



## RecTrac Training Guide - Activity Setup

### Setting Up an Activity and Its Sections

- 1 Go to **Files** → **Activity** → **Activity Maintenance**. You will proceed to the **Activity Maintenance screen**.
- 2 Click **Add**. You will proceed to the **Activity Core Information screen**.

### Activity Numbering Scheme

The activity number has six digits:

- Start with **the RecTrac standard two digit lead**.
- The **third digit** is utilized to roll up specific types of activities with 0-4 reserved for the local Garrison, 5-6 reserved for Region requirements, and 7-9 for FMWRC requirements.
- The last three digits come from the chart below.
  - The darker bar across the top is the **4<sup>th</sup> digit**. It signifies the **type of activity** (e.g., 1=Group Instruction, 2=Private Lessons, 3=Individual Competitions, etc.).
  - The **5<sup>th</sup> and 6<sup>th</sup> digits** at the left of each column represent the different **activities**. They are grouped into ranges similar to recreation activities but you may utilize a code from any to include open codes for more specific.
    - **Example:** for Intramural Volleyball, you could have an Activity Number of 500437 with multiple sections underneath – section 01 for Open level play, 02 for A level play, 03 for B level play, etc.
  - The different “offerings” that fall under this activity are called **Sections**.
    - You have 99 numbered sections available under each activity.
    - Sections under the Volleyball activity (for example) might include: Women’s, Men’s, Co-ed, Youth, or by skill level (Open, A, B) etc.

After you create the activity, you will create different sections of the activity to represent different age groups, skill levels, genders, meeting days/times, etc.



## RECTRAC ACTIVITY NUMBERING SCHEME

The standard activity numbering scheme consists of 6 highly controlled digits. The chart below gives general guidelines. If you have any questions about the appropriate numbering scheme for your activities, please contact the FMWRC for assistance.

1 <sup>st</sup> /2 <sup>nd</sup> Position		3 <sup>rd</sup> Position = 0-9 (Location)	
1 <sup>st</sup> /2 <sup>nd</sup> Position	TITLE	3 <sup>rd</sup> Position	TITLE
00-09	Golf	0	Local Use
10-11	ITR	1	Local Use
12	ACS	2	Local Use
13	Unit Funds/FRGs	3	Local Use
14	Open	4	HQ Use
15-29	Outdoor Recreation	5	HQ Use
15	Parks & Picnic Areas	6	Inclusive Recreation
16	Stables	7	HQ Use
17	Kennels	8	Warrior Adventure
18	Travel Camps/Campgrounds	9	Partnerships
19	Marinas		
20	Open		
21	Motorcross		
22	Open		
23	Open		
24	Recreational Lodging		
25	Open		
26	Paintball		
27	Skeet & Trap		
28	Recreational Adventure Trips		
29	Hunting & Fishing		
30	Parachute Activities		
31	Open		



# RecTrac

1 <sup>st</sup> / 2 <sup>nd</sup> Position		3 <sup>rd</sup> Position = 0-9 (Location)	
32	Army Flying Activities		
33	Open		
34	Equipment Rental & Sales		
35-39	Bowling		
40-49	Gyms, Fitness Ctrs		
50-54	Sports & Aquatics		
55	Libraries		
56-59	Arts & Crafts		
65-68	Recreation Centers/BOSS		
70-71	Vet Services		
72-79	Food & Beverage Operations		
80-84	Automotive Skills		
85-86	Recycling		
87-89	Open		
90-94	Reserved for CYMS		
95	Marketing		
96	Commercial Advertising/Sponsorship		
97	DFMWR/Div Chiefs		
98	Engineering/Maintenance/Supply		
99	Accounting/Collections		

## 4th Position = Category

4th Position	TITLE	EXAMPLES - <a href="#">Sections</a> or Additional <a href="#">Activities</a> (Depending on Scope and Volume of Offerings)
1	Group Instructional Classes	
2	Private Lessons	
3	Individual Competition	
4	Team Sports Competition	
5	Tournaments/Leagues	
6	Training Certifications/Licenses	
7	Clubs	



## 4th Position = Category

8	Adventure Trips/Training	
9	Special Events	
0	Misc	

## 5<sup>th</sup> and 6<sup>th</sup> Position = Activity Type

5 <sup>th</sup> /6 <sup>th</sup> Position	TITLE	EXAMPLES - <a href="#">Sections</a> or Additional <a href="#">Activities</a> (Depending on Scope and Volume of Offerings)
00	Installation Special Event	
01	Jazzercise	
02	Kickboxing	
03	Martial Arts Group	
04	Muscle Conditioning	
05	Aerobics/Step Aerobic	
06	Dance	
07	Spinning	
08	Yoga	
09	Music	
10	Other (Group Exercise Class)	
11	Boxing	
12	Racquetball	
13	Tennis	
14	Triathlon	
15	Wrestling	
16	Body Building/Power Lifting	
17	Martial Arts	
18	Cross Country/Distance Running/Road Races/Marathons	
19	Open	
20	Table Tennis	
21	Board Games	
22	Open	
23	Open	



5 <sup>th</sup> and 6 <sup>th</sup> Position = Activity Type		
24	Open	
25	Open	
26	Open	
27	Open	
28	Open	
29	Other (Individual Sporting Event)	
31	Basketball	
32	Golf	
33	Football	
34	Rugby	
35	Soccer	
36	Softball	
37	Volleyball	
38	Open	
39	Other	
40	Open	
41	Open	
42	Open	
43	Open	
44	Open	
45	Open	
46	Open	
47	Open	
48	Open	
49	Open	
50	Lifeguard Certification	
51	Lifeguard Instructor Certification	
52	Water Safty Instructor	
53	Swim Lessons	
54	Water Aerobics	
55	Scuba Lessons	



**5<sup>th</sup> and 6th Position = Activity Type**

56	Kayak Lessons	
57	Open	
58	Open	
59	Other (Recreational Sport Activity)	
60	Archery	
61	Backpacking/Hiking	
62	Bungee jumping	
63	Canoe/Kayak	
64	Mountain Climbing/Rock Climbing/Caving	
65	Biking/Mountain Biking	
66	Fishing	
67	Hunting	
68	Skeet/Target Shooting	
69	Horse-back riding	
70	Paintball	
71	Repelling/Ropes Course	
72	Sailing	
73	Scuba diving	
74	Surfing	
75	Skiing/Snowboarding	
76	Skydiving	
77	Volksmarch	
78	White Water Adventure/Tubing-River Based	
79	Other	
80	Photography/Film/Visual Arts	
81	Crafts-Florals/Pottery/Ceramics/Glass	
82	Jewelry/Metal/Textiles	
83	Wood Working	



5 <sup>th</sup> and 6 <sup>th</sup> Position = Activity Type		
84	Painting/Drawing	
85	Needlepoint/Sewing/Knitting/Quilting	
86	Framing	
87	Engraving	
88	Open	
89	Other	
90	Auto Skills	
91	Auto Maintenance	
92	Welding	
93	Auto Body	
94	Open	
95	Open	
96	Open	
97	Open	
98	HIRED!	
99	Misc	