

Welcome to Webtrac!

Webtrac is our way of allowing customers to view and sign up for select programs that our facility offers online. You will be able to update your contact information and even sign up for trips and activities from the comfort of your own home! This may seem like a lot of information, but hopefully, it will help you better navigate our system!

How to Create an Account:

- First, you must be registered with an FSS facility and have an email address on file. If you haven't already done this, stop by and we will help you!
- If you know the primary email address assigned to your household (account), go to <https://portal.kadenaevents.com>
- Click on the button "Forgot User Name" and an email will be sent to you with the household number.
- Then you will be able to use that information to select the "Forgot Password" button to receive a temporary password.
- As soon as you have completed these steps, you are ready to explore the website!

Potential Road Blocks:

- If you enter an email address and it is not the primary email address, the website will tell you and you must come to Kadena Youth Sports to setup your household, at which time, we will be able to give you the log in information.
- Don't forget to check your spam if you don't see the email.
- You also may be asked to update your password and contact information upon your initial log in.
- Don't forget to add birthdates to all of your household members for participation in sports.

Signing Up for Sports:

- Find "Youth Sports" from the main screen to find the sports we are offering (Baseball, Softball, Soccer, etc...)
- Click on the sport you would like to sign up for. Click the Documents to download the Registration Forms. Click the "+" to add the sport to your cart.
- You will need to upload the completed documents. To do so, go to "My Account", then Documents, Upload the documents that you completed. Make sure to Link the documents to the correct person in your household. Then select Upload.
- After you have uploaded the completed registration forms make sure to check out and pay for the sport you are signing up for.
- The icon of "i" in a circle will give you more detailed information.

Helpful tips:

- All of our sports require a birthdate to be on file to determine eligibility and sometimes price differences.
- If a question box appears, please answer the question to the best of your ability.
- All of our standard refund policies and guidelines apply. If you have questions about this, please let us know.

This system is a work in progress, and we hope that it will allow you to participate in more of our programs! Thank you in advance for your patience and constructive feedback!

Please contact us if you have any difficulties, questions, or comments:

DSN: 634-1384, Email: youthsports@kadenafss.com, or Facebook @ Kadena Youth Sports and Fitness.