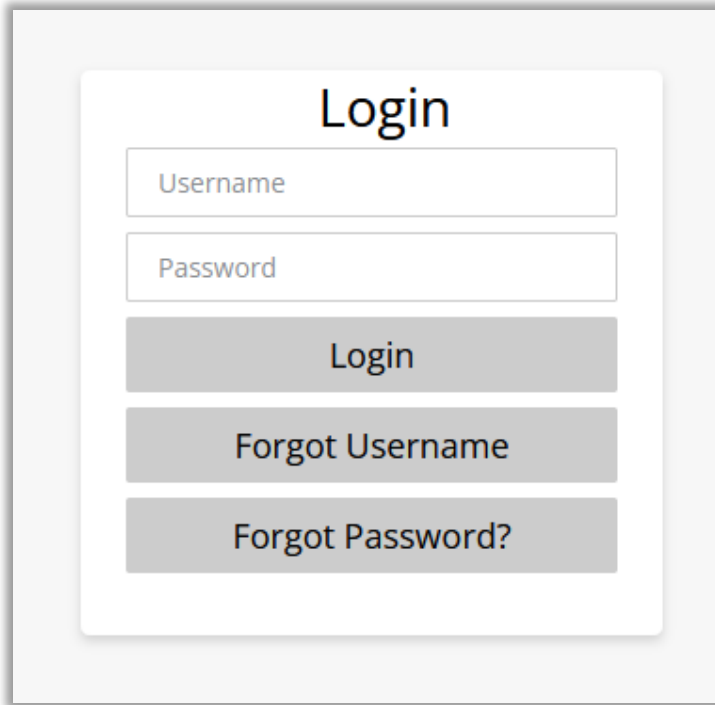


WebTrac: Reservation Guide

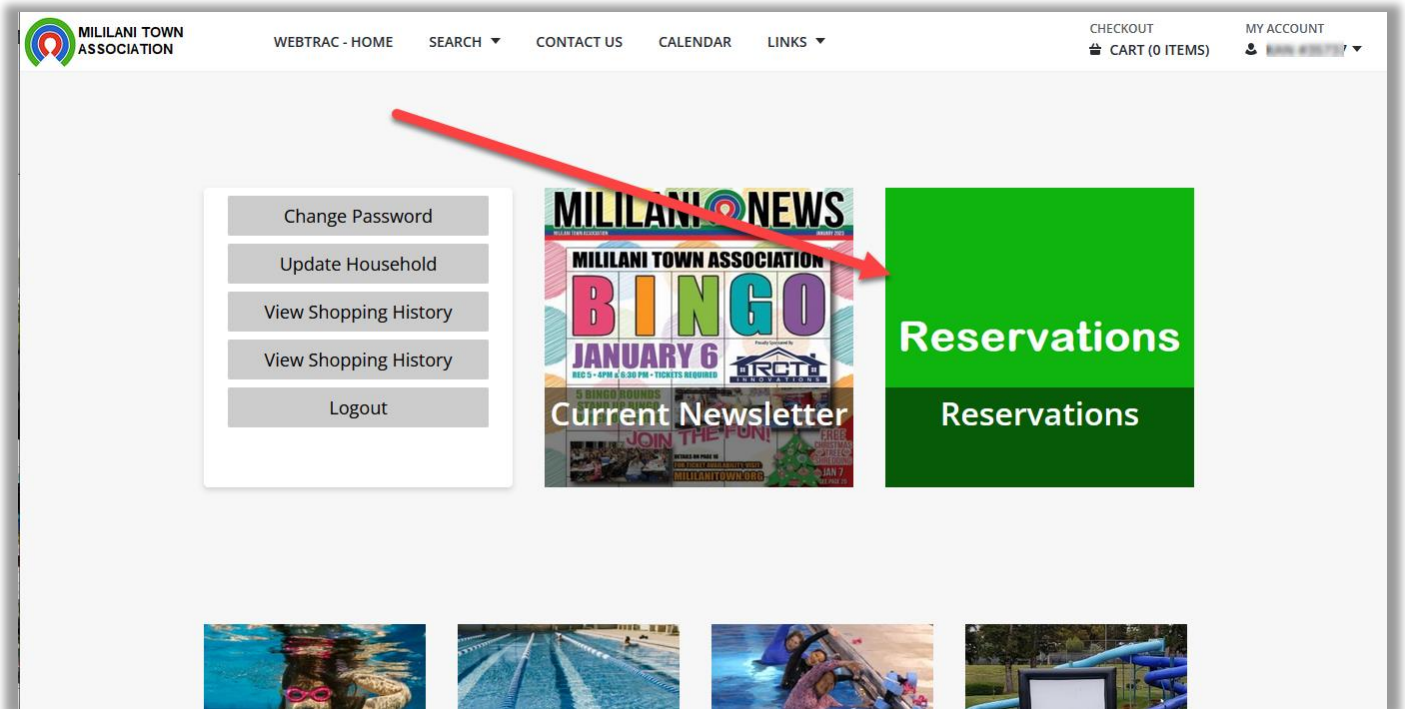
1. Login:



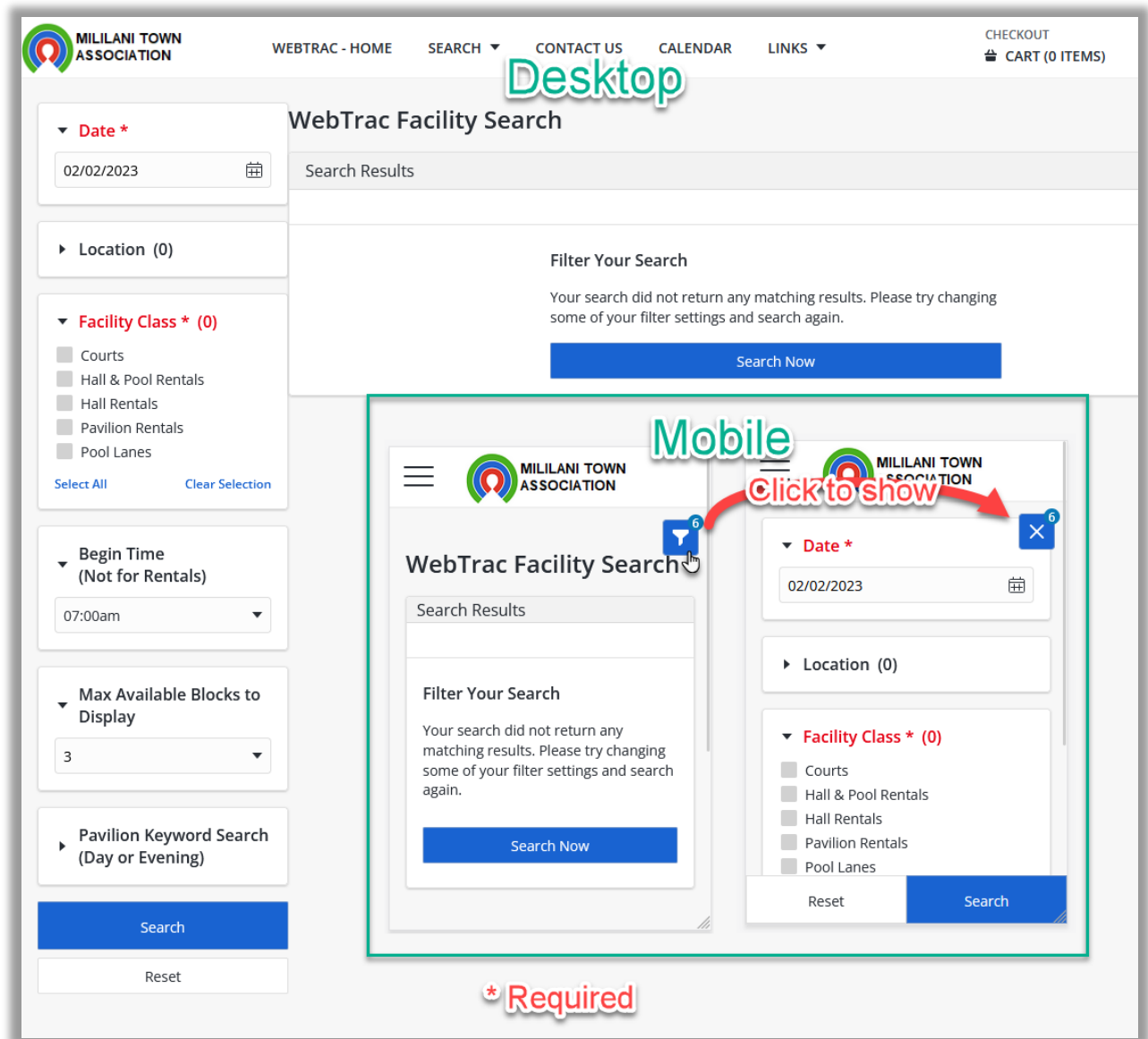
The screenshot shows a login form with the following elements:

- Login** (Title)
-
-
- Login** (Button)
- Forgot Username** (Button)
- Forgot Password?** (Button)

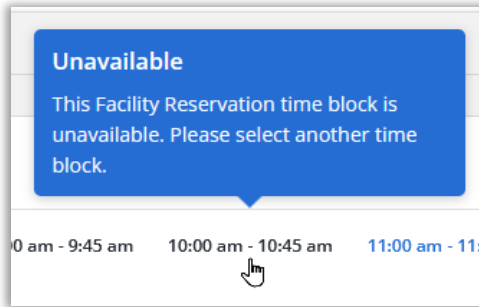
2. Click on the Green Reservations Button.



3. Facility Search Options (left side of screen for Desktops, Icon for Mobile):
 - a. **Date***: Change as needed. Defaults to tomorrow
 - b. **Location**: Click to Open the option. Default is all Recs
 - c. **Facility class***: Select the type of Reservation or Rental you're interested in.
 - d. **Begin Time**: Change as needed. Default is 07:00 am.
 - e. **Max Available Blocks to Display**: Show x many available results and stops. Default is 3
 - f. **Pavilion Keyword Search**: Only pavilions optional. Enter "Day" or "Evening" if you want to narrow down results.
 - g. **Note**: items that are red and has * are required.
 - h. Click on the **Search** button to show the results.



4. **Search Results:** Scroll down and find the time blocks that are colored blue. And when you hover you have the option to Book Now.
 - a. Unavailable time blocks are not clickable.



- b. Available time blocks– shows an option to Book and you can click it.

WebTrac Facility Search

Search Results Showing results 1-5 of 5

Rec6 Lane 1						
Date	Facility Description	Location Description	Class Description	Capacity	Price	Details
Feb 2	Rec6 Lane1	MTA REC 6	Pool Lanes	N/A		Book Now Item Details ⋮
Book Now: 7:00 am - 7:45 am 8:00 am - 8:45 am 9:00 am - 9:45 am 10:00 am - 10:45 am 11:00 am - 11:45 am 12:00 pm - 12:45 pm						
1:00 pm - 1:45 pm 2:00 pm - 2:45 pm 5:00 pm - 5:45 pm 6:00 pm - 6:45 pm						

- c. Your selection is now added to the Selection List at the bottom. Double check the item.

▶ Location (1)

▼ Facility Class * (1)

- Courts
- Hall & Pool Rentals
- Hall Rentals
- Pavilion Rentals
- Pool Lanes

[Select All](#) [Clear Selection](#)

▼ Begin Time (Not for Rentals)

[Search](#)

Rec6 Lane 1						
Date	Facility Description	Location Description	Class Description	Capacity	Price	Details
Feb 2	Rec6 Lane1	MTA REC 6	Pool Lanes	N/A	\$0.00	Item Details ⋮
Book Now: 7:00 am - 7:45 am 8:00 am - 8:45 am 9:00 am - 9:45 am 10:00 am - 10:45 am 11:00 am - 11:45 am 12:00 pm - 12:45 pm						
1:00 pm - 1:45 pm 2:00 pm - 2:45 pm 5:00 pm - 5:45 pm 6:00 pm - 6:45 pm						

Rec6 Lane 2						
Date	Facility Description	Location Description	Class Description	Capacity	Price	Details
Feb 2	Rec6 Lane2	MTA REC 6	Pool Lanes	N/A	\$0.00	Item Details ⋮

1 Selected Items

Rec6 Lane1 (Lane_REC6_R6 Lane1): 02/02/2023 @ 11:00 am - 11:45 am

[Clear Selection](#) [Add To Cart](#)

- d. Now click **Add to Cart** or **Clear selection** if you didnt want it.
- e. As part of adding the item to the cart there will be some questions that will need to be answered. Please answer the questions appropriately. Click Continue.
 - i. **Court Example:** Name of participant: Bob Smith
 - ii. **Pool Lane Exapmle:** Name of Partifipant: John Doe

MILILANI TOWN ASSOCIATION

Rec6 Lane1 on 02/02/2023 at 11:00 am to 11:45 am at MTA REC 6 for [redacted] (Purchase)

Rec6 Lane1 on 02/02/2023 at 11:00 am to 11:45 am at MTA REC 6 for [redacted] (Purchase)

Ticklers

To **CANCEL** a reservation, please call the MTA reservation hotline at (808) 440-2633. Cancellations must be done by the member making the original reservation only

Questions

Name of Participant *

[redacted]

Continue **Cancel**

- 5. Shopping Cart:
 - a. Verify the Location, Date, Time , Facility Type, and Fees.
 - b. If ok, Click on **Proceed to Checkout**.
 - c. If not click on **Remove**. Then click on **Continue Shopping** and start from Step 2

New Charges In Shopping Cart

Shopping Cart

Shopping Cart

Description	Name	Total Fees
Remove Rec6 Lane1 on 02/02/2023 at 11:00 am to 11:45 am at MTA REC 6 (Firm)	[redacted]	\$ 0.00
Grand Total Fees Due		\$ 0.00
Total Old Balances Not in Shopping Cart		\$ 0.00

Proceed To Checkout **Continue Shopping** **Pay Old Balances** **Empty Cart**

6. **Checkout:** Verify your Information and email address. If a payment is required you will have a “Payment Information” section at the bottom, Enter your credit card info and verify the submission by clicking on the “I’m Not a robot”. Then click “Continue”

Checkout

Summary of Charges

Total Balance for household:	\$ 0.00
Amount To Be Paid Today:	\$ 0.00

Billing Information

First Name: *

Last Name: *

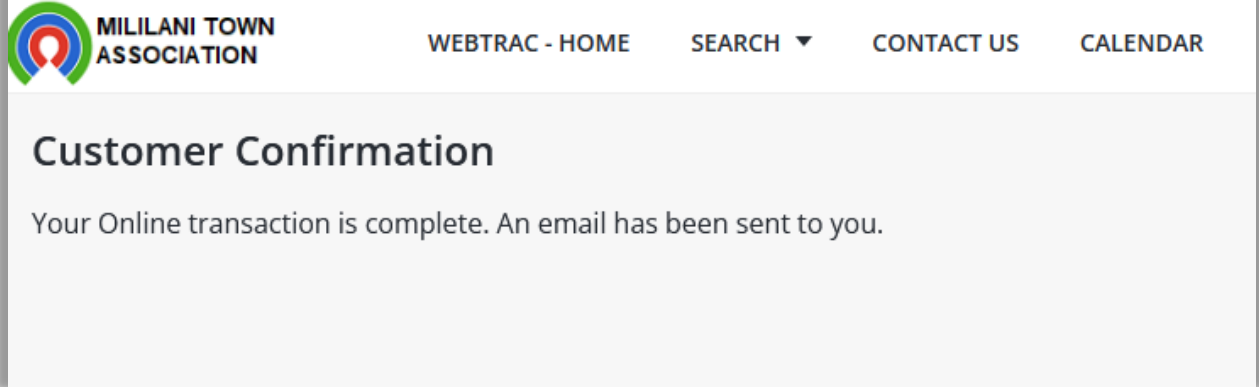
Home Phone w/area code: *

Email: *

Re-Enter Email:

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

7. After submission is processed. You will be displayed with a “Customer Confirmation” Message.



The screenshot shows the top navigation bar of the Mililani Town Association website. On the left is the logo, which consists of a stylized 'M' inside a circle with green, blue, and red segments, followed by the text 'MILILANI TOWN ASSOCIATION'. To the right of the logo are four navigation links: 'WEBTRAC - HOME', 'SEARCH' with a downward arrow, 'CONTACT US', and 'CALENDAR'. Below the navigation bar is a light gray box containing the following text:

Customer Confirmation

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