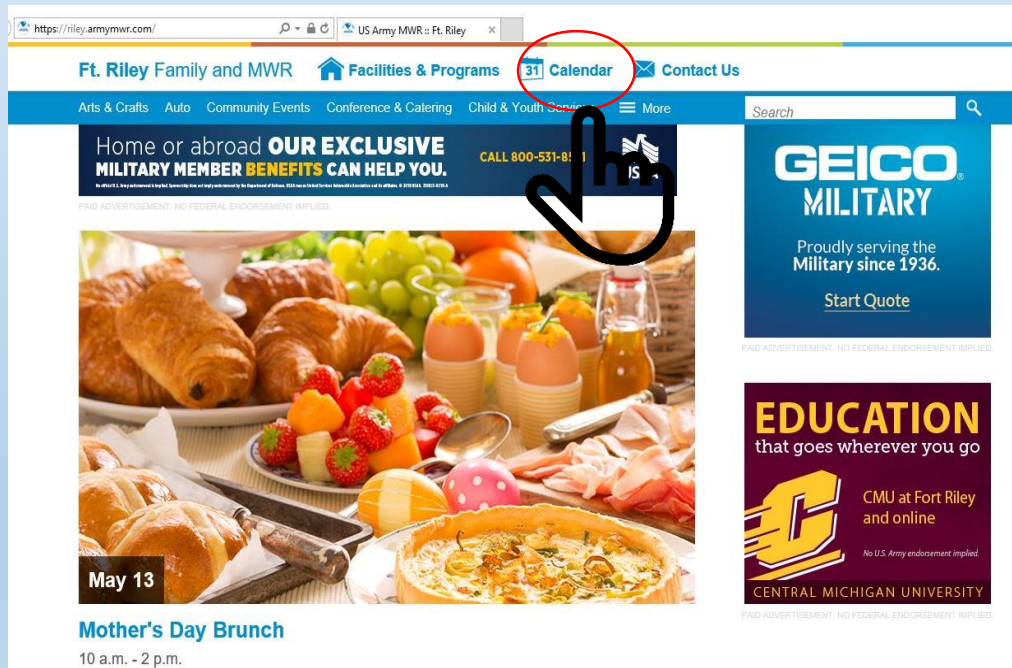
Step 1

Visit us online @ riley.armymwr.com

Click on our calendar to see all upcoming events

or

Locate your event on the MWR homepage and click on event for more details



Step 2:

Click on the event that interests you

Online registration is located at the bottom of each special event page

U.S. > Ft. Riley > Calendar

JUN 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Warrior Zone Summe... Pool Tournament Youth Center Midni...	2 Parent Central Sat... All Day Anime BOGA Fit Yoga Fit Magic: The Gatheri... Warrior Zone Gamin... Parent's Night Out Canceled: Cocktail...
3 Yu-Gi-Oh Tournamen...	4 Framing and Mattin...	5 BOGA Fit Lunch Time Paddle Fort Riley Town Ha...	6 Midnight Madness S... Victory Welcome Money Smarts IHG Social Dollar Night	7 Yoga Fit Dinner ... To Go! U.S. ... Nigh...	8 Warrior Zone Summe...	9 BOGA Fit Yoga Fit Library Movie Nigh...
10 Yu-Gi-Oh Tournamen...	11 Woodshop Safety Cl...	12 BOGA Fit Lunch Time Paddle FRG Child Care	13 Victory Welcome BOSS BBQ Money Smarts IHG Social Dollar Night	14 Yoga Fit CYS Family ... Dinner ... To Go!	15 Warrior Zone Summe... Pool Tournament	16 Parent Central Sat... Bubble Guppies BOGA Fit Yoga Fit High Stakes Pool

Registration Info

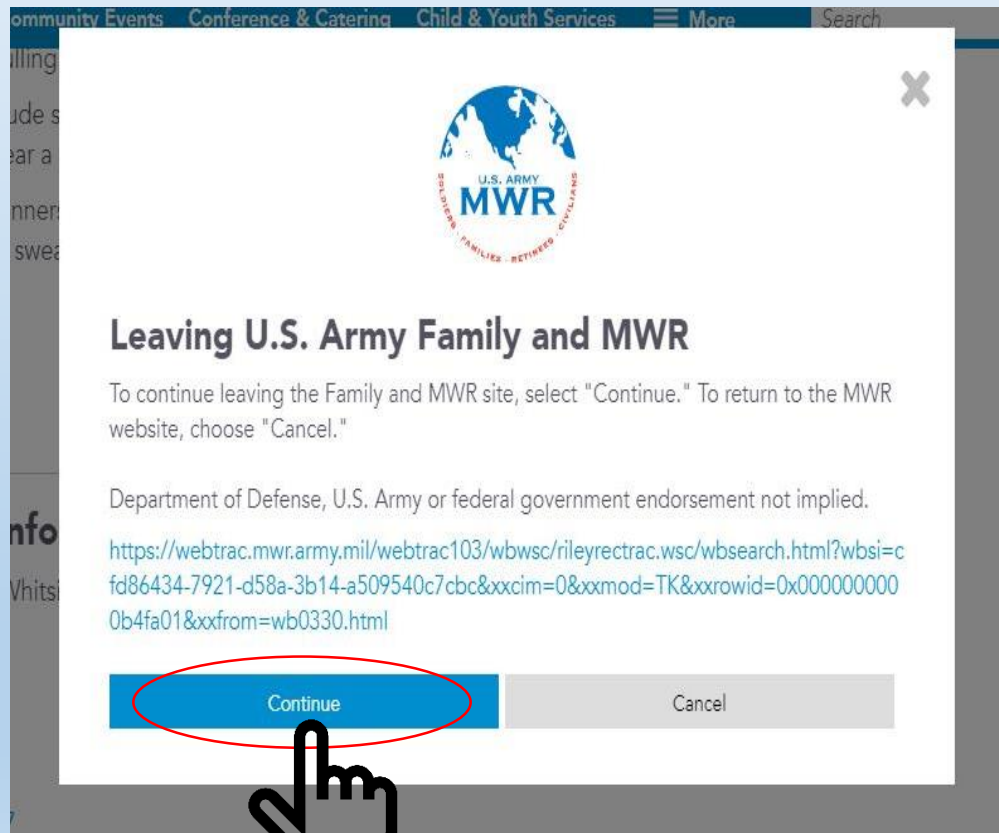
Order [online](#) or call Riley's Conference Center at +1 (785)784-1000

[Sign up](#)

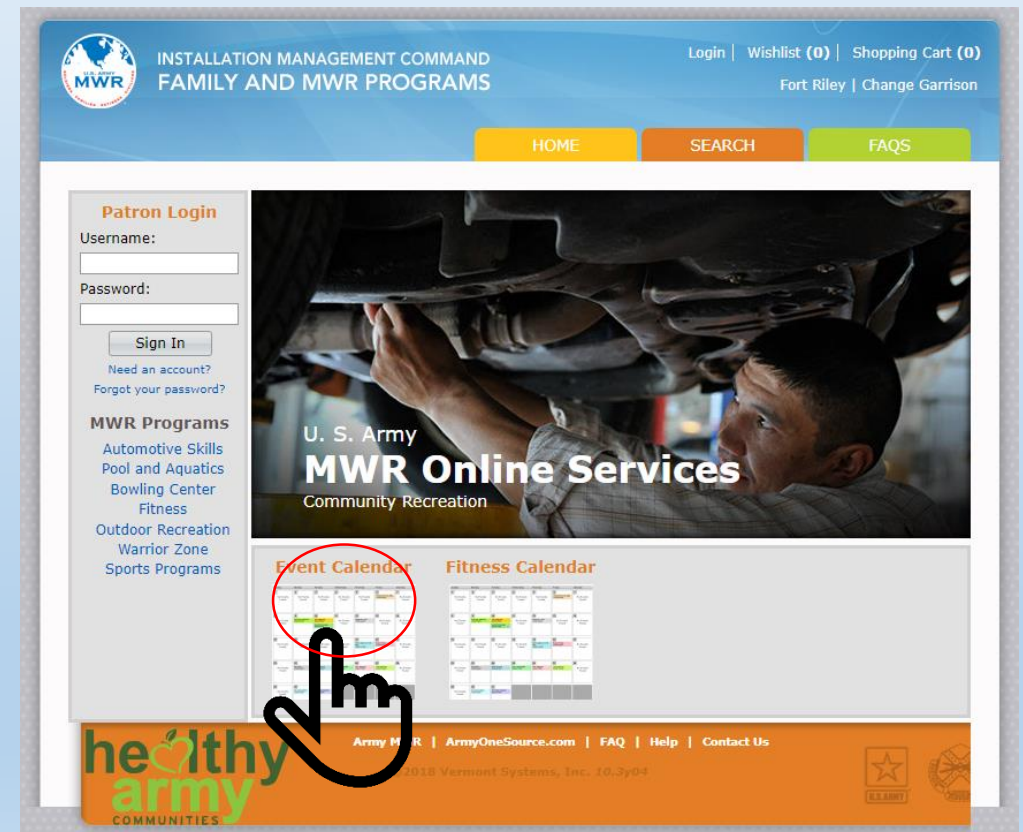
Click on the hyperlink under registration info to be redirected to our online purchasing system

Step 3

To continue with purchase, click “continue”



NOTE: A new tab will open in your browser. IF you would like to return to the calendar, close the tab and use the back button at the event page



Step 4

Select the event that interests you

The screenshot shows a calendar interface for June 2018. At the top, there are navigation buttons: '<< Prev Year', '<< Prev Month', 'June (2018)', 'Next Month >>', and 'Next Year >>'. Below the navigation is a grid of days from Sunday to Saturday. The days are numbered 1 through 30. Events are listed in colored boxes within the date cells. A hand cursor is pointing to the event 'Dinner 2 Go' on Thursday, June 7th, which is highlighted with a red circle. Other events include 'Zip Line 1000', 'Family Obstacle Course 1000', and 'Zip Line 1145' on various days.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 No Events Found	2 Zip Line 1000 (10:00-11:30) Family Obstacle Course 1000 (10:00-11:30) Zip Line 1145 (11:45-13:15)
3 Zip Line 1000 (01:00-11:30) Family Obstacle Course 1000 (10:00-11:30) Zip Line 1145 (11:45-13:15)	4 No Events Found	5 No Events Found	6 No Events Found	7 Dinner 2 Go 06/07/2018 (16:00-19:00)	8 No Events Found	9 No Events Found
10 No Events Found	11 No Events Found	12 No Events Found	13 No Events Found	14 Dinner 2 Go 06/14/2018 (16:00-19:00)	15 No Events Found	16 No Events Found
17 No Events Found	18 No Events Found	19 No Events Found	20 No Events Found	21 Dinner 2 Go 06/21/2018 (16:00-19:00)	22 No Events Found	23 No Events Found
24 No Events Found	25 No Events Found	26 No Events Found	27 No Events Found	28 Dinner 2 Go 06/28/2018 (16:00-19:00)	29 No Events Found	30 No Events Found

Step 5

You will automatically be redirected to our online payment center with event purchasing details

Verify the event you wish to attend is annotated on the screen and click on the shopping cart icon to purchase.

The screenshot shows the top navigation bar with the MWR logo and text: "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS". It includes links for "Login", "Wishlist (0)", and "Shopping Cart (0)", along with "Fort Riley" and "Change Garrison". Below the navigation are buttons for "HOME", "SEARCH", and "FAQS". The search form contains fields for "Ticket Code:", "Type:" (set to "All Types"), and "Begin Date:". There is also a "Keyword Search" field and "Keyword search Options" set to "Match At Least One Word". A "Show Search Criteria" checkbox is present. At the bottom of the form are "Search", "Reset", and "Previous Page" buttons.

Ticket Search Results

Showing: 1 to 1 Total Results: 1

06RNBWRN18 - Rainbow Road Run 5-12-18

The run route will include several color stations where runners get blasted with color powder. Be sure to wear a white shirt for the best and brightest multicolor results!

This event is on May 12th 2018 and starts at 0900.

Packet pickup and onsite registration starts at 0800.

This screenshot shows the search results page for the event "06RNBWRN18 - Rainbow Road Run 5-12-18". The page content is identical to the previous screenshot. A red circle highlights a shopping cart icon in the table row for the event. A hand cursor is pointing at the icon. Below the table is a pagination control showing "Page: 1" and "Per Page: 10 20 30 40 50".

Ticket Code	Description	Type	Event Date	Event Time	Available
06RNBWRN18	Rainbow Road Run 5-12-18		05/12/2018	09:00	349

Page: 1 Per Page: 10 20 30 40 50 Go to page: Go

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Step 6

Fill in ticketing details and click “Add to cart”

Verify information and click “Proceed to checkout”

INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Fort Riley | Change Garrison

HOME SEARCH FAQs

Ticket Sales

Ticket: Rainbow Road Run 5-12-18

Ticket Quantity: ADVANCE @ \$ 12.00 2

Required Sale information:

Your Name: Riley Bear

Address: 500 Huebnur Road

City: Fort Riley

State: KS

Postal/Zip Code: 66442

Telephone w/ area code: (785)222-3333

Email: riley.bear.mwr@mail.mil

Reenter Email: riley.bear.mwr@mail.mil

Add to Cart Clear Form Back to Search

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INSTALLATION MANAGEMENT COMMAND
FAMILY AND MWR PROGRAMS

Fort Riley | Change Garrison

HOME SEARCH FAQs

Your Shopping Cart:

Proceed To Checkout Continue Shopping

Ticket Holder	Description	Quantity	Total Fees	Remove?
Riley	Rainbow Road Run 5-12-18	2	\$ 24.00	

Grand Total Fees Due \$ 24.00

Proceed To Checkout Continue Shopping

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Step 7

Check out and complete purchase

Begin Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 24.00
Minimum Amount Due Today:	\$ 24.00
Maximum Amount Due Today:	\$ 24.00

The Following Information is Required to Complete Your Transaction

We Proudly Accept the MWR MasterCard

Amount To Be Paid Today: \$24.00

Using This Credit Card:


Billing Information

First Name:	<input type="text" value="Riley"/>
Last Name:	<input type="text" value="Bear"/>
Address:	<input type="text" value="500 Huebnur Road"/>
City:	<input type="text" value="Fort Riley"/>
State:	<input type="text" value="KS"/>
Postal/Zip Code:	<input type="text" value="66442"/>
Home Phone w/area code:	<input type="text" value="(785)222-3333"/>
Email:	<input type="text" value="riley.bear.mwr@mail.mil"/>
Re-Enter Email:	<input type="text" value="riley.bear.mwr@mail.mil"/>

Click 'Continue' to continue the payment authorization process and generate a confirmation receipt.

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Time Remaining: 4:29

Amount to be charged: **\$24.00**

Please Enter Your Billing Information Below:
Required fields are marked with an asterisk (*).
NOTICE: It is the policy of Plug & Pay Technologies, Inc. to respect the privacy of its customers and the people doing business through its service. As such all information presented here WILL NOT be sold or distributed to any party other than the merchant you have currently elected to do business with.

Name*	<input type="text" value="Riley Bear"/>
Billing Address*	<input type="text" value="500 Huebnur Road"/>
Line 2:	<input type="text"/>
City*	<input type="text" value="Fort Riley"/>
State/Province*	<input type="text" value="Kansas"/>
International Province:	<input type="text"/>
ZipCode/Postal Code*	<input type="text" value="66442"/>
Country:	<input type="text" value="UNITED STATES"/>
Card Type:	<input type="radio"/> Discover
Credit Card #:	<input type="text"/>
Exp. Date:	Month <input type="text"/> Year <input type="text"/>
Email Address:	<input type="text" value="riley.bear.mwr@mail.mil"/>
Day Phone #:	<input type="text" value="7852223333"/>
Night Phone/FAX #:	<input type="text"/>
	<input type="button" value="Submit Payment"/> <input type="button" value="Reset Form"/>

[Privacy & Security Policy](#)



Technical difficulties?

If you are unable to make a purchase via WebTrac, it may be due to a recent security update required by the credit card processing center. If your current operating system is Windows Vista or older, it may not work. If your operating system is Windows 7 or newer, please make sure your operating system is current with all available updates, and try again.

If, after updating your operating system, you are still unable to complete your purchase, please contact the event's host program or facility for assistance.