

# Swap Meet WebTrac Instructions

**\*\* Instructions were made prior to name change from Bazaar to Swap Meet, all instructions are the same, just the name has changed\*\***

1. Go to [WebTrac](#)
2. Under “Select An Event:” click on “2018 Swap Meet”. This should cause event layout to appear. If it does not then click “View”.

The screenshot displays the WebTrac website interface for the 'Venue Ticket Sales' section. At the top, the header includes the MWR logo, the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and links for 'Login', 'Wishlist (0)', 'Shopping Cart (0)', 'Fort Bragg', and 'Change Garrison'. Below the header is a navigation bar with buttons for 'HOME', 'SEARCH', 'CONTACT US', and 'FAQS'. The main content area is titled 'Venue Ticket Sales'. On the left, under 'Select An Event:', a dropdown menu shows '2018 Bazaar' selected, which is circled in red. Below the dropdown are three status indicators: 'Seat Not Available' (red dot), 'Seat Available' (green dot), and 'Seat Picked' (yellow dot). At the bottom of this section, a 'View' button is circled in red. To the right of the dropdown, a message states: 'Please Select a Venue Event to Proceed. Once an event is selected. An image of the event location will be displayed and tickets can be selected for purchase.' The footer of the page features the 'healthy army' logo, the text 'Army MWR | Bragg MWR | ArmyOneSource.com | FAQ | Help | Contact Us', and two circular logos on the right.

3. Click on either the left or right side of the layout to zoom in on the desired vendor spaces.

The screenshot displays the 'Venue Ticket Sales' page for the 2018 Bazaar. The page header includes the MWR logo, 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and navigation links for 'HOME', 'SEARCH', 'CONTACT US', and 'FAQS'. The event details on the left specify dates (04/14/18), sales dates (01/22/18 - 04/13/18), and 5 available seats. The main map, titled 'MAP NOT TO SCALE', shows the event layout with various areas labeled: 'F-2911', 'Stage', 'F-5510', 'Sponsors', 'F-4208', 'F-4311', 'Portables', and 'Howell Street'. Two large sections of the map are highlighted with red rectangles and labeled 'Left' and 'Right' in red text. A legend at the bottom right indicates 'Vendor Check-In' (red dot) and 'Vendor 9x18 Space' (blue square). The footer features the 'healthy army COMMUNITIES' logo and links to 'Army MWR', 'Bragg MWR', 'ArmyOneSource.com', 'FAQ', 'Help', and 'Contact Us'.

4. Click on your desired space. Spaces that are available are green. Once selected the space will turn yellow. Spaces that are not available are red. Once selected a pricing list will appear.

**Venue Ticket Sales**

**2018 Bazaar**  
Event Dates: 04/14/18  
Sales Dates: 01/22/18 - 04/13/18  
Available: 5

Select An Event:  
2018 Bazaar

Seat Not Available ●  
Seat Available ●  
Seat Picked ●

[View](#)  
[View Entire Venue](#)

**MAP NOT TO SCALE**

F-2911

Sponsors

Food Vendors

F-4208

Portalets

F-4311

**Bazaar Left**  
☒ ID Card Fee @ \$25.00  
☐ Non ID Card @ \$35.00  
[Select](#)

33 34 35 36 37 38 39 40 41 42 43 44  
68 69 70 71 72 73 74 75 76 77 78 79

10 11 12 13 14 15 16 17 18  
40 49 50 51 52 53 54 55 56 57

18 19 20 21 22 23 24 25 26 27 28 29  
20 21 22 23 24 25 26 27

25 26 27 28 29 30 31 32 33 34  
28 29 30 31 32 33 34 35 36 37

10 11 12 13 14 15 16 17 18  
20 21 22 23 24 25 26 27 28

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5. Select which price you are qualified for \$25 DoD ID Card Holder, \$35 General Public. Then click select. Follow this step for up to four spaces.

**Venue Ticket Sales**

**2018 Bazaar**  
Event Dates:  
04/14/18  
Sales Dates:  
01/22/18 - 04/13/18  
Available:  
5

Select An Event:  
2018 Bazaar

Seat Not Available ●  
Seat Available ●  
Seat Picked ●

[View](#)  
[View Entire Venue](#)

**MAP NOT TO SCALE**

F-2911

Sponsors

Food Vendors

Bazaar Left

☐ ID Card Fee @ \$25.00  
☒ Non ID Card @ \$35.00

[Select](#)

F-4208

Portalets

F-4311

6. Once you have selected all of your spaces you will need to click purchase to add it/them to your cart.

**Venue Ticket Sales**

**Purchase** EFT-4-184 (NOIDCARD)

**2018 Bazaar**  
Event Dates: 04/14/18  
Sales Dates: 01/22/18 - 04/13/18  
Available: 5

Select An Event:  
2018 Bazaar

Seat Not Available (Red dot)  
Seat Available (Green dot)  
Seat Picked (Yellow dot)

View  
View Entire Venue

**MAP NOT TO SCALE**

F-2911

Sponsors

Food Vendors

Bazaar Left

☐ ID Card Fee @ \$25.00  
☒ Non ID Card @ \$35.00

Remove

F-4208

Portalets

F-4311


33 34 35 36 37 38 39 40 41 42 43 44  
68 69 70 71 72 73 74 75 76 77 78 79

10 11 12 13 14 15 16 17 18 19 20 21  
22 23 24 25 26 27 28 29 30 31 32 33

25 26 27 28 29 30 31 32  
33 34 35 36 37 38 39 40

11 12 13 14 15 16 17 18 19 20 21  
22 23 24 25 26 27 28 29 30 31 32

7. Please enter all information accurately. This information is critical so that necessary information can be sent to you. Once all information is entered, click “Add to Cart”.



INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS

Login | Wishlist (0) | Shopping Cart (0)  
Fort Bragg | Change Garrison

HOMESEARCHCONTACT USFAQS

### Ticket Sales

#### Will Call Policy

To purchase tickets, please complete the below form. If you have any problems completing the transaction delete your browser history and try again. Thanks!

Non ID Card / Area: / Row: 4 / @ \$35.00  
Seat:184  
ID Card Fee / Area: / Row: 4 / @ \$25.00  
Seat:185


**Required Sale information:**

Your Name	Jane Doe
Address	1234 Unknown Lane
City	Fort Bragg
State	NC
Postal/Zip Code	28310
Telephone w/ area code	(555)555-5555
Email	jane.doe@1234.com
Reenter Email	jane.doe@1234.com

Add to Cart



Clear Form

Back to Search



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8. Verify that all information is correct.  
Click “Proceed to Checkout”.

INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (2)  
Fort Bragg | Change Garrison

HOME SEARCH CONTACT US FAQs

**Your Shopping Cart:**

**New Charges In Shopping Cart**  
You have purchased 2 tickets for: 2018 Bazaar.

Proceed To Checkout Continue Shopping

Ticket Holder	Description	Quantity	Total Fees	Remove?
Jane	2018 Bazaar	1	\$ 25.00	
Jane	2018 Bazaar	1	\$ 35.00	

Grand Total Fees Due \$ 60.00

Proceed To Checkout Continue Shopping

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9. Enter billing information. Select payment method from drop down menu. Then click "Continue".

**MWR FAMILY AND MWR PROGRAMS** Fort Bragg | Change Garrison

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### Begin Checkout

**Summary of Charges**

New Charges In Shopping Cart:	\$ 60.00
Minimum Amount Due Today:	\$ 60.00
Maximum Amount Due Today:	\$ 60.00

**The Following Information is Required to Complete Your Transaction**

Amount To Be Paid Today: \$60.00

Using This Credit Card:

**Select a Payment Method** ▼  
Select a Payment Method  
Web Visa  
Web MC

**Billing Information**

First Name:

Last Name:

Address:

City:

State:

Postal/Zip Code:

Home Phone w/area code:

Email:

Re-Enter Email:

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

**Continue** Back To Shopping Cart

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10. Enter payment information and then click “Submit Payment”. Please make sure you print your receipt as it will be required as proof of purchase on day of the event. It also has important information for your records.

Time Remaining: 14:53

Amount to be charged: **\$60.00**

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:\* Jane Doe

Billing Address:\* 1234 Unknown Lane

Line 2:

City:\* Fort Bragg

State/Province:\* North Carolina

International Province:

ZipCode/Postal Code:\* 28310

Country: UNITED STATES

Card Type: ☐ Visa ☐ Mastercard

Credit Card #:\*

Exp. Date:\* Month Year

Email Address:\* jane.doe@1234.com

Day Phone #: 5555555555

Night Phone/FAX #:

[Privacy & Security Policy](#)