

WebTrac: Reservation Cheat Sheet.

1. Login.

Member Login

Username:

Password:

Forgot your password? [Click Here](#)

2. Scroll down to **Green Reservations Button** and click on it.

The screenshot shows the Mililani Town Association website. At the top, the logo and name "Mililani Town Association" are visible. Below the logo, there is a navigation bar with "Welcome," "Logout," "Shopping Cart (0)," and "Wishlist (0)".

On the left side, there is a "You are logged in!" section with links for "Household Calendar," "Change Your Password," "View/Edit Household Info," "View Shopping History," and "Log Out." Below this is a "Quick Links" section with links for "Browse Facility Rentals," "Browse Activities," "Browse Certifications," "WebTrac Access Form," and "Return to MTA Site."

In the center, there is a "Current Newsletter" section featuring a "Class of 2020" graphic. To the right of the newsletter is a large image of a band performing on a stage.

The main content area consists of a grid of activity tiles:

- Reservation Cheatsheet**: A red tile with the text "Reservation Cheatsheet".
- Water Aerobics**: A tile with an image of people in a pool.
- Aquatics-Programs**: A tile with an image of a water slide.
- Special Events-Tickets**: A tile with an image of people at an event.
- Reservations**: A green tile with the text "Reservations". A red arrow points to this tile.
- Tiny Tots**: A tile with an image of a group of people.
- Kids Learn To Swim**: A tile with an image of children in a pool.
- Womens Exercise**: A tile with an image of women exercising.

At the bottom of the page, there is a footer section with links for "News from MTA," "Welcome New Homeowners," "Rules & Covenants," "Forms & Applications," "Contact MTA," and "Work at MTA." There are also links for "Recreation Centers - 1 | 2 | 3 | 4 | 5 | 6 | 7," "MTA ID Cards," "Discount Movie Tickets," "Rent an MTA Facility," and "Maps of Mililani." Social media icons for Facebook, Instagram, and RSS are present, along with "Rec 7 Café" and "Sitemap" links.

3. Facility Rental Search:

- Date:** Change as needed.
- Location:** Select a Rec Center.
- Facility Class:** Select the type of Facility.
- Begin Time:** Change time as needed. Will always show the next 3 spots available.
- Click on **Search** Button to apply search options.

Welcome, [User] | Logout | Shopping Cart (0) | Wishlist (0)

Facility Rental Search

Date **a** Location **b**
 MTA REC 1
 MTA REC 2
 MTA REC 3
 MTA REC 4
 MTA REC 5
 MTA REC 6

Facility Class **c**
 Courts
 Pool Lanes

Begin Time **d** Pavilion Keyword Search (AM or PM)

e

Search Results

Showing 1 To 6 Total Results (6)

[Rec2 Lane1 - Lane_REC2_R2 Lane1](#)

	Facility Description	Location Description	Class Description	Date	Capacity	Info			
7:00 am - 7:45 am ✘ Unavailable	Rec2 Lane1	MTA REC 2	Pool Lanes	06/11/2020	N/A	<input type="button" value="i"/>	<input type="button" value="View Map"/>	<input type="button" value="📄"/>	<input type="button" value="⏪"/>
8:00 am - 8:45 am ✘ Unavailable									
9:00 am - 9:45 am ✘ Unavailable									

[Rec2 Lane2 - Lane_REC2_R2 Lane2](#)

4. Search Results:

- a. **Scroll Down** and find what you're looking for. Check on the *times* available. **Click** on the *green time block* you want. Example: Rec 2 Lane 2 @ 9am.

Facility Rental Search

Date: 06/12/2020 Location: All Locations (MTA REC 1-6) Facility Class: All Classes (Courts, Pool Lanes)

Begin Time: 07:00am Pavilion Keyword Search (AM or PM):

Search Results Showing 1 To 6 Total Results (6)

Rec2 Lane1 - Lane_REC2_R2 Lane1

Availability	Facility Description	Location Description	Class Description	Date	Capacity	Info	View Map		
+ 7:00 am - 7:45 am Available	Rec2 Lane1	MTA REC 2	Pool Lanes	06/12/2020	N/A	i	View Map	🗨	←
+ 8:00 am - 8:45 am Available									
+ 9:00 am - 9:45 am Available									

Rec2 Lane2 - Lane_REC2_R2 Lane2

Availability	Facility Description	Location Description	Class Description	Date	Capacity	Info	View Map		
x 7:00 am - 7:45 am Unavailable	Rec2 Lane2	MTA REC 2	Pool Lanes	06/12/2020	N/A	i	View Map	🗨	←
+ 8:00 am - 8:45 am Available									
+ 9:00 am - 9:45 am Available									
+ 10:00 am - 10:45 am Available									

Rec2 Lane3 - Lane_REC2_R2 Lane3

Availability	Facility Description	Location Description	Class Description	Date	Capacity	Info	View Map		
+ 7:00 am - 7:45 am Available							View		

b. To **select** the time you want **click** on the *green block* with the times. This will give you

the options “Add to Cart” or “Clear Select” at the bottom of the page.

c. **Click** on the **Add to Cart**.

5. **Type of Reservation:** Enter “*Type of Facility: name(s) of members*” or an “x” to bypass and click

Continue.

- a. **Court Example:** Pickle ball: Bob Smith & Will Johnson.
- b. **Pool Lane Example:** Lap Swim: John Doe

6. **Shopping Cart.** Verify *Date, Facility Type, Time* and *Fees*

- a. If *ok* click on **Proceed to Checkout**, and skip to 7.
- b. If *not* click on **Empty Cart**. Then click on **Continue Shopping**, and start from step 2.

7. Verify your information and email address. Then click “Continue”

Welcome, [redacted] | [Logout](#) | [Shopping Cart \(1\)](#) | [Wishlist \(0\)](#)

Summary of Charges

Total Balance for household: **\$ 0.00**

Billing Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

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

8. After Continue, you will be emailed a receipt and the court/lane layout.

Your Online transaction is complete. An email has been sent to you.

Click to View Confirmation Receipt (in .PDF format)

[View Ticket\(s\) \(in .PDF format\)](#)

[View Receipt Document - 1 \(in .PDF format\)](#)

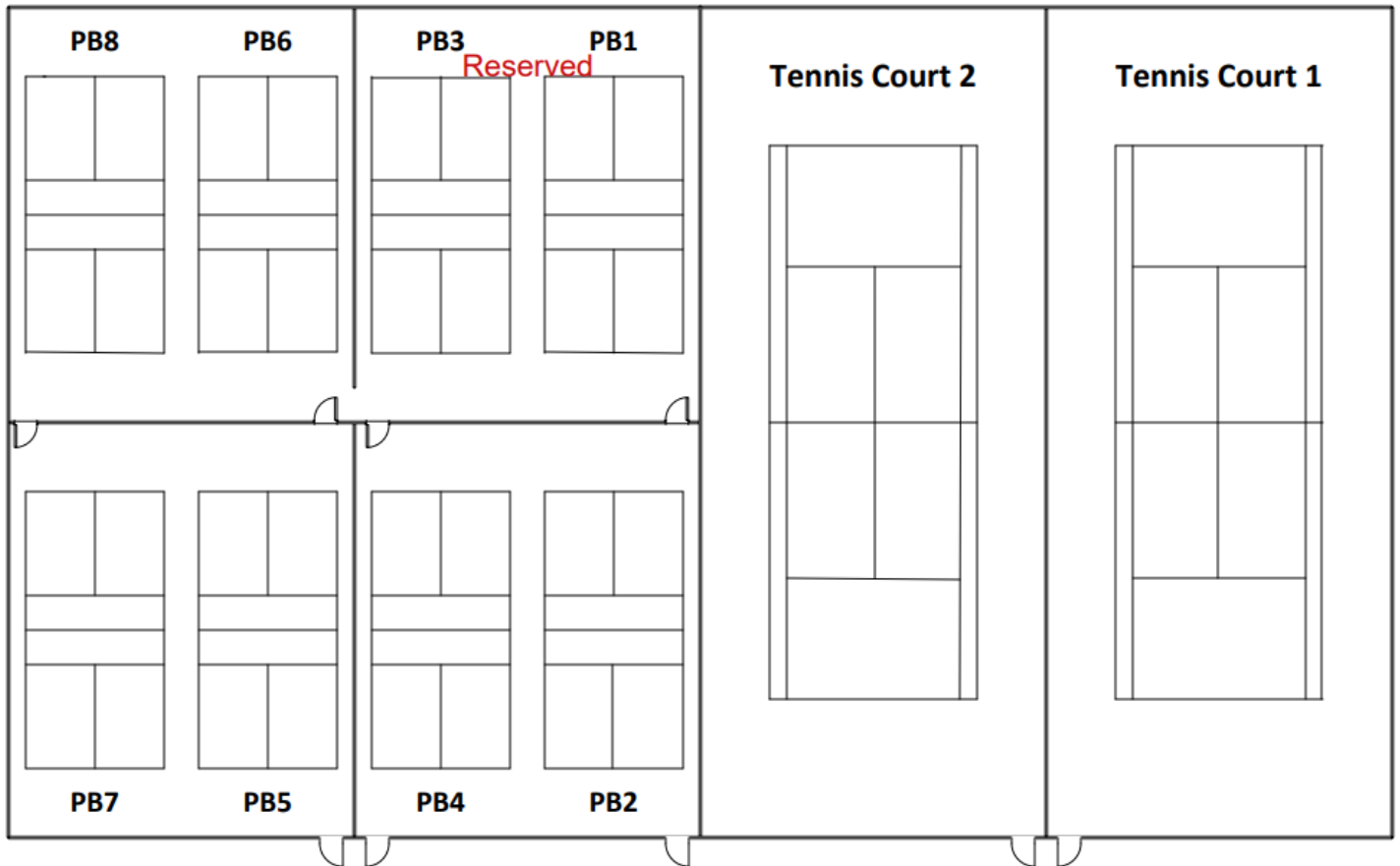
All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

9. Please bring your MTA ID Barcode. We will need that to check you in.

Reference Court Layout:

Pickleball Courts



Rec 1

Slide

Lifeguard



1

2

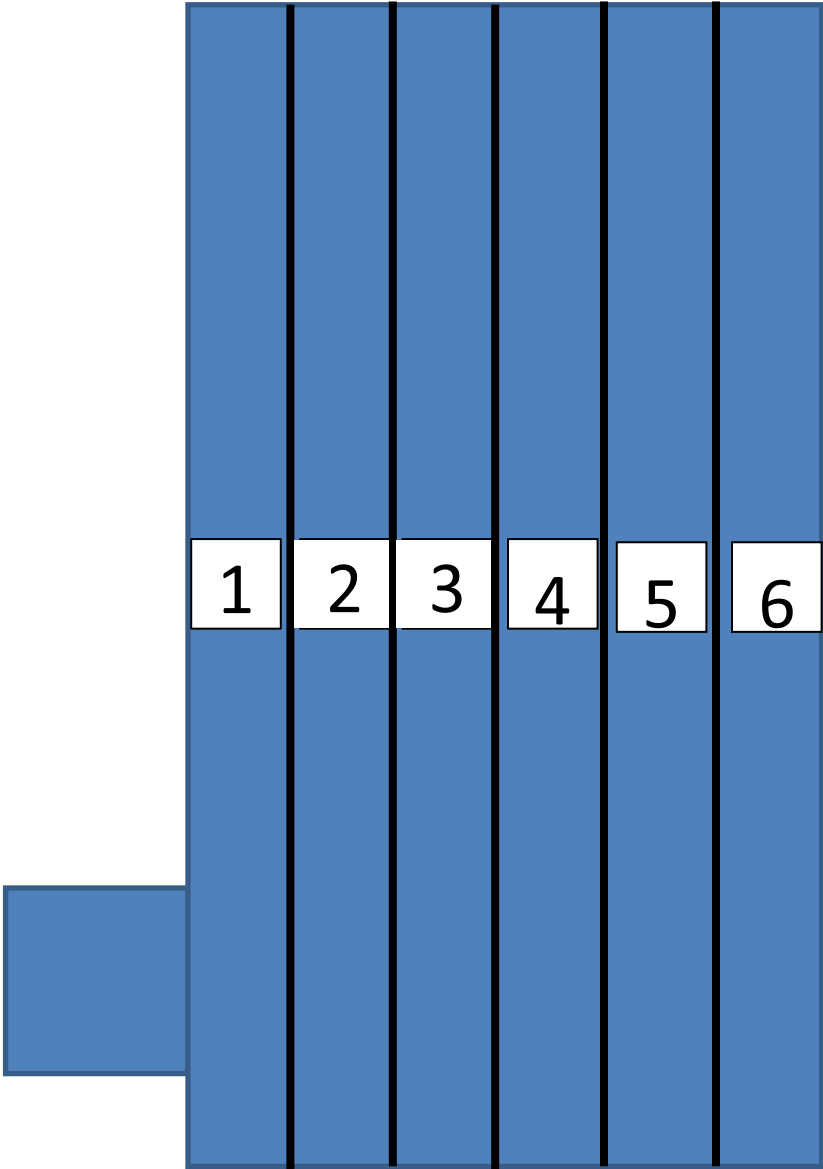
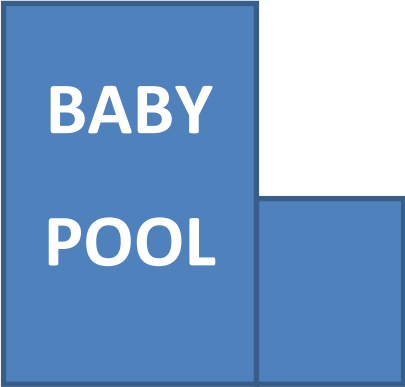
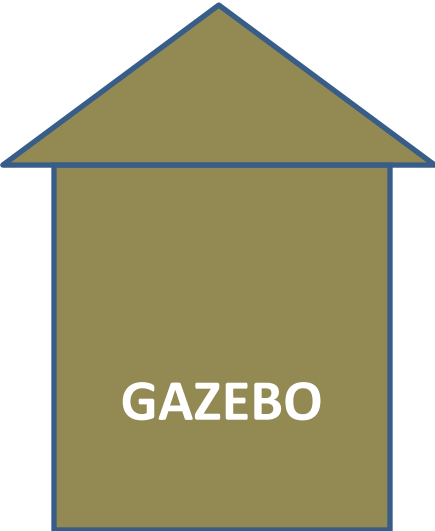
3

4

5

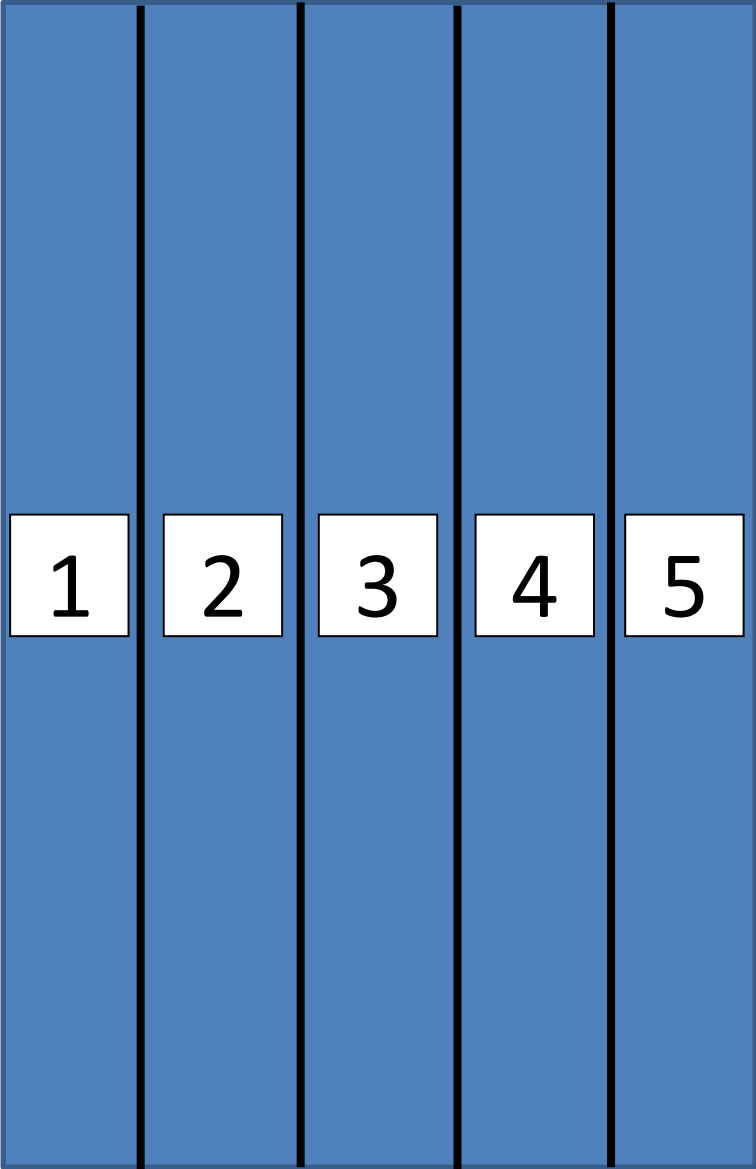
SPA

Rec 2



Lifeguard

Rec 6



Lifeguard



Outdoor
Showers
and Main

PARKING LOT

Rec 7

